



Board of Commissioners Meeting

July 27, 2021

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 Fresno Housing

5:00pm - July 27, 2021 – *Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this Board Meeting will be held in-person for Commissioners Only, AND via conference call for all members of the public. The meeting room will not be accessible to members of the public. The meeting can be accessed by members of the public as follows:*

To join via Zoom: <https://bit.ly/07272021JBM>

**To join via teleconference, call: (669) 900-6833. Meeting ID: 984 4584 7612
Passcode: 692972**

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 submit a "Request to Speak" which may be submitted by contacting the Board Secretary (Tiffany Mangum) no later than 4:45 p.m. You will be called to speak under Agenda Item 3, Public Comment. Please email your request to speak to executiveoffice@fresnohousing.org.

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

5pm

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 and Presentations**

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

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

5. **Consent Agenda**

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

- | | |
|---|----|
| a. Governance: Consideration of the Minutes of June 17, 22, and 28, 2021 | 5 |
| <i>Approval of the minutes of the Board Meetings.</i> | |
| b. Consideration of Approval of HRFC Predevelopment Funding – Esperanza Commons | 18 |
| <i>Approval of a pre-development loan commitment for predevelopment activities.</i> | |
| c. Consideration of Award of Architectural Contract – Esperanza Commons | 24 |
| <i>Approval of the architectural contract for this project.</i> | |
| d. Consideration of Contract Renewal – AT&T Internet Services | 28 |
| <i>Contract extension for internet, telephone and cybersecurity services.</i> | |
| e. Consideration of the Acceptance of HCD Rehabilitation Grant Award – Parlier Migrant Center | 32 |
| <i>Acceptance of grant funding and award from the Office of Migrant Services.</i> | |
| f. Consideration of Contract for HVAC & Water Heater Improvements – Wedgewood Commons | 36 |
| <i>Approval for the HVAC and water heater replacement contract at the property.</i> | |

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6. Staff Presentations and Discussion Items	
a. 2022 Annual Plans, Timeline, and Process Update	42
<i>A review of the proposed changes to the 2022 Agency Plans.</i>	
b. Real Estate Development Update	80
<i>An overview of development activities.</i>	
7. Closed Session	
a. PUBLIC EMPLOYMENT	
Title: CEO	
8. Report on Closed Session Item(s)	
9. Update on the CEO Search Process	
10. Governance	
a. Commissioners' Report	
b. Executive Director's Report	81
11. Adjournment	

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

Thursday, June 17, 2021

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special session on Thursday, June 17, 2021, via teleconference.

1. The special meeting was called to order at 5:04 p.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair
 Caine Christensen, Vice Chair
 Stacy Vaillancourt
 Ruby Yanez
 Sharon Williams

ABSENT: Terra Brusseau
 Sabrina Kelley

The regular meeting was called to order at 5:04 p.m. by Board Chair, Commissioner Catalano, 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: Cary Catalano, Chair
 Nikki Henry, Vice Chair
 Valori Gallaher
 Stacy Sablan
 Joey Fuentes
 Sophia Ramos

ABSENT: Edugiben Ortiz

Also, in attendance were the following: Angie Nguyen, Interim CEO/Chief Programs Officer, and Jessica Johnson, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

MOTION PASSED: 6 – 0

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

MOTION PASSED: 4 – 0

3. PUBLIC COMMENT

There were no public comments at this time.

4. CLOSED SESSION

The Board of Commissioners entered closed session at 5:08 pm.

Commissioner Vaillancourt joined the meeting during this time.

a. CONFERENCE WITH REAL ESTATE NEGOTIATORS

(Pursuant to Gov't Code §54954.5(b))

Address: 933 N. Parkway Drive, Fresno, CA (APN: 449-335-32)

Agency Negotiator: Housing Authority of the City of Fresno (HACF)

Negotiating Parties: HACF, Naresh Patel, Ragini Patel, & City of Fresno

Under Negotiation: Price and Terms

5. REPORT ON CLOSED SESSION MATTER

The Board returned from closed session at 5:19 pm.

Jessica Johnson, General Counsel, stated there was nothing to report from closed session.

6. ACTION

- a. Consideration of Assignment and Delegation of Purchase and Sale Agreement, Repair Services Agreement, & Agreement for Option to Purchase with the City of Fresno – Valley Inn

Tracewell Hanrahan, Deputy Executive Director, presented on this item.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Sablan to approve of Assignment and Delegation of Purchase and Sale Agreement, Repair Services Agreement, & Agreement for Option to Purchase with the City of Fresno – Valley Inn.*

MOTION PASSED: 6 – 0

CITY MOTION: *Commissioner Williams moved, seconded by Commissioner Vaillancourt to approve of Assignment and Delegation of Purchase and Sale Agreement, Repair Services Agreement, & Agreement for Option to Purchase with the City of Fresno – Valley Inn.*

MOTION PASSED: 5 – 0

7. 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 6:31 p.m.

Angie Nguyen, Secretary to the Boards of Commissioners

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

Tuesday, June 22, 2021

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, June 22, 2021, via teleconference.

1. The regular meeting was called to order at 5:03 p.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair
 Caine Christensen, Vice Chair
 Stacy Vaillancourt
 Ruby Yanez
 Sharon Williams
 Sabrina Kelley

ABSENT: Terra Brusseau

The regular meeting was called to order at 5:03 p.m. by Board Chair, Commissioner Catalano, 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: Cary Catalano Chair
 Valori Gallaher
 Stacy Sablan
 Joey Fuentes

ABSENT: Nikki Henry, Vice Chair
 Edugiben Ortiz
 Sophia Ramos

Also, in attendance were the following: Angie Nguyen, Interim CEO/Chief Programs Officer, and Ken Price, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Tracewell Hanrahan, Deputy Executive Director, requested the Boards pull consent agenda items 8c, 9b, and 9c.

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

MOTION PASSED: 4 – 0

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

MOTION PASSED: 6 – 0

3. PUBLIC COMMENT

Terri Thacker, voucher holder, requested assistance from the Board on her voucher renewal. She emailed her Fresno Housing worker on June 15, 2021 but hasn't received a response. Her voucher expiration was on June 18, 2021. She has had difficulty finding housing since February 2021.

4. POTENTIAL CONFLICTS OF INTEREST

There were no potential conflicts of interest at this time.

5. CONSENT AGENDA

- a. Governance: Consideration of the Minutes of May 25, 2021
- b. Consideration of Contract for Grounds Maintenance Services
- c. Consideration of Renewal of the Home Tenant-Based Rental Assistance Agreement (HOME TBRA) – City of Fresno
- d. Consideration of \$500,000 Operating Grant Agreement with the County of Fresno – Journey Home
- e. Consideration of Operating and Maintenance Agreements, and Funding Application Submissions – Solar on Multi-family Affordable Housing (SOMAH) Program

COUNTY MOTION: *Commissioner Sablan moved, seconded by Commissioner Gallaher, to approve the consent agenda.*

MOTION PASSED: 4 – 0

CITY MOTION: Commissioner Kelley moved, seconded by Commissioner Yanez, to approve the consent agenda.

MOTION PASSED: 6 – 0

6. CLOSED SESSION

Public Comment:

Eric Payne, Executive Director at Central Valley Urban Institute, requested more information regarding the search process for the new Chief Executive Officer. The Boards made a commitment to ensure an open search process. This included agents communicating and engaging with community stakeholders. He requested more conversations to have a better understanding on the timeline of the search process.

The Boards entered closed session at 5:21 pm.

- a. PUBLIC EMPLOYMENT
Title: CEO

7. REPORT ON CLOSED SESSION MATTER

The Board returned from closed session at 5:55 pm.

Commissioner Catalano stated there was nothing to report from closed session.

8. STAFF PRESENTATIONS AND DISCUSSION ITEMS

- a. Overview of 2022 Annual Plans, Timeline, and Process

Angie Nguyen, Interim CEO/Chief Programs Officer, presented on this item.

- b. Update on the Procurement of Property Management and Services Coordination for Transitional and Emergency Housing Properties

Tracewell Hanrahan, Deputy Executive Officer, presented on this item.

c. Real Estate Development Update

Michael Duarte, Chief Real Estate Officer, presented on this item.

9. ACTION

a. Consideration of Approval to Submit Funding Application Corazon del Valle Commons

Michael Duarte, Chief Real Estate Officer, presented on this item.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Sablan to approve to submit funding application Corazon del Valle Commons.*

MOTION PASSED: 4 – 0

CITY MOTION: *Commissioner Vaillancourt moved, seconded by Commissioner Kelley to approve to submit funding application Corazon del Valle Commons.*

MOTION PASSED: 6 – 0

b. Consideration of Rental Assistance Demonstration Conversion and Rehabilitation – Wedgewood Villas

Michael Duarte, Chief Real Estate Officer, presented on this item.

COUNTY MOTION: *Commissioner Sablan moved, seconded by Commissioner Fuentes to approve the Rental Assistance Demonstration Conversion and Rehabilitation – Wedgewood Villas.*

MOTION PASSED: 4 – 0

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Williams to approve the Rental Assistance Demonstration Conversion and Rehabilitation – Wedgewood Villas.*

MOTION PASSED: 6 – 0

10. GOVERNANCE

a. Commissioners' Report

Commissioner Catalano:

- Reminded the Board of the Solivita Commons Grand Opening happening on June 29, 2021 at 10:00 am.

Commissioner Yanez:

- Participated in Fresno Housing's Resident Survey Event at Fairview on June 21, 2021.

b. Executive Director's Report

- Community meeting in the Avalon Commons Neighborhood was held on June 3, 2021.
- Solivita Commons' grand opening will take place on June 29, 2021 at 10:00 am.
- The Board Retreat is confirmed for October 15, 2021.
- Tiffany Mangum, Executive Operations Manager, has created a doodle link for the July DEI workshop.
- In August, there will be a board workshop focusing on Real Estate Development.
- In September, there will be a board workshop focusing on Resident Empowerment.
- Fresno Housing is a sponsor for the State of the City event happening Friday, June 25, 2021.
- The July 27, 2021 Joint Board meeting will be a hybrid meeting.
- The Esperanza Commons Award Letter was presented to Fresno housing on Friday, June 18, 2021.
- New Hires
 - o Jeff Cardell, Director of Human Resources

Public Comment:

Eric Payne, Executive Director at Central Valley Urban Institute, shared his excitement on the new funding that the City of Fresno will provide to Fresno Housing for affordable housing. He is excited about the new resources that the City of Fresno will make available. The Central Valley Urban Institute held their first black male youth summit on Friday, June 18, 2021. There were several public housing and HCV holder families that participated in the summit. The summit included panelists that talked about home ownership, entrepreneurship, and public service. Because of their sponsors, the event was free to all youth that participated. Their op-ed piece, regarding the impacts of segregation and community redlining, was printed on CalMatters. He hoped the Agency will stay engaged in these conversations and provide feedback to this document.

11. 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 6:33 p.m.

Angie Nguyen, Secretary to the Boards of Commissioners

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

Monday, June 28, 2021

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special session on Monday, June 28, 2021, via teleconference.

1. The special meeting was called to order at 5:02 p.m. by Board Vice Chair, Commissioner Christensen, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Caine Christensen, Vice Chair
 Stacy Vaillancourt
 Ruby Yanez
 Sharon Williams
 Sabrina Kelley

ABSENT: Adrian Jones, Chair

The regular meeting was called to order at 5:02 p.m. by Board Chair, Commissioner Catalano, 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: Cary Catalano Chair
 Nikki Henry, Vice Chair
 Edugiben Ortiz
 Stacy Sablan
 Joey Fuentes
 Sophia Ramos

ABSENT: Valori Gallaher

Also, in attendance were the following: Angie Nguyen, Interim CEO/Chief Programs Officer, and Ken Price, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Ken Price, General Counsel, announced that Terra Brusseau has resigned as a Commissioner on the City Housing Authority Board.

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

MOTION PASSED: 6 – 0

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

MOTION PASSED: 5 – 0

3. PUBLIC COMMENT

There were no public comments at this time.

4. CONSENT AGENDA

- a. Consideration of Acceptance of the Tax Credit Allocation Committee Award – Esperanza Commons
- b. Consideration of Approval to Apply for City of Fresno HOME Funds: Step Up on 99

COUNTY MOTION: *Commissioner Sablan moved, seconded by Commissioner Henry, to approve the consent agenda.*

MOTION PASSED: 6 - 0

CITY MOTION: *Commissioner Kelley moved, seconded by Commissioner Vaillancourt, to approve the consent agenda.*

MOTION PASSED: 5 – 0

5. CLOSED SESSION

The Boards of Commissioners entered closed session at 5:09 pm.

- a. CONFERENCE WITH REAL ESTATE NEGOTIATORS
(Pursuant to Gov't Code §54954.5(b))
Address: Vacant Land, Fresno, CA 93706 (APN: 477-060-04)
Agency Negotiator: Housing Authority of the City of Fresno (HACF)
Negotiating Parties: HACF, Housing Successor to the Redevelopment Agency of the City of Fresno
Under Negotiation: Price and Terms

The Board returned from closed session at 5:20 pm.

Ken Price, General Counsel, stated there was nothing to report from closed session.

6. STAFF PRESENTATION AND DISCUSSION

- a. Housing Relinquished Fund Corporation (HRFC) Reserve Analysis

Juan Lopez, Senior Manager, Finance, presented on this item.

- b. Real Estate Development Update

Mike Duarte, Chief Real Estate Officer, presented on this item.

Commissioner Christensen left the meeting during this time.

7. ACTION

- a. Consideration of Approval to Submit Funding Applications for Avalon Commons

Tracewell Hanrahan, Deputy Executive Director, presented on this item.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Henry to approve the submission of the funding application for Avalon Commons (Phase 1).*

MOTION PASSED: 6 – 0

CITY MOTION: *Commissioner Kelley moved, seconded by Commissioner Yanez to approve the submission of the funding application for Avalon Commons (Phase 1).*

MOTION PASSED: 4 – 0

- b. Consideration of Approval to Submit Funding Applications for Sun Lodge (fka Days Inn)

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Ramos to approve the submission of the funding application for Sun Lodge.*

MOTION PASSED: 6 – 0

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Williams to approve the submission of the funding application for Sun Lodge.*

MOTION PASSED: 4 – 0

- c. Consideration of Approval to Submit Funding Applications for City of Fresno HOME Funds: SW Fresno Single Family Project

COUNTY MOTION: *Commissioner Henry moved, seconded by Commissioner Sablan to approve the submission of the funding applications for City of Fresno HOME funds: SW Fresno Single Family Project.*

MOTION PASSED: 6 – 0

CITY MOTION: *Commissioner Kelley moved, seconded by Commissioner Yanez to approve the submission of the funding applications for City of Fresno HOME funds: SW Fresno Single Family Project.*

MOTION PASSED: 4 – 0

8. 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 5:51 p.m.

Angie Nguyen, Secretary to the Boards of Commissioners

1331 Fulton Street
Fresno, California 93721

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www.fresnohousing.org

TO: Board of Commissioners
Fresno Housing
DATE: July 22, 2021
BOARD MEETING: July 27, 2021
FROM: Angelina Nguyen
Interim CEO/Chief Programs Officer
AGENDA ITEM: 5b
AUTHOR: Scott Berry

SUBJECT: Approval of an HRFC Loan Commitment of up to \$1,000,000 for Pre-Development Funds for Esperanza Commons

Executive Summary

At the June 28, 2021 Special Board Meeting, the Boards approved accepting an award of 9% Low-Income Housing Tax Credits (LIHTC) from the California Tax Credit Allocation Committee (CTCAC) for the Esperanza Commons development. On June 29, 2021, the Fresno Housing Authority (FH) submitted an executed Preliminary Reservation Letter to CTCAC accepting the award. The deadline to close on financing and begin construction is December 13, 2021.

As part of the next steps in the development process, financing is necessary for costs that will be incurred prior to financial closing. Predevelopment expenses will include a variety of costs related to the Esperanza Commons development, such as the cost of environmental reports, appraisals, architectural fees, TCAC application fees, etc. Although we have financing commitments for permanent and construction financing, funds are not made available until all diligence is complete and the close of financing occurs in December 2021. At the financial closing, pre-development expenses will be fully reimbursed.

At this time, it is requested that the Board of Commissioners approve an interim predevelopment loan of up to \$1,000,000 from the Housing Relinquished Fund Corporation to be repaid from construction sources.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolution authorizing a predevelopment loan commitment of up to \$1,000,000 from the Housing Relinquished Fund Corporation for expenses incurred in the pre-development phase of the Esperanza Commons project and authorize Angelina Nguyen, Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

Fiscal Impact

Staff is requesting a predevelopment loan commitment of up to \$1,000,000 from the Housing Relinquished Fund Corporation sufficient to cover predevelopment expenses associated with the rehabilitation and redevelopment of Esperanza Commons. Loan funds disbursed will be repaid at financial closing from construction sources. The pre-development loan will carry 4% interest.

Background Information

Esperanza Commons is an existing 60-unit farmworker, multifamily low-income property on approximately 8.56 acres in Mendota, CA. The property was initially developed by Fresno Housing Authority (FH) with financial assistance from the United States Department of Agriculture (USDA). USDA provided a loan and rental assistance and staff is working with USDA to secure new financing commitments including a new rental assistance contract to preserve the affordability of the property.

Staff is proposing to complete substantial rehabilitation of the existing 60-unit complex, reconfiguring an existing community building on the property to include a shared laundry facility, and to convert one of the units into an onsite property manager's unit. Staff has already applied for, and received, a Low-Income Housing Tax Credit allocation to help fund the developments' rehabilitation. The project is expected to begin construction in December of 2021.

Past Board Actions

- June 23, 2020 – Approval to Submit Funding Application to California Tax Credit Allocation Committee (CTAC) for a 9% Low-Income Housing Tax Credit Allocation and Authorization for a Land/Building Donation and Project Reserves Loan of up to \$3,750,000
- February 23, 2021 – Approval to Resubmit Funding application to CTCAC for a 9% Low-Income Housing Tax Credit Allocation and Authorization for a Land/Building Donation and Project Reserves Loan of up to \$5,000,000
- June 28, 2021 – Approval to Accept Low-Income Housing Tax Credit Award

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

RESOLUTION TO APPROVE A PRE-DEVELOPMENT LOAN COMMITMENT OF UP TO
\$1,000,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION
FOR PRE DEVELOPMENT EXPENSES RELATED TO THE ESPERANZA COMMONS
PROJECT

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

WHEREAS, a to be formed limited partnership, (LP) is being created for the purposes of developing and owning the Esperanza Commons complex; and

WHEREAS, the Housing Authority of Fresno, County, CA (HAFC) will be the administrative general partner and Silvercrest, Inc. will be the managing general partner of said LP; and

WHEREAS, HAFC is requesting a predevelopment loan commitment of up to \$1,000,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the Esperanza Commons project; and

WHEREAS, the predevelopment loan is expected to be fully repaid at the financial closing and carry 4% simple interest on the outstanding balance; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize a Housing Relinquished Fund Corporation loan commitment in the amount of up to \$1,000,000 for predevelopment expenses related to the Esperanza Commons project and authorize Angelina Nguyen, Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 27th DAY OF July, 2021. 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:

Angelina Nguyen, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

**RESOLUTION TO APPROVE A PRE-DEVELOPMENT LOAN COMMITMENT OF UP TO
\$1,000,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION
FOR PRE DEVELOPMENT EXPENSES RELATED TO THE ESPERANZA COMMONS
PROJECT**

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

WHEREAS, a to be formed limited partnership, (LP) is being created for the purposes of developing and owning the Esperanza Commons complex; and

WHEREAS, HAFC will be the administrative general partner and Silvercrest, Inc. will be the managing general partner of said LP; and

WHEREAS, HAFC is requesting a predevelopment loan commitment of up to \$1,000,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the Esperanza Commons project; and

WHEREAS, the predevelopment loan is expected to be fully repaid at the financial closing and carry 4% simple interest on the outstanding balance; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA do hereby authorize a Housing Relinquished Fund Corporation loan commitment in the amount of up to \$1,000,000 for predevelopment expenses related to the Esperanza Commons project and authorize Angelina Nguyen, Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 27th DAY OF July, 2021. 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:

Angelina Nguyen, Secretary of the Boards of Commissioners

BOARD MEMO

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

1331 Fulton Street
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www.fresnohousing.org

TO: Boards of Commissioners
 Fresno Housing
FROM: Angelina Nguyen
 Interim CEO/Chief Programs Officer
DATE: July 22, 2021
BOARD MEETING: July 27, 2021
AGENDA ITEM: 5c
AUTHOR: Scott Berry

SUBJECT: Esperanza Commons – Architectural Services Contract

Executive Summary

The Esperanza Commons housing development submitted an application for Low Income Housing Tax Credits (LIHTC's) in March, 2021, and received a confirmation letter from the California Tax Credit Allocation Committee (CTCAC) that the project received full points. The project received a reservation of LIHTC's at the June 2021 CTCAC committee meeting.

As the result of an Agency Request for Qualifications (RFQ No. Q16001) on March 6, 2017, Anne Phillips Architecture (recently rebranded as 'Phillips Win Architecture') was one of the selected successful proposers as part of a general architectural services vendor pool. Phillips Win Architecture was brought on board to complete preliminary architectural drawings for the submission of a site plan review to the City of Mendota for the Esperanza Commons development in May of 2020. As the project has received a reservation of tax credits, the design team would like to launch on full construction drawings in preparation for the December 2021 financial closing.

The purpose of this memo is to recommend an expansion of the Phillips Win Architecture contract for the development of detailed construction drawings and the construction administration of the Esperanza Commons housing development. The contract includes the services of an energy consultant to model the current and proposed energy efficiency of the Esperanza Commons building type, a requirement of the California Tax Credit Allocation Committee (CTCAC), as well as several engineers (Mechanical, Electrical, Plumbing, Civil, and Landscaping). The proposed contract totals \$460,700.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the proposed contract totaling \$460,700 with Phillips Win Architecture, to perform architectural services for the Esperanza Commons housing development and authorize Angelina Nguyen, Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all agreements and ancillary document in connection therewith.

Fiscal Impact

Staff is seeking approval for an architectural contract of \$460,700. The services will ultimately be paid for out of the development's construction sources; however, until the financial closing, the design contract work will be funded with the approved pre-development budget.

Background Information

Esperanza Commons is an existing 60-unit farmworker, multifamily low-income property on approximately 8.56 acres in Mendota, CA. The property was initially developed by Fresno Housing Authority (FH) with financial assistance from the United States Department of Agriculture (USDA). USDA provided a loan and rental assistance and staff is working with USDA to secure new financing commitments including a new rental assistance contract to preserve the affordability of the property.

Staff is proposing to complete substantial rehabilitation of the existing 60-unit complex, reconfiguring an existing community building on the property to include a shared laundry facility, and to convert one of the units into an onsite property manager's unit. Staff has already applied for, and received, a Low-Income Housing Tax Credit allocation to help fund the development's rehabilitation. The project is expected to begin construction in December of 2021.

Past Board Actions

- June 23, 2020 – Approval to Submit Funding Application to California Tax Credit Allocation Committee (CTAC) for a 9% Low-Income Housing Tax Credit Allocation and Authorization for a Land/Building Donation and Project Reserves Loan of up to \$3,750,000
- February 23, 2021 – Approval to Resubmit Funding application to CTCAC for a 9% Low-Income Housing Tax Credit Allocation and Authorization for a Land/Building Donation and Project Reserves Loan of up to \$5,000,000
- June 28, 2021 – Approval to Accept Low-Income Housing Tax Credit Award

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE FRESNO COUNTY, CALIFORNIA

**RESOLUTION APPROVING AWARD OF ARCHITECTURAL CONTRACT TO PHILLIPS
WIN ARCHITECTURE FOR THE ESPERANZA COMMONS DEVELOPMENT LOCATED
AT 241 TUFT STREET, MENDOTA, CALIFORNIA**

WHEREAS, the mission of the Housing Authority of Fresno County, California ("HAFC") includes the development and provision of affordable housing units within Fresno County and,

WHEREAS, HAFC is obligated to provide housing opportunities for low and moderate income households within a variety of neighborhoods; and,

WHEREAS, a reservation of Low Income Housing Tax Credits (LIHTCs) has been allocated to the Esperanza Commons project from the California Tax Credit Allocation Committee in June 2021; and,

WHEREAS, HAFC is the developer of the Esperanza Common project, an affordable multi-family farm worker housing development located at 241 Tuft Street, Mendota, CA; and,

WHEREAS, HAFC issued a Request for Qualifications (RFQ No. Q16001) on March 6, 2017 and Phillips Win Architecture (fka Anne Phillips Architecture) was one of the successful proposers and was awarded a general architectural services contract; and,

WHEREAS, HAFC desires to enter into a project specific Architectural contract with Phillips Win Architecture for architectural services at said project for a total of \$460,700 to complete construction permit drawings and construction administration; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California hereby authorize Angelina Nguyen, the Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director or their designee to negotiate the terms of and execute the aforementioned contract and supporting documents with Phillips Win Architecture for architectural services at Esperanza Commons, in Mendota, California.

PASSED AND ADOPTED THIS 27th DAY OF July 2021. 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:

Angelina Nguyen, 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

FROM: Angelina Nguyen

Interim CEO/Chief Programs Officer

DATE: July 22, 2021

BOARD MEETING: July 27, 2021

AGENDA ITEM: 5d

AUTHOR: Bobby Coulter

SUBJECT: Consideration of Contract Renewal – AT&T

Executive Summary

The purpose of this memo is to request a renewal of the contract with AT&T for Internet, phone and network management. Staff has leveraged AT&T's deep knowledge of network engineering to ensure our networks are secure and configured to maximize performance. Part of the Agency's COVID response required major modifications to our network to ensure staff would be able to securely work from home. AT&T's network engineering expertise allowed Information Technology (IT) staff to respond quickly with minimal impact to public communication channels.

The Agency is currently utilizing an Intergovernmental Agreement through the CALNET 3 Statewide Contract, as allowed by the Agency's Procurement Policy and the HUD Procurement Handbook. The CALNET3 contract offers a substantial discount over what the Agency would be required to pay if we purchased the service on our own. On an annual basis, staff evaluates pricing and contract terms to ensure that the CALNET3 contract is the best fit for the Agency. Additionally, IT staff has been exploring lessons learned through COVID. A distributed workforce has taught staff to use cloud based communication tools that could alleviate the need for a costly Enterprise level Internet line. Staff began implementing changes based on these lessons learned in 2021, and projects a savings of roughly \$40,000.

Staff is recommending to continue utilizing the CALNET3 contract for Internet, telephone, and managed firewall services as it remains the most efficient and cost-effective solution.

The purpose of this memo is to seek approval from the Boards of Commissioner's to continue to utilize the CALNET3 contract with AT&T for Internet, telephone, and managed firewall services, beginning August 1, 2021, for an amount not to exceed \$340,000.

Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to continue to utilize the CALNET3 contract with AT&T

for Internet, telephone, and managed firewall services for one year, beginning August 1, 2021, for an amount not to exceed \$340,000.

Fiscal Impact

The Agency would like to continue to contract with AT&T for Internet, telephone, and managed firewall services for an amount not to exceed \$340,000. The 2021 Operations Budget includes \$400,000 for this contract. The Agency spent a total of \$380,000 during the previous contract period.

Background Information

Internet Service Provider (ISP) choices are very limited in Fresno and the choices become even more limited if you factor in how many ISP's can manage the Agency's complicated network infrastructure.

In June 2016, the Boards approved the contract with AT&T to upgrade the Internet infrastructure for an amount not to exceed \$300,000. The new infrastructure provided a one hundred and ten (110) percent increase in bandwidth, enhanced disaster recovery, and ensured that remote sites become less reliant on connectivity at the Central Office. As of December 2017, all seventeen sites have been upgraded. In addition, the Agency has increased utilization of cloud resources to further increase fault tolerance. As more affordable housing becomes available through Agency development efforts, the cost for telephone and data services has increased to the current contract amount of \$400,000.

RESOLUTION NO. _____

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

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

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

WHEREAS, the term of the aforementioned contract ends July 30, 2021; and

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

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

WHEREAS, the Agency desires to exercise its option to continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2021, for an amount not to exceed \$340,000; and

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

PASSED AND ADOPTED THIS 27th DAY OF JULY, 2021. 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:

Angelina Nguyen, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

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

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

WHEREAS, the term of the aforementioned contract ends July 30, 2021; and

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

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

WHEREAS, the Agency desires to exercise its option to continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2021, for an amount not to exceed \$340,000; and

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

PASSED AND ADOPTED THIS 27th DAY OF JULY, 2021. 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:

Angela Nguyen, 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
FROM: Angelina Nguyen
Interim CEO/Chief Programs Officer
DATE: July 22, 2021
BOARD MEETING: July 27, 2021
AGENDA ITEM: 5e
AUTHOR: Hilda Reeves
SUBJECT: Parlier Migrant Center – Acceptance of Rehabilitation Project Funding

Executive Summary

The Parlier Migrant Center is a 131-unit seasonal housing complex for migrant farmworker families located in Parlier, CA. The property is owned by the Housing Authority of Fresno County and was built in 1979 with funding from the California Housing and Community Development (HCD) Office of Migrant Services (OMS). Each year the property houses migrant farm laborers for six to seven months.

The Parlier Migrant Center has a substantial list of rehabilitation needs and staff has been working closely with OMS to address the needed repairs. In May 2021, OMS announced the opportunity to secure funding from the state's \$100 Billion California Comeback Plan for migrant centers. Staff was asked to provide a list of deferred maintenance along with scopes of work. Staff reviewed the Physical Needs Analysis (PNA) report provided by a consultant in 2017, evaluated the center's current capital needs and estimated the cost of the repairs. In June 2021, OMS secured \$1,484,000 of California's Comeback Plan funds for the Parlier Migrant Center. The proposed rehabilitation scope includes a variety of interior finishes, new coolers, sidewalk repairs, new wood fencing, new chain link, new gazebos, and removal of trees. Funding also includes a 10% contingency and 3% administrative fee.

Recommendation

It is recommended that the Boards of commissioners adopt the attached resolution authorizing Angelina Nguyen, Interim CEO, Tracwell Hanrahan, Deputy Executive Director, and/or their designee, to accept \$1,484,000 in funding from OMS, execute all ancillary documents, and complete the budgeted rehab work.

Fiscal Impact

Approval of this contract in the amount of \$1,484,000 enables the receipt of funding from OMS to rehabilitate and improve the Parlier Migrant Center. Staff will bid out the desired scope of work and adjust as needed to budget with the awarded funds. Attached is a preliminary rehabilitation budget.

Background Information

Located at 8800 S Academy Avenue in Parlier, California, the Parlier Migrant Center has 130 two- and three-bedroom family units and one manager's unit. A single story complex, the property has received minimal rehabilitation since its construction. The property has several old trees that need to be removed, lifted sidewalks, interior flooring that has not been replaced in many years, and outdated mechanical features including evaporative coolers and obsolete appliances.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

**RESOLUTION TO APPROVE THE 2021-2023 FISCAL YEAR(S) REHABILITATION
CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF FRESNO
COUNTY FOR THE PARLIER MIGRANT CENTER**

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

WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") has a current contractual relationship with the Housing Authority of Fresno County, through its Office of Migrant Services Program (OMS) ("Program") for the purposes of managing and maintaining the OMS Parlier Migrant Center which was formalized through the execution of Standard Agreement #21-OMS-16177; and

WHEREAS, the OMS Program and the Housing Authority of Fresno County have agreed that the OMS Center is in need of rehabilitation and improvements to best serve the health and safety needs of the residents in accordance with the California Codes of Regulations Sections 7600-7665; and

WHEREAS, the Housing Authority of Fresno County commits to facilitate the rehabilitation and improvements at the Parlier Migrant Center and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Housing Authority of Fresno County and the Department; and

NOW THEREFORE, BE IT RESOLVED that the OMS Standard Agreement with a rehabilitation budget in the amount **not to exceed \$1,484,000.00**, be approved by Housing Authority of Fresno County and the Interim CEO of the Housing Authority of Fresno County is authorized to execute this Standard Agreement and any amendments or modifications thereto, as well as any other documents which are related to the Program, as the Department may deem appropriate, on behalf of the Housing Authority of Fresno County.

PASSED AND ADOPTED THIS 27th DAY OF July, 2021. 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:

Angelina Nguyen, 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

FROM: Angelina Nguyen

Interim CEO/Chief Programs Officer

DATE: July 22, 2021

BOARD MEETING: July 27, 2021

AGENDA ITEM: 5f

AUTHOR: Jordan Mikus

SUBJECT: Consideration of Contract for HVAC and Water Heater Replacement at Wedgewood Commons

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award the contract for the HVAC and Water Heater replacement at Wedgewood Commons. An Invitation for Bids (IFB) was publicly solicited in May of 2021. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder's Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The deadline for responses was July 07, 2021 at 4:00pm. The Agency received a total of two bids from qualified bidders:

Lot 1 HVAC Split System:

1. STW Contractors: \$363,400

Lot 2 – Tank-Less Water Heater Replacement:

1. Beam & Company: \$392,000
2. STW Contractors: \$299,000

Procurement staff determined STW Contractors to be the top responsive and responsible bidder for both lots, with a proposed starting date of August, 2021.

Recommendation

Staff recommends the Boards of Commissioners adopt a resolution authorizing Angelina Nguyen, Interim CEO/Chief Programs Office, and/or her designee, to enter into contract negotiations and execute the contract for the HVAC and water heater replacement at Wedgewood Commons with STW Contractors for \$662,400 total for both lots.

Fiscal Impact

The fiscal impact of the contract will be no more than \$662,400 per our contract limits. This amount will be paid by U.S. Department of Housing and Urban Development (HUD) Capital Funds and a mortgage loan from Citizens Business Bank.

Background Information

Wedgewood Commons is an existing 64-unit senior housing property located at 2415 Fifth Street in Sanger, CA. On August 25, 2020, the Board of Commissioner adopted resolutions approving the conversion of Wedgewood Commons under the United State's Department of Housing and Urban Development's (HUD) Rental Assistance Program ("RAD") program and creation of an ownership partnership between the Housing Authority of Fresno County, CA and Silvercrest, Inc. The property will be converting from the Low-Income Public Housing (LIPH) Program to Project Based Voucher (PBV's) through the HUD RAD program. As part of the conversion, staff will complete a number of repairs and alterations to the property. The scope of repairs for the project includes the replacement of HVAC and Water Heater, the upgrading of accessibility with ADA ,improvement of certain site features (walkways, trash enclosure) and upgrading of lightning and appliances.

Noncompetitive Procurement Justification

NCJ #21003 – Wedgewood Commons HVAC & Water Heater Installation

(This Form must be fully completed and sent to Procurement Administrator to file.)

Within Section 8.5.A of HUD Procurement Handbook 7460.8 REV 2 it states, "Procurement by noncompetitive proposals shall be conducted only if a written justification is made as to the necessity of using this method in accordance with the procedures described in PHA's procurement policy. Approval to award a contract resulting from a noncompetitive proposal does not eliminate or alter any other requirements of 2 CFR §200.317–200.326 governing the contract. The justification shall include the following information:

1. Description of the requirement:

Wedgewood Commons is an existing 64 units senior housing property located at 2415 Fifth Streeth in Sanger, CA. The property will be converting from the Low-Income Public Housing (LIPH) Program to Project Based Voucher (PBV's) through the HUD RAD program. As part of the conversion, staff will complete a number of repairs and alterations to the property. The scope of repairs for the project includes the replacement of HVAC and Water Heater, the upgrading of accessibility with ADA, improvement of certain site features (walkways, trash enclosure) and upgrading of lightning and appliances.

2. History of prior purchases and their nature (competitive vs. noncompetitive):

An Invitation for Bids (IFB) was publicly solicited in May of 2021. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder's Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The deadline for responses was July 07, 2021 at 4:00pm. The Agency received a total of two bids from qualified bidders. The total of the bid from STW Contractors of \$662,400 was determined to be the lowest. The bid is 4.27% less than the the Independent Cost Estimate (ICE) of \$691,917 estimated by Planning & Community Development Staff. Agency procurement determined the bid to be responsive and responsible. In addition, STW Contractors has served the Housing Authority of the County of Fresno for over 20 years, and continues to provide exceptional services.

The specific exception in 2 CFR §200.320(f)(1) through (4) which applies (mark with an "X"):

☐ (1) The item is available only from a single source;

___(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

___(3) The awarding agency authorizes noncompetitive proposals; or

X(4) After solicitation of a number of sources, competition is determined inadequate.

2. Statement as to the unique circumstances that require award by noncompetitive proposals:

Wedgewood Commons is scheduled to undergo around \$1,000,000 worth of rehab work during its conversion under the RAD program. The funding will come from several sources including bank loan, Low-Income Weatherization Program grant funds, and HUD capital/operating funds, among others. There is a need to get the HVAC and water heater replacements installed as soon as possible due to the heat and the need to reduce energy costs for residents.

3. Description of the efforts made to find competitive sources (i.e., advertisement in trade journals or local publications; phone calls to local suppliers; issuance of a written solicitation; etc.):

Solicitation efforts included publication in the Fresno Bee, Central Valley Builder Exchange, E-Procurement Website, public job walks, and direct calls to potential vendors.

4. Statement as to efforts that will be taken in the future to promote competition for the requirement:

The agency continues to network with other public agencies to identify ways of engaging vendors, promoting competition, and notifying the public of bid opportunities.

Printed Name

Signature

Date

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE CONTRACT FOR THE INSTALLATION OF HVAC
UNITS AND WATER HEATERS AT WEDGEWOOD COMMONS

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has received bids from qualified general contractors for the installation of new HVAC unit and tank-less water heaters at Wedgewood Commons; and

WHEREAS, STW Contractors was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with STW Contractors for the installation of new HVAC units and tank-less water heaters for the amount of \$662,400; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contract for the installation of new HVAC units and tank-less water heaters at Wedgewood Commons with STW Contractors and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 27th DAY OF July, 2021. 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:

Angelina Nguyen, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE CONTRACT FOR THE INSTALLATION OF HVAC
UNITS AND WATER HEATERS AT WEDGEWOOD COMMONS

WHEREAS, the Housing Authority of Fresno County (the “Agency”) has received bids from qualified general contractors for the installation of new HVAC unit and tank-less water heaters at Wedgewood Commons;; and

WHEREAS, STW Contractors was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency’s procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with STW Contractors for the installation of new HVAC units and tank-less water heaters for the amount of \$662,400; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contract for the installation of new HVAC units and tank-less water heaters at Wedgewood Commons with STW Contractors and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 27th DAY OF July, 2021. 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:

Angelina Nguyen, 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

FROM: Angelina Nguyen

Interim CEO/Chief Program Officer

SUBJECT: Update on the 2022 Agency Plans

DATE: July 22, 2021

BOARD MEETING: July 27, 2021

AGENDA ITEM: 6a

AUTHOR: Lyric Aguigam

Executive Summary

The purpose of this memo is to provide the Boards of Commissioners with materials that will facilitate the review of the proposed changes to the 2022 Agency Plans. As reported to the Boards at the June Boards of Commissioners meeting, the Agency is in the process of completing required annual updates to these Agency Plans. The Agency Plans consist of the three prevailing policies and administrative documents that govern our major programs, including the Annual Plan, the Administrative Plan and the Admissions & Continued Occupancy Policy (ACOP). Both the County and the City PHA's have one of each of the documents listed below:

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

Process

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

- June 22: Present Timeline to the Boards of Commissioners

- July 27: Present proposed changes and/or accept Board feedback prior to posting for Public Comment.
- July 30: Official Public Comment Period begins. All documents will be available on FH website for official public comment beginning July 30, 2021 through September 13, 2021 for the 45-day HUD required comment period outlined.
- August 17: Resident Advisory Board (RAB) Meeting
- August 24: Board Meeting: Update Commissioners on public comments received thus far. Agenda will allow for additional Board discussion, comments, and follow up.
- September 1: Resident Advisory Board (RAB) Meeting
- September 13: Official 45-day Public Comment period closes.
- September 28: Boards of Commissioners Meeting. Public Hearing occurs. Staff requests Board Adoption.
- October 15: Final submission required to HUD.

45-Day Comment Period

The 45-day public comment period for the PHA Agency Plans is announced in the Fresno Bee, FH social media platforms, and the FH website. The notice instructs the public on how they may access, review, and comment on the proposed Plan. Staff will be meeting with the Resident Advisory Boards (RAB) and additional meetings are scheduled to discuss proposed amendments to the Plans. Comments received from the public and the RABs are presented to the Commissioners throughout the process with a final deadline for comments at the Public Hearing on September 28, 2021. At that time the Commissioners will be asked to adopt the 2022 PHA Agency Plans for submission to HUD by October 15, 2022.

Documents for Review

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

- **Green:** Regulatory changes. These are changes to the plans required by HUD.
- **Yellow:** Significant changes. Significant changes are those that impact the eligibility and admissions policies of the programs as delineated by HUD.
- **Blue:** Recommendations by Staff. Staff recommendations are those which the Agency has discretion at the local level, permitted by HUD, and can be adopted by the Board of Commissioners.

Documents Attached in Packet

- **Homeownership Opportunities Program Summaries:** Information regarding the Homeownership Opportunities Program (HOP) is included in the 2022 PHA Annual Plans. The information attached provides context regarding the Section 32 homeownership program that will replace the existing Section 5(h) program. To review the full 2022 PHA Annual Plans, please follow the link provided below.

- **Summary of Proposed Changes to Admin Plan and ACOP:** A summary of all material changes to the plans that include all changes required by HUD, all significant changes to the plan (which are ones that impact the eligibility and admissions policies of the programs), and changes recommended by staff that are discretionary at the local level. This summary also provides context for why the changes are being recommended. To review the full 2022 Admin Plan and ACOP, please follow the link provided below.
- **Excel Spreadsheets for the Admin Plan and the ACOP:** These provide more details and include the exact language that is currently in the plans, and the recommended changes. The document is an easy reference to the specific language in the 2020 documents and the proposed 2022 language without having to refer to the plans themselves, each of which are several hundred pages long.
- **Links to the Draft Annual Plans, Draft Administrative Plans and Draft ACOPs:** Links have been provided to the documents so that the Commissioners and the public can access the sources documents.

Note

Please follow the link to view attachments: www.fresnohousing.org/agencyplans.

Attachments:

Annual Plans:

- (City) PHA 2022 Annual Plan (Draft)
- (County) PHA 2022 Annual Plan (Draft)

Administrative Plans:

- (City_County) Summary of 2022 Proposed Changes HCV Admin Plan (Draft)
- (City_County) Summary of 2022 Proposed Changes HCV Admin Plan (Excel)
- (City) 2022 Administrative Plan (Draft)
- (County) 2022 Administrative Plan (Draft)
- (City_County) Chapter 28 - Emergency Housing Voucher Program (New Chapter to HCV Admin Plan) (Draft)

Admission and Continued Occupancy Policy (ACOP):

- (City_County) Summary of 2022 Proposed Changes HMD ACOP (Draft)
- (City_County) Summary of 2022 Proposed Changes ACOP (Excel)
- (City) 2022 ACOP (Draft)
- (County) 2022 ACOP (Draft)

Recommendation

The item is informational. No action is necessary.

Homeownership Program (City):

The Homeownership Opportunities Program (HOP), originally implemented in 1985 and operating under Section 5(h) regulations, is organized much like a lease option-to-buy. HOP has the objective of allowing a family ownership of a home owned by the agency and designated for sale. Market changes over the years have impacted the process of selling the properties. Currently, there are 2 homes remaining under this program, which have previously been approved for disposition under application DDA0001894.

HACF intends to submit a homeownership plan to HUD to conform to Section 32 of the U.S. Housing Act of 1937. This Section 32 homeownership program will replace the existing Section 5(h) program. Staff will continue to work with participating families to attain homeownership.

Below are the remaining homes currently under 5(h) regulations to be converted to Section 32:

- 1702 S. Recreation, Fresno, CA 93702
- 4524 E. Grove St, Fresno, CA 93725

Homeownership Program (County):

The Homeownership Opportunities Program (HOP), originally implemented in 1992 and operating under Section 5(h) regulations, is organized much like a lease option-to-buy. HOP has the objective of allowing a family ownership of a home owned by the agency and designated for sale. Market changes over the years have impacted the process of selling the properties. Currently, there are 5 homes remaining under this program, which have previously been approved for disposition under applications DDA0001895 and DDA0001896.

HAFC intends to submit a homeownership plan to HUD to conform to Section 32 of the U.S. Housing Act of 1937. This Section 32 homeownership program will replace the existing Section 5(h) program. Staff will continue to work with participating families to attain homeownership.

Below are the remaining homes currently under 5(h) regulations to be converted to Section 32:

- 84 Redwood, Sanger, CA 93657
- 324 J St, Sanger, CA 93657
- 856 Church, Sanger, CA 93657
- 923 Holt St, Sanger, CA 93657
- 969 Holt Ave, Sanger, CA 93657

Proposed Summary of Changes
2022 Administrative Plan - City and County
Effective January 1, 2022

Below is a summary of changes to be incorporated into the 2022 Administrative Plan. The changes in **Green** text represent HUD regulation and/or regulatory changes mandated per HUD's Public and Indian Housing (PIH) Notices or regulatory changes. Changes highlighted in **Yellow** represent significant proposed changes. Significant changes are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes suggested by staff. Staff recommendations are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

Chapter 1 – Statement of Policies and Objectives

1. **Section 1.1** – Introduction – Addition of protected classes in accordance with federal and state laws. Federal protected classes include: race, color, sex, religion, familial status, age, disability, national origin, gender identity, sexual orientation, and marital status. State protected classes include: military status, source of income, ancestry, and gender expression.

Chapter 2 – Applications and Interest List

2. **Section 2.10** – Grounds for Cancellation from the Waiting List - Addition of a 5th reason why FH may cancel the pre-application and remove the applicant from the waiting list: 5) failure to complete process.

Chapter 3 – Selection from the Interest List for Admission

3. **Section 3.4.3** – **Housing Access and Reentry Pilot Program** – Increased amount of individuals allowed to enter FH as a newly admitted household from 11 to 25 for the HCV City Voucher Program and from 11 to 25 for the HCV County Voucher Program.
4. **Section 3.4.5** **Workforce Stability Limited Preference** - FH is exploring the permissibility and feasibility of implementing a limited preference relating to "workforce stability." Below is how it may be structured. This limited preference would apply to 50 vouchers in the City and 50 vouchers in the County. Referrals would come from partner agencies who identify individuals through their employment and training programs as in need of housing stability to successfully complete training program or secure/maintain employment post-completion of training program. Details of criteria and referral process to be outlined in MOU

with referring partner agency.

Chapter 6 – Income and Rent Determinations [24 CFR Part 5, Subparts E and F; 24 CFR 960, Subpart C]

5. **Section 6.12.4 - Temporary Hardship** – Changed the initial lump sum for a repayment from 25% to a minimum of 10% and the maximum repayment period from 12 months to 24.

Chapter 11 – Payment Standards and Rent Reasonableness, and Owner Rents

6. **Section 11.9 – Rent Adjustments/Increases** – Current policy prohibits increases only within the first year of the initial lease term. Proposed change limits rent adjustment requests to increases after the initial one year lease term and/or after one year has lapsed from the prior lease amendment effective date of an increase to the HAP contract rent.

Chapter 18 – Owner or Family Debts to FH

7. **Section 18.4 – Repayment Agreement for Families** - Changed the initial lump sum for a repayment from 25% to a minimum of 10% and the maximum repayment period from 12 months to 24.
8. **Section 18.4.6 – Refusal to Pay, Enter into Agreement, or Breach of Contract** – Section 18.4 above was expanded to clarify: if the family refuses to repay the debt, does not enter into a repayment agreement, or breaches a repayment agreement, the PHA will terminate assistance in accordance with 24 CFR 982.551 and 24 CFR 982.553 and pursue other modes of collection.

Chapter 21 – Section 8 Homeownership Program

9. **Section 21.1** – Introduction – Program is not currently accepting applications but FH will continue to administer active contracts. FH is exploring new guidelines for reinstating the program and will notify the public if FH begins accepting applications.

Chapter 22 – Project-Based Vouchers

10. **Section 22.20.2 - Eligibility for PBV Assistance** – Removed language stating that FH will select families for the PBV program from those who have applied for admission to the voucher program as each PBV project has a separate interest list from which selections are made.

11. **Section 22.20.3 - Organization of the Interest/Waiting List** – Addition of section and language from 24 CFR 983.251. Reference to the addition of Appendix C for PBV Project details. Applicants who are selected from the interest list will be placed on the project specific waiting list and contacted by FH and/or third party to complete a full application process as units become available. Applicants will remain as “Selected” until invited to complete the full application process. At the time of the interview, if the family household size does not meet the occupancy standards of the bedroom size they were pulled from, they will be returned to the interest list according to the appropriate bedroom size.

Addition of section changed section numbers of all subsequent sections.

- ~~22.20.3~~ ~~22.20.4~~ IN-PLACE FAMILIES
- ~~22.20.4~~ ~~22.20.5~~ REFERRED BY PBV OWNER OR FOR LIMITED PREFERENCE PBV VOUCHER ALLOCATIONS
- ~~22.20.5~~ ~~22.20.6~~ INCOME TARGETING
- ~~22.20.6~~ ~~22.20.7~~ UNITS WITH ACCESSIBILITY FEATURES
- ~~22.20.7~~ ~~22.20.8~~ PREFERENCES
- ~~22.20.8~~ ~~22.20.9~~ OFFER OF PBV ASSISTANCE
- ~~22.20.9~~ ~~22.20.10~~ DISAPPROVAL BY LANDLORD

Chapter 28 – Emergency Housing Vouchers (EHV)

12. **Section 28.1 – Emergency Housing Vouchers** - Addition of chapter dedicated to Emergency Housing Vouchers. This new chapter will state the policies and objectives of the new Emergency Housing Voucher program. Fresno Housing has been awarded 161 EHV City vouchers and 137 EHV County vouchers.

This policy will be in accordance with HUD PIH Notice 2021-15, which describes HUD’s process for allocating approximately 70,000 EHV’s to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHV’s allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program. FH accepted its full allocation.

The EHV’s will be used by FH in collaboration with the Fresno Madera Continuum of Care’s servicing partners to help assist individuals and families who are (1) homeless, (2) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) were recently homeless or have a high risk of housing instability.

The new chapter describes HUD regulations and PHA policies for administering EHV’s.

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed in the new chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program also apply to EHV's.

Appendix C – PBV Projects

13. **Appendix C** – PBV Projects - Language entered in this section to be utilized as a template to insert information regarding PBV properties.

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
1		1	1.1	FH is committed to maintaining compliance with state laws that prohibit housing discrimination based on sexual orientation, gender identity, and/or gender expression.	FH is committed to maintaining compliance with federally-protected classes of race, color, sex, religion, familial status, age, disability, or national origin, as well as additional protections afforded under the regulations with regard to gender identity, sexual orientation, and marital status. In addition, FH is committed to maintaining compliance with state laws that prohibit housing discrimination based on military status, source of income, ancestry, and/or gender expression	AHD	No	HUD Mandatory changes	Yes	Update of federally protected classes and updated compliance with state laws (SB 329)
2		1	1.3	HCV VOUCHERS = 7,159	HCV VOUCHERS = 7,159 <u>7,321</u>	AHD	No	Clarification change	No	City Admin Plan
3		1	1.3	HCV VOUCHERS = 5652	HCV VOUCHERS = 5652 5652 <u>5675</u>	AHD County	NO	Clarification change	No	County Admin Plan
4		1	1.13.1	FH's policies and practices will be designed to provide assurances that all persons with disabilities will be to provide an opportunity to request a reasonable accommodation so that they may fully access and utilize the housing program and related services. The availability of specific accommodations will be made available on FH forms and letters to all families and requests may be verified with a reliable, knowledgeable professional so that FH can properly accommodate the need presented by the disability.	FH's policies and practices will be designed to provide assurances that all persons with disabilities will be to provide provided an opportunity to request a reasonable accommodation so that they may fully access and utilize the housing program and related services. The availability of specific accommodations will be made available on FH forms and letters to all families. and Requests may be verified with a reliable, knowledgeable professional so that FH can properly accommodate the need presented by the disability.	AHD	No	Spelling, Grammar, Format, etc.	No	
5		1	1.13.6	The section reference is in parentheses.	The section <u>chapter</u> reference is in parentheses.	AHD	no	Spelling, Grammar, Format Change Only	no	
6		1	1.14.1	**Addition of Language**	Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by FH. The interpreter may be a family member or friend.	AHD	No	Clarification change	No	updated oral translation services options
7		1	1.17	Voucher holders are informed of the full range of areas where they may lease units inside FH's jurisdiction and given a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration. FH provides a direct phone line to handle owner questions and concerns. The Owner Services Division, in addition to taking calls daily, has also compiled information regarding commonly asked questions and answers for our website.	Voucher holders are informed of the full range of areas where they may lease units inside FH's jurisdiction and given a link to a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration. FH provides a direct phone line and/or email address to handle owner questions and concerns. The Owner Services Division, in addition to taking calls daily, has also compiled information regarding commonly asked questions and answers for our website.	AHD	no	Align with new remote process	no	
8		1	1.18	Request to move related to VAWA – See Chapter 13 13.2.5 & 13.3.1 VAWA and termination of assistance – See Chapter 15 15.6 Appendix A	Request to move related to VAWA – See Chapter 13 13.2. 5 & 13.3.1 VAWA and termination of assistance – See Chapter 15 15.6 Appendix AI	AHD	no	Spelling, Grammar, Format, etc.	no	
9		2	2.6	SECTION 2: MANAGING THE INTEREST LIST	SECTION 2 <u>TWO</u> : MANAGING THE INTEREST LIST	AHD	no	Spelling, Grammar, Format, etc.	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
10		2	2.7	For persons with disabilities or other reasonable accommodations, see sections 1.14, 1.14.5. The interest list will be maintained in accordance with the following guidelines: • Pre-applications must include as a minimum a minimum the following information to be placed on the interest list with the following information about each applicant: 1) name; 2) family unit size;	For persons with disabilities or other reasonable accommodations, see sections Chapter 1.14, 1.14.51.13. The interest list will be maintained in accordance with the following guidelines: to be placed on the interest list , pre-applications must include as at a minimum at the following information to be placed on the interest list with the following information about each applicant: 1) name; 2) family unit size.	AHD	No	Clarification change	No	
11		2	2.8	Applicants are required to update their mailing address, and email address using the online applicant portal within 10 business days of the occurrence. This will also assist FH in establishing and maintaining a current and updated interest list to more effectively plan for future pre-application intake. Applicants are also required to respond to requests from FH to update information on their pre-application, or to determine their continued interest in assistance. The interest list will be maintained with accurate information. If an applicant is disabled and requires reasonable accommodation in submitting changes, the accommodation request must be made in writing unless the person's disability is obvious or otherwise known.	Applicants are required to update their mailing address, and email address and preferences using the online applicant portal within 10 business days of the occurrence. This will also assist FH in establishing and maintaining a current and updated interest list to more effectively plan for future pre-application intake. Applicants are also required to respond to requests from FH to update information on their pre-application, or to determine their continued interest in assistance. The interest list will be maintained with accurate information. If an applicant is disabled and requires reasonable accommodation in submitting changes, the accommodation request must be made in writing unless the person's disability is obvious or otherwise known. If an applicant is disabled and requires a special accommodation in making changes to their pre-application and the disability is obvious or otherwise known, FH will accommodate the request without verifying the disability.	AHD	no	Clarification change	no	
12		2	2.8.1	The Applicant Portal has been established for persons who submit a pre-application with Fresno Housing Authority (FH) so that they may create an on-line account to review and update their personal information, including their current address, as well as indicate their continued interest in remaining on the interest list.	The Applicant Portal has been established for persons who submit a pre-application with Fresno Housing Authority (FH) so that they may create an on-line account to review and update their personal information, including their current address, as well as indicate their continued interest in remaining on the interest list.	AHD	no	Spelling, Grammar, Format, etc.	no	
13		2	2.9.1	To update the waiting list, FH may send an update request via first-class mail to each applicant on the waiting list.	To update the waiting list, FH may send an update request via first-class mail and/or email to each applicant on the waiting list.	AHD	no	Align with new remote process	no	
14		2	2.10	FH may cancel the pre-application and remove the applicant from the waiting list when 1) the applicant does not respond to FH's request for response by a specific date, 2) failure to attend a scheduled appointment, 3) if a letter is returned by the Post Office, 4) or failure to log onto the online applicant portal to save their spot.	FH may cancel the pre-application and remove the applicant from the waiting list when 1) the applicant does not respond to FH's request for response by a specific date, 2) failure to attend a scheduled appointment, 3) if a letter is returned by the Post Office, 4) or failure to log onto the online applicant portal to save their spot: , 5) failure to complete process.	AHD	No	Align with new remote process	Yes	
15		3	3.1	Once the draw has been completed, selected applicants will be notified via USPS mail and applicants will be given an opportunity to update their information with FH. Preference information will be verified and updated before the applicant is invited to attend a briefing for voucher issuance [24 CFR 982.207]. For information about Applying for Assistance, refer to Chapter 2; or for information about Eligibility for Admission, refer to Chapter 4. c	Once the draw has been completed, selected applicants will be notified via USPS mail and email (if applicable) and applicants will be given an opportunity to update their information with FH. For information about Applying for Assistance Applications and Interest List, refer to Chapter 2; or for information about Eligibility for Admission, refer to Chapter 4.	AHD	no	Clarification change	No	
16		3	3.2	SELECTION FROM WAITING LIST	SELECTION FROM WAITING INTEREST LIST	AHD	no	Spelling, Grammar, Format, etc.	no	
17		3	3.4	A person may receive no more than 10 total points for the Elderly or Disabled preference category.	A person family may receive no more than 10 total points for the Elderly or Disabled preference category.					

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
18		3	3.4.2	Approximately 310 vouchers are targeted for limited preferences.	Approximately 490 vouchers are targeted for limited preferences	AHD	no	Clarification change	NO	updated county vouchers to match city admin plan vouchers
19		3	3.4.3	This reentry pilot program proposes to allow approximately 11 individuals to enter FH as a newly admitted household (See Section 4.3).	This reentry pilot program proposes to allow approximately 11 25 individuals to enter FH as a newly admitted household (See Section 4.3). Note: Applies to both the City and County HCV Programs for a total of 50 vouchers allocated to the reentry pilot program.	AHD	yes	Agency Policy Preference	Yes	
20		3	3.4.4	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, informal review procedures for applicants.	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 19.3, informal review procedures for applicants Informal Review Procedures for Applicants.	AHD	no	Spelling, Grammar, Format, etc.	no	
21		3	3.4.5	Added new section	FH is exploring the permissibility and feasibility of implementing a limited preference relating to "workforce stability." Below is how it may be structured. This limited preference would apply to 50 vouchers in the City and 50 vouchers in the County. Referrals would come from partner agencies who identify individuals through their employment and training programs as in need of housing stability to successfully complete training program or secure/maintain employment post-completion of training program. Details of criteria and referral process to be outlined in MOU with referring partner agency.	AHD	Yes	Agency Policy Preference	Yes	
21		3	3.6	All adult members must sign and complete the Initial Questionnaire, HUD Form 9886 (Release of Information), Form HUD-92006, the Declaration of Section 214 Status related to citizenship/immigration and any other documents required by FH.	All adult members must sign and complete the Application for Initial Occupancy Initial Questionnaire, HUD Form 9886 (Release of Information), Form HUD-92006, the Declaration of Section 214 Status related to citizenship/immigration and any other documents required by FH.	AHD	no	Clarification change	no	
22		3	3.7	DETERMINING APPLICANTS ELIGIBLE OR INELIGIBLE	SECTION THREE: DETERMINING APPLICANTS ELIGIBLE OR INELIGIBLE	AHD	no	Spelling, Grammar, Format, etc.	no	
23		3	3.8	The family will be given 10 calendar days to supply the information. Extensions beyond 10 calendar days may be permitted upon approval of the intake staff member.	The family will be given 10 calendar business days to supply the information. Extensions beyond 10 calendar business days may be permitted upon approval of the intake staff member.	AHD	no	Program Alignment	no	
24		4	4.2	In addition to the above, in order for a family to be determined eligible FH will conduct criminal background checks using but not limited to FBI finger printing, DOJ Lifetime Sex Offender, and County and Statewide Criminal searches in accordance with this chapter. A family may be denied assistance if the results show evidence which would prohibit admission to the HCV program. For more information, see Section Three in this Chapter.	In addition to the above, in order for a family to be determined eligible FH will conduct criminal background checks using but not limited to FBI finger printing, DOJ Lifetime Sex Offender, and County and Statewide Criminal searches in accordance with this chapter. A family may be denied assistance if the results show evidence which would prohibit admission to the HCV program. For more information, see Chapter 4.3 Section Three in this Chapter.	AHD	no	Spelling, Grammar, Format, etc.	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
25		4	4.3	FHA Additional Definition of Family: • A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law, but who either can demonstrate that they have a lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family. Refer to see the section regarding verification of family relationships in Section Chapter 7.9.3 of Chapter 7 of this administrative plan	FHA Additional Definition of Family: • A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law, but who either can demonstrate that they have a -lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family. Refer to see the section regarding verification of family relationships in Section-Chapter 7.9.3 of Chapter 7 of this administrative plan	AHD	no	Clarification change	no	
26		4	4.4.1	The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.	The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under s State/local law.	AHD	no	Clarification change	no	
27		4	Section 3 of Chapter 4	See Chapter 19, "Complaints and Appeals" for additional information about reviews and hearings.	See Chapter 19, " Reviews, Hearing and Complaints and Other Appeals" for additional information about reviews and hearings.	AHD	no	Spelling, Grammar, Format, etc.	no	
28		4	4.18	1. Methamphetamine – if any member of the household has ever been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing [24 CFR 982.553 (a)(1)(ii)(C)]. If any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine in any location, not just federally assisted housing, the family will be denied assistance.	1. Methamphetamine – if any member of the household has ever been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing [24 CFR 982.553 (a)(1)(ii)(C)]. <i>**The remaining sections have been renumbered.**</i> 1.2. Lifetime Registration 2.3. Criminal Activity (Drug-Related) 3.4. Current illegal drug use for any household 4.5. A pattern of illegal use of a drug 5.6. Alcohol Abuse 6.7. Consent Forms 7.8. Citizenship Status 8.9. Social Security Numbers 9.10. Students in Higher Education	AHD	no	Spelling, Grammar, Format, etc.	no	
29		4	4.20	FH is required to screen for eviction and criminal activity as part of the rental assistance program. HUD requires FH to set screening standards to ensure that those persons who are prohibited from being admitted to the program will not receive assistance.	FH must prohibit admission to the program of an Applicant For three years from The Date Of Eviction If A Household Member Has Been Evicted From Federally Assisted Housing For Drug-Related Criminal Activity. FH Is Required To Screen For Eviction And Criminal Activity As Part Of The Rental Assistance Program. Hud Requires Fh To Set Screening Standards To Ensure That Those Persons Who Are Prohibited From Being Admitted To The Program Will Not Receive Assistance.	AHD	no	Clarification change	Yes	
30		4	4.20.1	The screening for eviction and criminal activity sScreening will occur after an applicant family has been pulled from the waiting list. When conducting a background check FH will obtain the following reports: 1. Criminal background report 2. Sex offender report	The screening for eviction and criminal activity s Screening will occur after an applicant family has been pulled from the waiting list. All adults (age 18 and above) in the applicant household, including live-in aides, and all incoming families porting into FH's jurisdiction must go through the screening process. When conducting a background check FH will obtain the following reports: Credit report Eviction report Criminal background report Sex offender report When conducting a background check FH may obtain the following reports: Credit Report Eviction report	AHD	no	Clarification change	No	
31		5	5.4.2	The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform FH within 10 calendar days.	The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform FH within 10 calendar-business days.	AHD	no	Program Alignment	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
32		6	6.1	Part 1: Annual Income. HUD regulations specify the source of income to include and exclude to arrive at a family's annual income. These requirements and FH policies for calculating annual income are found in Part 1. Part 2: Adjusted Income. Once annual income has been established HUD regulations require FH to subtract from annual income any of five mandatory deductions for which a family qualifies (See Part 2). Part 3: Calculating Rent. This part describes the statutory formula for calculating total tenant payment (TTP), the use of utility allowances, and financial hardships affecting minimum rent.	Part 1 Section One: Annual Income. HUD regulations specify the source of income to include and exclude to arrive at a family's annual income. These requirements and FH policies for calculating annual income are found in Part 1 Section One. Part 2 Section Two: Adjusted Income. Once annual income has been established HUD regulations require FH to subtract from annual income any of five mandatory deductions for which a family qualifies (See Part 2 Section Two). Part 3 Section Three: Calculating Rent. This part describes the statutory formula for calculating total tenant payment (TTP), the use of utility allowances, and financial hardships affecting minimum rent.	AHD	no	Spelling, Grammar, Format, etc.	no	
33		6	6.2	PART 1: ANNUAL INCOME	PART 1 SECTION ONE: ANNUAL INCOME	AHD	no	Spelling, Grammar, Format, etc.	no	
34		6	6.2.2	• Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accidental insurance and workman's compensation), capital gains and settlement for personal property losses (except as provided in 6.2.1 (5) of this section;	• Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accidental insurance and workman's compensation), capital gains and settlement for personal property losses (except as provided in 6.2.1 (5) of this section chapter;	AHD	no	Spelling, Grammar, Format, etc.	no	
35		6	6.3	If the family reports zero annual income, FH will require the family to attend an appointment to complete the Monthly Living Expense worksheet and sign a zero income affidavit.	If the family reports zero annual income, FH will require the family to attend an appointment to complete the Monthly Living Expense worksheet and sign a zero income affidavit.	AHD	no	Align with new remote process	No	
36		6	6.4.2	At FH's option, FH may enter into a Repayment Agreement with the family. The family will be required to pay 25% of the retroactive amount due at the time of calculation and remaining balance to be paid in equal payments over a period of time not to exceed 12 months. (Reference Chapter 14 18for guidelines for recovery of debts).	At FH's option, FH may enter into a Repayment Agreement with the family. The family will be required to pay 10% 25% of the retroactive amount due at the time of calculation and remaining balance to be paid in equal payments over a period of time not to exceed 12 24 months. (Reference Chapter 14 18 for guidelines for recovery of debts).	AHD	no	Agency Policy Preference	no	
37		6	6.7.7	"The HA"	Change to "FH"	AHD	no	Spelling, Grammar, Format, etc.	no	
38		6	6.8	Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.	added language Explicitly temporary is defined as living in the unit more than 60 consecutive days without FH approval, or a total of 90 days in a 12-month period.	AHD	no	Clarification change	no	defined "explicitly temporary"
39		6	6.10	PART 2: ADJUSTED INCOME	PART 2 SECTION TWO: ADJUSTED INCOME	AHD	no	Spelling, Grammar, Format, etc.	no	
40		6	6.11	PART 3: CALCULATING RENT	PART 3 SECTION THREE: CALCULATING RENT	AHD	no	Spelling, Grammar, Format, etc.	no	
41		6	6.12.4	Temporary Hardship: If the family owes FH money for rent arrears incurred during the minimum rent period, FH will require that the family pay a 25% initial lump sum with the remaining balance to be paid in equal payments over a period of time not to exceed 12 months under \$2400 or 24 months for any amount in excess of \$2400.	Temporary Hardship: If the family owes FH money for rent arrears incurred during the minimum rent period, FH will require that the family pay a minimum 25 10% initial lump sum with the remaining balance to be paid in equal payments over a period of time not to exceed 12 24 months under \$2400 or 24 months for any amount in excess of \$2400.	AHD	Yes	Agency Policy Preference	Yes	
42		7	7.1	[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, PIH Notice 2017-12; HUD Guidebook for HCV Program Chart on pages 5-46 through 5-53]	[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, PIH Notice 2017-12; HUD Guidebook for HCV Program Chart on pages 5-46 through 5-53]	AHD	no	Spelling, Grammar, Format, etc.	no	
43		7	7.1	Addition of language	Families will be given 10 business days to furnish requested documents.	AHD	no	Program Alignment	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/ Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
44		7	7.3.1	7. Family Declaration or Certification ... FH will allow 10 calendar days for the return of written third-party verification form before going to the next method, which is oral verification. ... FH will not delay the processing of an application beyond 10 calendar days because a third party information provider does not return the verification in a timely manner.	7. Family Declaration or Certification (signed questionnaire packet) ... FH will allow 10 calendar-business days for the return of written third-party verification form before going to the next method, which is oral verification. ... FH will not delay the processing of an application beyond 10 calendar-business days because a third party information provider does not return the verification in a timely manner.	AHD	no	Program Alignment	no	
45		7	7.3.2	This verification method is commonly used in the event that the independent source does not respond to the PHA's faxed, mailed, or e-mailed request for information in a reasonable time frame, i.e., ten (10) calendar days.	This verification method is commonly used in the event that the independent source does not respond to the PHA's faxed, mailed, or e-mailed request for information in a reasonable time frame, i.e., ten (10) calendar-business days. **Addition of Language to end of section** The signed (physical or electronic) questionnaire packet is considered self-certification.	AHD	no	Align with new remote process	no	
46		7	7.5.10	FH will employ the use of the UIV process (e.g., TANF, EIV, EDD work history) and other written third party verifications when the family claims to have no other income.	FH will employ the use of the UIV process (e.g., TANF, EIV, EDD work history and work number) and other written third party verifications when the family claims to have no other income.	AHD	no	Clarification change	no	
47		7	7.7	FH will obtain third-party verification of all family assets upon admitting a family to the Housing Choice Voucher program and then again every 3 years thereafter.	FH will obtain third-party verification of all family assets upon admitting a family to the Housing Choice Voucher program and then again at least every 3 years thereafter.	AHD	no	Clarification change	no	
48		7	7.8.3	Families may deduct anticipated expenses for attendant care and any auxiliary apparatus for disabled family members if these: ... Do not exceed the earned income of the household member(s) enabled to work. ... a. Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed. ... 2. Attendant Care: ... And, written certification from doctor or rehabilitation agency that care is necessary to employment of household member. (Always obtain this).	Families may deduct anticipated expenses for attendant care and any auxiliary apparatus for disabled family members if these they : ... • Do not exceed the earned income of the household member(s) enabled to work. Required Certification / Verification: ... a. Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed; and- ... 2. For Attendant Care: ... And, written certification from doctor or rehabilitation agency that care is necessary to employment of household member. (Always obtain this);	AHD	no	Clarification change	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/ Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
49		7	7.9.1	<p>The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.</p> <ul style="list-style-type: none"> • Certificate of Birth, naturalization papers • Current, valid Driver's license • U.S. military discharge (DD 214) • U.S. passport <p>Department of Motor Vehicles Identification Card</p> <p>An original document issued by a federal, state, or local government agency with the individual's name and SSN. This could include welfare agency documents, military papers, unemployment insurance documents, or any other government-issued documentation.</p> <p>Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:</p> <p>Certificate of Birth</p> <p>Adoption papers</p>	<p>The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.</p> <p>**Addition of Chart, see Screenshot A**</p> <ul style="list-style-type: none"> • Certificate of Birth, naturalization papers • Current, valid Driver's license • U.S. military discharge (DD 214) • U.S. passport <p>Department of Motor Vehicles Identification Card</p> <p>An original document issued by a federal, state, or local government agency with the individual's name and SSN. This could include welfare agency documents, military papers, unemployment insurance documents, or any other government-issued documentation.</p> <p>Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:</p> <p>Certificate of Birth</p> <p>Adoption papers</p>	AHD	no	Spelling, Grammar, Format, etc.	No	
50		7	7.9.2	<p>Verification of Marital Status</p> <p>**Addition of language to the beginning of this section**</p>	<p>Certification by the head of household is normally sufficient verification.</p> <p>If the</p> <p>PHA has reasonable doubts about a separation or divorce, the PHA will require</p> <p>the family to provide documentation of the divorce or separation.</p>	AHD	no	Clarification change	No	
51		7	7.9.8	<p><u>Penalties for Failure to Disclose SSN</u></p> <p>In accordance with 24 CFR 5.218, the following penalties apply for noncompliance with the SSN disclosure and documentation requirements. (See Section 4.17 in this chapter if falsified SSN documentation was provided)</p>	<p><u>Penalties for Failure to Disclose SSN</u></p> <p>In accordance with 24 CFR 5.218, the following penalties apply for noncompliance with the SSN disclosure and documentation requirements. (See Section Chapter 4.184.17 in this chapter if falsified SSN documentation was provided)</p>	AHD	no	Spelling, Grammar, Format, etc.	no	
52		8	8.2	SECTION 1: BRIEFING	SECTION 1 ONE: BRIEFING	AHD	no	Clarification change	no	
53		8	8.2.1	Briefings for the HCV program will be conducted in English. For Limited English Proficiency (LEP) applicants, FH will provide translation services as described in Chapter 1, When Translation Services are Needed).	Briefings for the HCV program will be conducted in English. For Limited English Proficiency (LEP) applicants, FH will provide translation services as described in Chapter 1, When Translation Services are Needed Limited English Proficiency (LEP) Translation Services).	AHD	no	Spelling, Grammar, Format, etc.	No	
54		8	8.2.2	FH has assembled information about the characteristics of those area which may include information about job opportunities, schools, transportation and other services.	FH has assembled information about the characteristics of those areas which may include information about job opportunities, schools, transportation and other services.	AHD	no	Spelling, Grammar, Format, etc.	no	
55		8	8.2.3	<p>5. Where the family may lease a unit, along with an explanation of how portability works.</p> <p>...</p> <p>12. A list of landlords willing to lease to assisted families, as posted on FH website.</p> <p>...</p> <p>21. VAWA certification form</p>	<p>5. Where the family may lease a unit, along with an explanation of how portability works including a portability contact person list of neighboring PHA's has been added to the briefing packet.</p> <p>...</p> <p>12. A list (link) of landlords willing to lease to assisted families, as posted on FH website. (for example, online search tools)</p> <p>...</p> <p>21. VAWA certification form</p> <p>21-22. In an effort to inform housing and neighborhood choice, area maps representing housing opportunities located in the city and county with less concentrated poverty (identified by census tract) are also included in the briefing packet</p>	AHD	no	Program Alignment	Yes	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
56		8	8.3.4	FH has a list of owners that can assist families in locating units outside impacted areas.	FH has will provide a link to a list of owners that can assist families in locating units outside impacted areas.	AHD	No	Align with new remote process	no	
57		8	8.4	SECTION 2: VOUCHER ISSUANCE	SECTION 2 TWO: VOUCHER ISSUANCE	AHD	no	Spelling, Grammar, Format, etc.	no	
58		8	8.8	MAP A: Areas of Minority and Poverty Concentration, Fresno Metropolitan Area **Map Image** MAP A: U.S. Census Bureau (2015). Minority and Poverty rates, 2010-2015 American Community Survey 5-year estimates. MAP B: Areas of Minority and Poverty Concentration, The City of Fresno **Map Image** MAP B: U.S. Census Bureau (2015). Minority and Poverty rates, 2010-2015 American Community Survey 5-year estimates.	MAP A: Areas of Minority and Poverty Concentration, Fresno Metropolitan Area **Map Image** MAP A: U.S. Census Bureau (2015)(2021). Minority and Poverty rates, 2010-2015-2014-2019 American Community Survey 5-year estimates. MAP B: Areas of Minority and Poverty Concentration, The City of Fresno **Map Image** MAP B: U.S. Census Bureau (2015)(2021). Minority and Poverty rates, 2010-2015-2014-2019 American Community Survey 5-year estimates.		no	Clarification change	no	
59		9	9.2.1	<ul style="list-style-type: none"> Non-permitted, converted, free-standing or attached garages or other structures not intended to be living areas (see chapter 10). ... All applicable lead-based paint disclosure requirements have been met; (see Chapter 10, Lead Base Paint & HQS ... The unit is not subject the restriction on renting from relatives rule; see Section 9.4 of this chapter. 	<ul style="list-style-type: none"> Non-permitted, converted, free-standing or attached garages or other structures not intended to be living areas (see chapter Chapter 10). ... All applicable lead-based paint disclosure requirements have been met; (see Chapter 10, Lead-Lead-Based Paint & HQS ... The unit is not subject the restriction on renting from relatives rule; see Section Chapter 9.4 of this chapter. 	AHD	no	Spelling, Grammar, Format, etc.	no	
60		9	9.11	<ul style="list-style-type: none"> The owner has fraudulently rented to a relative in violation of 24 CFR 982.306(d); see Section 9.4 of this chapter. 	<ul style="list-style-type: none"> The owner has fraudulently rented to a relative in violation of 24 CFR 982.306(d); see Section-Chapter 9.4 of this chapter. 	AHD	no	Spelling, Grammar, Format, etc.	no	
61		10	10.2	A FH-owned unit is defined as a unit that is owned by the housing authority that administers the assistance under the Consolidated Annual Contributions Contract (ACC) (including a unit owned by an entity substantially controlled by FH; see Chapter 22.4 – FHA-Owned Unit).	<p>A FH-owned unit is defined as a unit that is owned by the housing authority that administers the assistance under the Consolidated Annual Contributions Contract (ACC) (including a unit owned by an entity substantially controlled by FH; see Chapter 22.422.13.6 – FHA-Owned Unit).</p> <p>...</p> <p>Virtual HQS Inspections: In accordance with HUD requirements, FH may conduct the HQS inspection virtually. The family and owner are notified of the date and time of the inspection appointment by mail. If the family is unable to conduct a Virtual Inspection due to lack of technology, or physical restrictions, they may authorize a representative who is 18 years of age or older to be present and facilitate the Virtual Inspection. A Virtual Inspection will be initiated by inspector using a family preferred method, including but not limited to, FaceTime or Google Duo.</p> <p>The family may decline the Virtual Inspection and will notify FH in writing if a physical Inspection is preferred. FH will then reschedule the inspection and the family and owner will receive a letter with a new scheduled date for the Inspector to physically inspect the assisted Unit. The Virtual HQS Inspection will be performed in accordance with the HQS minimum quality standards set forth by HUD in 24 CFR 982.401 for tenant based programs.</p>	AHD	No	Clarification change	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
62		10	10.2.2	Inspection: The family and owner are notified of the date and time of the inspection appointment by mail. ... If the family was responsible for a breach of HQS identified in Chapter 15, "Denial or Termination of Assistance," they will be advised of their responsibility to correct.	Inspection: The family and owner are notified of the date and time of the inspection appointment by mail and/or email If the family was responsible for a breach of HQS identified in Chapter 15, " Denial or Termination of Assistance, " they will be advised of their responsibility to correct.	AHD	no	Align with new remote process	no	
63		10	10.3	Prohibited Vehicles – Front yard storage of boats, personal watercraft and trailers is prohibited (County Code – Fresno Zoning Code, title 11, chapter 11.45).	Prohibited Vehicles – Front yard storage of boats, personal watercraft and trailers is prohibited (County Code – Fresno County Zoning Code of Ordinances, title Title 11, chapter Chapter 11.45 Prohibited Vehicles).	AHD	no	Spelling, Grammar, Format, etc.	no	
64		11	11.9	11.9 RENT ADJUSTMENTS [24 CFR 982.519 and 982.308 (g)] Rent adjustment is a request to increase the existing contract rent.	Current policy prohibits increases only within the first year of the initial lease term. Proposed change limits rent adjustment requests to increases after the initial one year lease term and/or after one year has lapsed from the prior lease amendment effective date of an increase to the HAP contract rent.	AHD	Yes	HUD Discretionary changes	Yes	
65		12	12.1	Part I: Annual Reexaminations. ... Part II: Interim Reexaminations. ... Part III: Outcomes from Recertifications	Part I Section One: Annual Reexaminations. ... Part II Section Two: Interim Reexaminations. ... Part III Section Three: Outcomes from Recertifications	AHD	no	Spelling, Grammar, Format, etc.	no	
66		12	12.2	PART I: ANNUAL REEXAMINATIONS	PART I SECTION ONE: ANNUAL REEXAMINATIONS	AHD	no	Spelling, Grammar, Format, etc.	no	
67		12	12.4.1	Families generally are required to complete the annual reexamination process or by mail. Notification of the annual reexamination process will be sent by first-class mail and will contain the certification packet for completion and must be returned by the specified due date. If the family is unable to return the packet within the deadline, the family should contact FH in advance of the due date to request an extension. If a family does not provide required information by the deadline, including any extension granted, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 15) will be sent to the family's address of record.	Families generally are required to complete the annual reexamination process through the online portal or by mail, as requested . Notification of the annual reexamination process will be sent by first-class mail and/or email . If requested, notification-and will contain the certification packet for completion and must be returned by the specified due date. If the family is unable to complete the online certification or return the packet within the deadline, the family should contact FH in advance of the due date to request an extension. If a family does not provide required information by the deadline, including any extension granted, steps for non-compliance will be taken. or-if If the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 15) will be sent to the family's address of record.	AHD	no	Align with new remote process	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
68		12	12.5.1	<p>12.5.1 ANNUAL REEXAMINATION BY MAIL</p> <p>The family will be notified by mail up to 120 calendar days in advance of the anniversary date of the requirement to complete their annual reexamination process. If requested as an accommodation by a person with disabilities, FH will provide the notice in an accessible format; home visits may also be requested for this purpose so FH can assist the family in completing their annual reexamination requirement. FH will also mail the notice to a third party, if requested as a reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.</p> <p>Families will be asked to or mail in all required information (as described in the reexamination notice) with their completed reexamination packet. The required information will include the Personal Declaration Packet, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documentation related to the family's income, expenses, and family composition.</p> <p>Any required documents or information that the family is unable to provide at the time their is returned to FH, must be provided within 10 calendar days or the next day the agency is open after the 10th calendar day of the written request for the incomplete information which FH will mail to the family.</p>	<p>12.5.1 ANNUAL REEXAMINATION BY MAIL</p> <p>The family will be notified by email and/or mail up to 120 calendar days in advance of the anniversary date of the requirement to complete their annual reexamination process. If requested as an accommodation by a person with disabilities, FH will provide the notice in an accessible format; home visits may also be requested for this purpose so FH can assist the family in completing their annual reexamination requirement. FH will also mail and/or email the notice to a third party, if requested as a reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.</p> <p>Families will be asked to upload to online portal or mail in all required information (as described in the reexamination notice) with their completed reexamination packet. The required information will include the Personal Declaration PacketAnnual Re-examination Questionnaire, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documentation related to the family's income, assets, expenses, and family composition.</p> <p>Any required documents or information that the family is unable to provide at the time their Annual Re-examination packet is mailed- returned to FH, must be provided within 10 calendar business days or the next day the agency is open after the 10th calendar day of the written request for the incomplete information which FH will mail and/or email</p>	AHD	no	Align with new remote process	no	
69		12	12.5.2	<p>While most reexaminations are conducted by mail, face-to-face interviews may be conducted at any time at FH discretion, or if needed by a person with disabilities as a reasonable accommodation.</p> <p>...</p> <p>If the head of household is unable to attend the interview, any adult member who is available may attend the appointments unless a specific member is identified.</p>	<p>While most reexaminations are conducted by mail/online, face-to-face or virtual interviews may be conducted at any time at FH discretion, or if needed by a person with disabilities as a reasonable accommodation.</p> <p>...</p> <p>If the head of household is unable to attend the interview, any adult member who is available may attend the appointments unless a specific member is identified on the appointment notification.</p>	AHD	no	Align with new remote process	no	
70		12	12.5.3	<p>[Voucher Program Guidebook, Chapter 12]</p> <p>In the notification letter to the family, FH will include instructions for the family to mail in (or bring to the interview) the following documents:</p> <ol style="list-style-type: none"> 1. Documentation of income for all family members 2. Documentation of all assets 3. Documentation of any deductions/allowances 4. Personal declaration form completed by the head-of-household 5. Social Security and/or Immigration cards and birth certificates for any new family members 6. Consent forms for criminal background checks <p>At annual reexamination, FH will may use the same procedures for obtaining and verifying information that were used at admission; (see Chapter 7).</p>	<p>[Voucher Program Guidebook, Chapter 12]</p> <p>In the notification letter and/or email to the family, FH will include instructions for the family to complete the Annual Reexamination and provide mail in (or bring to the interview) the following documents:</p> <ol style="list-style-type: none"> 1. Documentation of income for all family members 2. Documentation of all assets (at least every 3 years) 3. Documentation of any deductions/allowances 4. Personal declaration Questionnaire packetform completed by the head-of-household, 4.5. Ceertified statement of family obligations 5-6. Social Security and/or Immigration cards and birth certificates for any new family members 7. Authorization for the Release of InformationConsent forms (HUD-9886, consent form) 6-8. FH Consent Form for criminal background checks <p>At annual reexamination, FH will may use the same procedures for obtaining and verifying information that were used at admission; (see Chapter 7).</p>	AHD	no	Align with new remote process	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
71		12	12.5.4	After receiving the Personal Declaration reexamination packet, the family is required to complete and return the packet with all requested documents on or before the due date listed in the reexamination notification.	After receiving the Personal Declaration reexamination packet notification, the family is required to complete and submit and return the packet the annual reexamination with all requested documents on or before the due date listed (plus any extensions) in the reexamination notification.	AHD	no	Align with new remote process	no	
72		12	12.7.1	Section: Determining whether delay was caused by the family **Addition of language to the beginning of this section**	If the family does not provide requested documentation by the deadline (plus extensions) the family may be considered cause of delay.	AHD	no	Clarification change	no	
73		12	12.8	PART II: INTERIM REEXAMINATIONS	PART II SECTION TWO: INTERIM REEXAMINATIONS	AHD	no	Spelling, Grammar, Format, etc.	no	
74		12	12.9.2	4.5 Verification of Need for a Live-in Aide 4.6 Approval or Disapproval of a Particular Person as Live-in Aide 4.12 All Citizenship/Eligibility Immigration Status 4.13 Family Consent to Release of Information 4.14 Restriction on Eligibility of Students 4.17 Mandatory Denial of Assistance 4.18 Additional Prohibitions 4.19 Screening for Admission 4.19.2 Factors to Consider Prior to Final Determination 4.20 Consideration of Circumstances	Chapter 4 reference sections: 4.5 Verification of Need for a Live-in Aide 4.6 Approval or Disapproval of a Particular Person as Live-in Aide 4.12 All Citizenship/Eligibility Immigration Status 4.13 Family Consent to Release of Information 4.14 Restriction on Eligibility of Students 4.17 4.18 Mandatory Denial of Assistance 4.18 4.19 Additional Prohibitions 4.19 4.20 Screening for Admission 4.19.2 20.2 Factors Relevant to FH Criminal Background & Eviction Screening to Consider Prior to Final Determination 4.20 4.21 Consideration of Circumstances	AHD	no	Spelling, Grammar, Format, etc.	no	
75		12	12.9.3	For actions FH will take when non-reporting issues occur, see Chapter 23, Investigating Errors and Program Abuse.	For actions FH will take when non-reporting issues occur, see Chapter 23, Criteria for Investigation of Suspected Abuse and Fraud. Investigating Errors and Program Abuse.	AHD	no	Spelling, Grammar, Format, etc.	no	
76		12	12.10.3	For more information regarding the requirement to impute welfare income see Chapter 6.	For more information regarding the requirement to impute welfare income see Chapter 6, Welfare Benefits .	AHD	no	Spelling, Grammar, Format, etc.	no	
77		12	12.11.1	FH will accept required documentation by email, mail, fax, or in person, with the exception of identity documents (i.e.: ID, social security cards, birth certificates); original and copy must be provided in person.	FH will accept required documentation by email, mail, fax, or in person, with the exception of identity documents (i.e.: ID, social security cards, birth certificates); original and copy must be provided in person.	AHD	no	Spelling, Grammar, Format, etc.	no	
78		12	12.12	PART III: OUTCOMES FROM RECERTIFICATIONS	PART III SECTION THREE: OUTCOMES FROM RECERTIFICATIONS	AHD	no	Spelling, Grammar, Format, etc.	no	
79		13	13.5.2	See Section 13.7, Restrictions on Portability in this chapter.	See Section Chapter 13.7, Restrictions on Portability. in this chapter.	AHD	no	Spelling, Grammar, Format, etc.	no	
80		13	13.7	FH will deny permission to move for the same reasons listed in Restrictions on Moves in this chapter, plus the following reasons:	FH will deny permission to move for the same reasons listed in Chapter 13.3 Restrictions on Moves in this chapter , plus the following reasons:	AHD	no	Spelling, Grammar, Format, etc.	no	
81		14	14.1	Section: Introduction to Contract Terminations **Addition of language to the beginning of this section**	1. Citizenship Status: FH will terminate program assistance if no member of the family is a U.S. citizen or eligible immigrant; (see Chapter 14) [24 CFR 982.552 (b) (4)]. 2. (4) The family must submit required evidence of citizenship or eligible immigration status. See part 5 of this title for a statement of circumstances in which the PHA must deny admission or terminate program assistance because a family member does not establish citizenship or eligible immigration status, and the applicable informal hearing procedures. Need the top section to be under chapter 14	AHD	no	Clarification change	no	duplicate language from other section
82		14	14.2	There are three parties involved in the rental relationship: the assisted family, the owner and the Housing Authority.	There are three parties involved in the rental relationship: the assisted family, the owner and the Housing Authority. Fresno Housing.	AHD	no	Spelling, Grammar, Format, etc.	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
83		14	14.3	**Addition of language to the beginning of this section**	If the family terminates the lease on notice to the owner, the family must give the PHA a copy of the notice of termination at the same time. Failure to do this is a breach of family obligations under the program.	AHD	no	Clarification change	no	
84		14	14.4.1	[24 CFR 982.310(a)] ... 3. Other good cause, [24 CFR 982.301(a)(3)] including:	[24 CFR 982.310(a)] ... 3. Other good cause, [24 CFR 982.301(a)(3)] including:	AHD	no	Clarification change	no	
85		14	14.6	14.6 TERMINATION OF THE HAP CONTRACT BY HOUSING AUTHORITY [24 CFR 5.233]	14.6 TERMINATION OF THE HAP CONTRACT BY HOUSING AUTHORITY [24 CFR 5.233]	AHD	no	Spelling, Grammar, Format, etc.	no	
86		14	14.7	The Housing Choice Department (HCD) will: ... If the family continues to occupy the unit after the HAP contract is terminated, the family is responsible for the total amount of rent due to the owner.	The Housing Choice Department (HCD) FH will: ... If the family continues to occupy the unit after the HAP contract is terminated, the family is responsible for the total amount of contract rent due to the owner.	AHD	no	Spelling, Grammar, Format, etc.	no	
87		15	15.3.1	**Addition of language to the end of this section**	If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the PHA of the change and request an interim reexamination before the expiration of the 180-day period.	AHD	no	Clarification change	no	
88		15	15.4	• Evicted from Federally Assisted Housing If any member of the family has ever been evicted from federally assisted housing in the last five years [24 CFR 982.552 (c) (1) (ii)].	• Evicted from Federally Assisted Housing: If any member of the family has ever been evicted from federally assted housing in the last five years [24 CFR 982.552 (c) (1) (ii)].	AHD	no	Spelling, Grammar, Format, etc.	no	
89		15	15.5	a. Drug-related criminal activity; up to three years from the date of the offense.	HUD authorizes FH to consider all relevant circumstances or by proposition of law when deciding whether to termination assistance based on a family's past history except in the situations for which termination of assistance is mandated; see Chapter 15.3 Mandatory Termination in this Chapter.	AHD	no	Spelling, Grammar, Format, etc.	no	
90		15	15.5.2	b. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; up to three years from the date of the offense.	c) The date by which a request for an informal hearing must be received by FH. e)d) Provide VAWA documentation	AHD	no	Clarification change	no	
91		15	15.7	c. Other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of FH (including a FH employee or a FH contractor, subcontractor or agent); up to three years from the date of the offense.	(See Chapter 4 "Eligibility for Admission" chapter , Section on Citizenship/Eligible Immigration Status.)	AHD	no	Spelling, Grammar, Format, etc.	no	
92		15	15.8	d. Violent criminal activity; up to five to seven years from the date of the offense, depending upon the seriousness of the crime committed.	• Failure to provide requested documentation	AHD	no	Clarification change	no	
93		15	15.8	e. Convicted of any felony; up to three years from the date of the offense.	See Chapter 12.5.4 Failure to Respond to Notification of Requirement for Annual Reexamination 12, "Failure to Respond to Notification to Recertify" and Chapter 10.2.2 Annual HQS Inspections 10 "Annual HQS Inspections" for more information on FH policy when appointments are missed.	AHD	no	Spelling, Grammar, Format, etc.	no	
94		15	15.9	This information is covered in Chapter Chapter 19: Reviews, Hearings and other Appeals.19, Reviews, Hearings and Other Appeals.	This information is covered in Chapter Chapter 19: Reviews, Hearings and other Appeals.19, Reviews, Hearings and Other Appeals.	AHD	no	Spelling, Grammar, Format, etc.	no	
95		16	16.2	Participation in the FSS program is on a voluntary basis for families receiving housing assistance through the HCV program administered by the HA.	Participation in the FSS program is on a voluntary basis for families receiving housing assistance through the HCV program administered by the HAFH.	AHD	no	Spelling, Grammar, Format, etc.	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
96		17	17.1	FH receives funding for Continuum of Care Program (CoC) program tenant based rental assistance to serve the disabled disabled and homeless including the chronically homeless population. ... The program primarily targets assistance to homeless individuals/families who have been diagnosed with the following: • Mental illness;; • Developmental Disability;; • Chronic problems with alcohol, drugs, or both, or • AIDS and related diseases.	FH receives funding for Continuum of Care Program (CoC) program tenant based rental assistance to serve the individuals/families experiencing homelessness, who may also be disabled and homeless including the chronically homeless population. ... The program primarily targets assistance to homeless individuals/families experiencing homelessness who have been diagnosed with the following: • Mental illness;; • Pysical/Intellectual Developmental Disability;; • Chronic problems with alcohol, drugs, or both, or Behavioral Health Issues, including substance use disorder; • AIDS and related diseases.	AHD	no	Clarification change	no	
97		17	17.2	The program has limitations on bedroom sizes, (see Certificate Bedroom Size Issued in this Chapter) and assistance will be issued accordingly.	The program has limitations on bedroom sizes, (see 17.17 CERTIFICATE BEDROOM SIZE ISSUED (COC SUBSIDY STANDARDS) Certificate-Bedroom-Size Issued in this Chapter) and assistance will be issued accordingly.	AHD	no	Spelling, Grammar, Format, etc.	no	
98		17	17.3	FH receives funding for the CoC program as a member of the Fresno-Madera Continuum of Care (CoC). The Fresno-Madera CoC provides for the consultation and participation of not less than one homeless or formally homeless individual to serve on the board of directors.	FH receives funding for the FMCoC program as a member of the Fresno-Madera Continuum of Care (FMCoC). The Fresno-Madera CoC provides for the consultation and participation of not less than one homeless or formally homeless individual to individual who is currently or formerly experienced homelessness serve on the FMCoC board of directors.	AHD	no	Clarification change	no	
99		17	17.4	Participate in outreach; coordinated entry system. Outreach to the owners will be provided through participation in apartment association meetings. For more information on outreach please refer to Chapter 1 of this Plan.	Participate in outreach; coordinated entry system. In addition, Outreach to the 0 property owners will be provided through participation in apartment association meetings. For more information on outreach please refer to Chapter 1: Statement of Policies and Objectives. Chapter 1 of this Plan.	AHD	no	Spelling, Grammar, Format, etc.	no	
100		17	17.10	"The HA"	Change to "FH"	AHD	no	Spelling, Grammar, Format, etc.	no	
101		17	17.10	For example: • Homeless Condition Form: Must be provided for all individual/families referred to the HA for the CoC program. • Disability Verification Form: Must be provided for all individuals claiming a disability, especially a disability that is cited as a qualifying factor for the CoC program. Written determinations must be made by a psychiatric or medical professional trained to make such determination.	For example: • Homeless Condition Certification Form: Must be provided for all individual/families referred to the HA FH for the CoC program. • Disability Verification Form: Must be provided for all individuals claiming a disability, especially a disability that is cited as a qualifying factor for the CoC program. Written determinations must be made by a psychiatric or medical professional trained to make such determination.	AHD	no	Clarification change	no	
102		17	17.21.3	COC	COC CoC	AHD	no	Spelling, Grammar, Format, etc.	no	
103		18	18.2	When repayment is required due to a determination of the family's underpayment of rent as a result of unreported or underreported income, the calculation of underpayment will be made retroactively.	When repayment is required due to a determination of the family's underpayment of rent as a result of unreported or underreported income, the calculation of underpayment will be made retroactively to:the first of the following month of which the change occurred.	AHD	no	Clarification change	no	
104		18	18.2.1	Section: Program Fraud **Addition of Language**	Any amount owed to FH by an HCV family must be repaid by the family. If the family is unable to repay the debt within 30 days, FH will offer to enter into a repayment agreement in accordance with the policies below.	AHD	no	Clarification change	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
105		18	18.4	If a repayment agreement is to be entered into, FH will require that the family pay an initial 25% lump sum with the remaining balance to be paid in equal payments over a period of time not to exceed 12 months. ... FH may offer a repayment agreement to the tenant or owner, which acknowledges a debt, in a specific amount and agreement to repay the amount due within one (1) year of the agreement date. ... Payment plans beyond the 1-year agreement may be considered in cases of family hardship and if requested with reasonable notice from the family with verification of the hardship, and the approval of the supervisor.	If a repayment agreement is to be entered into, FH will require that the family pay an initial minimum-1025% initial lump sum with the remaining balance to be paid in equal payments over a period of time not to exceed 2412 months. ... FH may offer a repayment agreement to the tenant or owner, which acknowledges a debt, in a specific amount and agreement to repay the amount due within one two (21) years of the agreement date. ... Payment plans beyond the 21 -year agreement may be considered in cases of family hardship and if requested with reasonable notice from the family with verification of the hardship, and the approval of the supervisor.	AHD	Yes	Agency Policy Preference	Yes	
106		18	18.4.1	Repayment agreements will be executed between FH and the head of household and spouse.	Repayment agreements will be executed between FH and the head of household and spouse, or spouse or co-head.	AHD	no	Clarification change	no	
107		18	18.4.4	If a payment is not received by the close of business, five calendar days after the due date. It is considered late and FH may: • Require the family to pay the balance in full • Pursue civil collection of the balance due • Terminate the housing assistance • Grant an extension of 30 calendar days (requires supervisory approval)	If a payment is not received by the close of business, five10 calendar-business days after the due date. It is considered late and FH may: • Require the family to pay the balance in full • Pursue civil collection of the balance due • Terminate the housing assistance • Grant an extension of 30 calendar days (requires supervisory approval)	AHD	No	Agency Policy Preference	Yes	
108		18	18.4.6	**Addition of Section**	18.4.6 REFUSAL TO PAY, ENTER INTO AGREEMENT, OR BREACH OF CONTRACT If the family refuses to repay the debt, does not enter into a repayment agreement, or breaches a repayment agreement, FH will terminate assistance in accordance with 24 CFR 982.551 and 24 CFR 982.553 and pursue other modes of collection.	AHD	Yes	CFR Consistency	Yes	
109		19	19.3.4	• The review may be conducted by mail and/or telephone if acceptable to both parties.	• The review may be conducted by mail, virtually , and/or telephone if acceptable to both parties.	AHD	no	Align with new remote process	no	
110		19	19.4.4	• A request for an informal hearing must be made in writing and delivered to FH either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of FH's decision or notice to terminate assistance.	• A request for an informal hearing must be made in writing and delivered to FH either in person, via email , or by first class mail, by the close of the business day, no later than 10 business days from the date of FH's decision or notice to terminate assistance.	AHD	no	Align with new remote process	no	
111		19	19.4.6	Before the hearing the family will be given the opportunity to examine any FH documents that are directly relevant to the hearing.	Upon request, B before the hearing, the family will be given the opportunity to examine any FH documents that are directly relevant to the hearing.	AHD	no	Clarification change	no	
112		21	21.1	Section 8 Homeownership Program **Addition of Language**	Program is not currently accepting applications but FH will continue to administer active contracts. FH is exploring new guidelines for reinstating the program and will notify the public if FH begins accepting applications.	AHD	No	Clarification change	Yes	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
113		22	22.1.1	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. <ul style="list-style-type: none"> It will promote the de-concentration of poverty and expanding housing opportunities by selecting projects, which are in non-impacted areas (with the exception being those six RDA areas described in the next section below. 	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 are set aside for homeless families, families with veterans, supportive housing for persons with disabilities or elderly persons, or in areas where vouchers are difficult to use (FR Notice 1/18/17). <ul style="list-style-type: none"> It will promote the de-concentration of poverty and expanding housing opportunities by selecting projects, which are in non-impacted areas (with the exception being those six Redevelopment Agencies (RDA) areas described in this plan. e next section below). 	AHD	no	Clarification change	no	
114		22	22.11.1	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.	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 .	AHD	no	Spelling, Grammar, Format, etc.	no	
115		22	22.20.1	22.20.1 Selection of PBV Program Participants Overview	22.20.1 Selection of PBV Program Participants Overview Overview	AHD	no	Spelling, Grammar, Format, etc.	no	
116		22	22.20.2	FH will select families for the PBV program from those who have applied for admission to the voucher program.	FH will select families for the PBV program from those who have applied for admission to the voucher program.	AHD	Yes	Clarification change	Yes	PBV has site specific waiting lists
117		22	22.20.3	Applicants who will occupy units with PBV assistance must be selected from FH’s interest list. <p>**Addition of Section**</p>	22.20.3 ORGANIZATION OF THE INTEREST/WAITING LIST [24 CFR 983.251 (C)] <p>Applicants who will occupy units with PBV assistance must be selected from FH’s interest list.</p> <p>...</p> <p>FH selects families in order of each site’s specific needs and according to each individual site’s criteria or preferences for occupancy.</p> <p>...</p> <p>FH currently maintains separate waiting lists for the following PBV projects: see Appendix C.</p> <p>Applicants who are selected from the interest list will be placed on the project specific waiting list and contacted by FH and/or third party to complete a full application process as units become available. Applicants will remain as “Selected” until invited to complete the full application process.</p> <p>At the time of the interview, if the family household size does not meet the occupancy standards of the bedroom size they were pulled from, they will be returned to the interest list according to the appropriate bedroom size.</p>	AHD	Yes	CFR Consistency	no	
118		22	22.20.3	Addition of section above changed all subsequent sections in this chapter	22.20.7 22.20.4 PREFERENCES 22.20.3 22.20.5 IN-PLACE FAMILIES 22.20.4 22.20.6 REFERRED BY PBV OWNER OR FOR LIMITED PREFERENCE PBV VOUCHER ALLOCATIONS 22.20.5 22.20.7 INCOME TARGETING 22.20.6 22.20.8 UNITS WITH ACCESSIBILITY FEATURES 22.20.8 22.20.9 OFFER OF PBV ASSISTANCE 22.20.9 22.20.10 DISAPPROVAL BY LANDLORD		no	Spelling, Grammar, Format, etc.	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/ Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
119		22	22.20.8	The PBV program and the tenant-based program in terms of local preferences are the same, unless the PBV Property serves a targeted population. ... The other preferences are the same as the Tenant Based Assistance Program. • Residency • Veterans of U.S. Armed Forces, which is required by state law. • Elderly or Disabled	22.20.4-8 Preferences 'The PBV program and the tenant-based program in terms of local preferences are the same as stated in Chapter 3 of this Plan , unless the PBV Property serves a targeted population. ... The other preferences are the same as the Tenant Based Assistance Program. • Residency • Veterans of U.S. Armed Forces, which is required by state law. • Elderly or Disabled	AHD	No	Agency Policy Preference	review with PBV chapter next week	PBV (depending on site) will not always have TBV preferences.
120		22	22.20.9	22.20.9 Disapproval by Landlord [983.251(e) (2)] If a PBV owner rejects a family for admission to the owner's units, such rejection will not affect the family's position on the tenant-based voucher interest list.	22.20.9-10 Disapproval by Landlord [983.251(e) (2)] If a PBV owner rejects a family for admission to the owner's units, such rejection will not affect the family's position on the tenant-based voucher interest list, if applicable.	AHD	no	Spelling, Grammar, Format, etc.	no	
121		23	23.2	Referrals, Complaints, or Tips: Referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a participant family is in noncompliance with, or otherwise violating the lease or the program rules.	Referrals, Complaints, or Tips: Referrals from other agencies, companies or persons which are received by mail, email , by telephone or in person, which allege that a participant family is in noncompliance with, or otherwise violating the lease or the program rules.	AHD	no	Align with new remote process	no	
122		23	23.9	The family will be notified by mail of the proposed action no later than ten (10) business days after the conclusion of the Family Conference advising the family that:	The family will be notified by mail and/or email of the proposed action no later than ten (10) business days after the conclusion of the Family Conference advising the family that:	AHD	no	Align with new remote process	no	
123		23	23.10	23.10 DISPOSITIONS OF CASES INVOLVING MISREPRESENTATIONS	23.10 DISPOSITIONS OF CASES INVOLVING MISREPRESENTATIONS	AHD	no	Spelling, Grammar, Format, etc.	no	
124		24	24.2	Appendix 1 of the Housing Authorities of the City and County of Fresno EIV Security Policies and Procedures manual is a summary of the safeguards of the Privacy Act.	Appendix 1 A of the Housing Authorities of the City and County of Fresno EIV Security Policies and Procedures manual is a summary of the safeguards of the Privacy Act.	AHD	no	Spelling, Grammar, Format, etc.	no	
125		26	26.1	VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM	26.1 VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM	AHD	no	Spelling, Grammar, Format, etc.	no	
126		26	26.2	FAMILY UNIFICATION PROGRAM (FUP)	26.2 FAMILY UNIFICATION PROGRAM (FUP)	AHD	no	Spelling, Grammar, Format, etc.	no	
127		26	26.3	FAMILY SELF-SUFFICIENCY AND FAMILY UNIFICATION PROGRAM – YOUTH DEMONSTRATION	26.3 FAMILY SELF-SUFFICIENCY AND FAMILY UNIFICATION PROGRAM – YOUTH DEMONSTRATION	AHD	no	Spelling, Grammar, Format, etc.	no	
128		26	26.4	NON-ELDERLY DISABLED (NED) PROGRAM	26.4 NON-ELDERLY DISABLED (NED) PROGRAM	AHD	no	Spelling, Grammar, Format, etc.	no	
129		26	26.5	MAINSTREAM 5 PROGRAM	26.5 MAINSTREAM 5 PROGRAM	AHD	no	Spelling, Grammar, Format, etc.	no	
130		26	26.6	MAINSTREAM VOUCHER PROGRAM	26.6 MAINSTREAM VOUCHER PROGRAM	AHD	no	Spelling, Grammar, Format, etc.	no	
131		26	26.7	PROJECT-BASING SPECIAL PURPOSE VOUCHERS	26.7 PROJECT-BASING SPECIAL PURPOSE VOUCHERS	AHD	no	Spelling, Grammar, Format, etc.	no	

				HUD regulation and/or regulatory change.	Significant proposed changes.					
				Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**					
Item #	Column3	Chapter	Chapter/ Section	Current Policy	Proposed Change	Department	Substantial Change (Yes or No)	Category	Board Discussion	Rationale for Change
132		28	28	Addition of Chapter	CHAPTER 28: EMERGENCY HOUSING VOUCHERS (EHV) 28.1 INTRODUCTION . . . This new chapter will state the policies and objectives of the new Emergency Housing Voucher program. Fresno Housing has been awarded 161 EHV City vouchers and 137 EHV County vouchers. - - On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2) which appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19. On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD’s process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program. - - - The EHVs will be used by FH in collaboration with the Fresno Madera Continuum of Care’s servicing partners to help assist individuals and families who are (1) homeless, (2) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) were recently homeless or have a high risk of housing instability. - - - The new chapter describes HUD regulations and PHA policies for administering EHVs. - - - Funding, Partnering Agencies, Waiting List Management, Family Eligibility, Housing Search and Leasing, Use of Funds, Reporting, and Financial Records - - - Except as addressed in the new chapter and as	AHD	Yes	HUD Mandatory changes	Yes	
133	Appendix		C	Addition of Appendix for PBV Project Details	**Under Construction**					

Proposed Summary of Changes
2022 Admissions and Continued Occupancy Policy (ACOP)
City and County
Effective January 1, 2022

Below is a summary of changes to be incorporated into the 2022 Admissions and Continued Occupancy Policy (ACOP). The changes in **Green** text represent HUD regulation and/or regulatory changes mandated per HUD's Public and Indian Housing (PIH) Notices or regulatory changes. Changes highlighted in **Yellow** represent significant proposed changes. Significant changes are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes suggested by staff. Staff recommendations are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners.

Please Note: For the year 2022, staff are not proposing any significant changes (yellow). This may change during Public Comment.

Chapter 6 – Income and Rent Determinations

1. **Section 6.22** – Utility Allowances- Added language clarifying when utility allowances are revised and implemented.

Chapter 7 – Verification

1. **Section 7.5** – Verification of Income Welfare Payments or General Assistance – Added clarifying language for acceptable forms of verification.
2. **Section 7.14** – Verification of Interest List Preferences, Residency preference – Added language to include if an adult member is attending an institute of higher education in FH jurisdiction.

Chapter 9 – Standards for Continued Occupancy & Reexaminations

1. **Section 9.5** – Recertification Notice Timeline – Added a final reminder to the timeline clarifying termination of tenancy v. termination of assistance for failure to recertify for annual reexamination.

Chapter 12 – Transfer Policy

1. **Introduction** – Added additional protected classes in accordance with federal and state laws.
2. **Section 12.3** – Added language allowing FH to transfer a family to available LIPH units for temporary relocation.

Summary of 2022 Proposed Changes ACOP (Excel)						
Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
1	1	Statement of Polices and Objectives		<p>This chapter contains information about FH and its programs with emphasis on the public housing program. It also contains information about the purpose, intent and use of the plan.</p> <p>In administrating the program, FH is committed to maintaining compliance with the following:</p> <ul style="list-style-type: none">• The regulations which govern the Public Housing program which are located in the Code of Federal Regulations at 24 CFR Part 960;• Executive Order 11063 – Equal Opportunity Housing• The Fair Housing Act, 42 U.S.C. 3610-3619; (c2)• Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d;• The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107;• Section 504 of the Rehabilitation Act of 1973; 28 CFR Part 42;• Title II of the American with Disabilities Act, 42 U.S.C. 12101; and• Title IX of the Education Amendments of 1972, as amended 20 U.S.C 1681• FH is committed in maintaining compliance with state laws that prohibit housing discrimination based on sexual orientation, gender identity, and/or gender expression	Clarification Change	moved statement and expanded on Compliance requirements per HUD and other Federal and State requirments.
2	1	Statement of Polices and Objectives cont...		<p>There are three parts to this chapter:</p> <p>Part I: The Public Housing Agency (PHA). This part includes a description of the PHA, its jurisdiction, its programs, and its mission and intent.</p> <p>Part II: The Public Housing Program. This part contains information about public housing operations, roles and responsibilities, and partnerships.</p> <p>Part III: The Admissions and Continued Occupancy (ACOP). This part discusses the purpose and organization of the plan and its revision requirements.</p>	Clarification Change	Change in formatting
3	1	1.0	1.0 HOUSING AUTHORITY OVERVIEW & MISSION	<p>Part I: The PHA</p> <p>1.0 HOUSING AUTHORITY OVERVIEW & MISSION</p> <p>The public housing program is funded by the federal government and administered by the Housing Authority of the City of Fresno and the Housing Authority of Fresno County for the jurisdiction in the City of Fresno and throughout Fresno County.</p>	Clarification Change	added suggested language from Nan Mckay guide and for consistency with Admin Plan.
4	1	1.0	The Housing Authority of the City and the Housing Authority of Fresno County are separate entities, functioning as separate public agencies with separate governing bodies.	The Housing Authority of the City of Fresno and the Housing Authority of Fresno County are separate entities, functioning as separate public agencies with separate governing bodies.	Spelling Grammer, Format Change Only	added of Fresno (missing)
5	1	1.6	<p>1.6 POSTING OF REQUIRED INFORMATION</p> <p>FH will maintain a bulletin board and/or binder in a conspicuous area of the management offices, which will contain HUD, state or other federal required documents including, but not limited to:</p> <ul style="list-style-type: none">• Current schedule of routine maintenance charges• A Fair Housing Poster• An Equal Opportunity in Employment poster...	<p>1.6 POSTING OF REQUIRED INFORMATION</p> <p>FH will maintain a bulletin board and/or binder in a conspicuous area of the management offices, which will contain HUD, state or other federal required documents including, but not limited to:</p> <ul style="list-style-type: none">• Current schedule of routine maintenance charges• A Fair Housing Poster• An Equal Opportunity in Employment and Housing poster...	Spelling Grammer, Format Change Only	added and Housing

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
6	2	2.0	<p>2.0 OVERVIEW</p> <p>It is the policy of FH to comply fully with all Federal, State, and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. FH will comply with all laws relating to Civil Rights, including:</p>	<p>2.0 OVERVIEW</p> <p>Federal laws require PHAs to treat all applicants and resident families equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding actual or perceived sexual orientation, gender identity, ancestry, and marital status. It is the policy of FH to comply fully with all Federal, State, and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment, including but not limited to HUD's Equal Access Rule. FH will comply with all laws relating to Civil Rights, including:</p>	HUD Reg	added clarifying language based on new Federally protected classes
7	2	2.1	<p>NONDISCRIMINATION...</p>	<p>Providing Information to Families</p> <p>FH must take steps to ensure that families are fully aware of all applicable civil rights laws. As part of the public housing orientation process, FH will provide information to public housing applicant families about civil rights requirements. (Fair Housing pamphlet)</p>	Clarification Change	Adding language to clarify procedures already in place (handing out flyers at move-in)
8	2	2.2	<p>DISCRIMINATION COMPLAINTS...</p> <p>If an applicant or resident family believes that any family member has been discriminated against by FH, the family should advise the FH. The FH should every make every reasonable attempt to determine whether the applicant’s or resident family’s assertions have merit and take any warranted corrective action.</p> <p>...</p> <ul style="list-style-type: none"> FH will attempt to remedy discrimination complaints made against the FH. <p>FH will provide a copy of a discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD’s Office of Fair Housing and Equal Opportunity (FHEO).</p>	<p>If an applicant or resident family believes that any family member has been discriminated against by FH, the family should advise the FH. The FH should every make every reasonable attempt to determine whether the applicant’s or resident family’s assertions have merit and take any warranted corrective action.</p> <ul style="list-style-type: none"> FH will attempt to remedy discrimination complaints made against the FH. <p>FH will provide a copy of a discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD’s Office of Fair Housing and Equal Opportunity (FHEO). FH will keep record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	Clarification Change	<p>Add language regarding retention of complaint records</p>
9	2	2.3	<p>Policies Related to Persons with Disabilities</p>	<p>POLICIES RELATED TO PERSONS WITH DISABILITIESOVERVIEW</p> <p>Discrimination based on disability is prohibited by the Fair Housing Act. This includes refusal to make reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford a person with a disability the equal opportunity to use and enjoy a program, dwelling or services.</p> <p>FH must ensure that persons with disabilities have full access to FH programs and services. This responsibility begins with the first inquiry of an interested family and continues through every programmatic area of the public housing program [24 CFR 8].</p> <p>FH must provide a notice to each resident that the resident may, at any time during the tenancy, request reasonable accommodations for a household member with a disability, including reasonable accommodations so that the resident can meet lease requirements or other requirements of tenancy. [24 CFR 966.7(b)].</p>	Clarification Change	added clarifying language

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
10	2	2.5	<p>TYPES OF REASONABLE ACCOMMODATIONS</p> <p>When it is reasonable FH shall accommodate the needs of a person with disabilities. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Permitting applications and reexaminations to be completed by mail ... • Providing a designated parking space 	<p>TYPES OF REASONABLE ACCOMMODATIONS</p> <p>When it is reasonable (see definition above Section 2.4), FH shall accommodate the needs of an applicant or household member with disabilities. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Permitting applications and reexaminations to be completed by mail • Providing “large-print” forms... ... • Providing a designated handicapped-accessible parking space 	Clarification Change	added clarifying language based on NanMkay guidebook, provide clarification
11	2	2.6	<p>REQUESTS FOR AN ACCOMODATION</p> <p>If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability. FH will treat the information as a request for a reasonable accommodation, even if no formal request is made. [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p>	<p>REQUESTS FOR AN ACCOMODATION</p> <p>If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability. FH will treat the information as a request for a reasonable accommodation, even if no formal request is made as required by HUD. [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p>	Clarification Change	added "as required by HUD" statement
12	3	3.15	<p>INCOME ELIGIBLITY AND TARGETING...</p> <p>At least 40 percent of the families admitted to the FH's public housing program during a FH fiscal year from the FH waiting list must be extremely low-income families have incomes at a greater of the Federal poverty level or 30 percent of area median income, whichever number is higher [Federal Register notice 6/25/14] In addition the new ELI limits cannot exceed the Very Low-Income (VLI) limits; therefore, in some cases the ELI limits are identical to the VLI. This is called the “basic targeting requirement”.</p> <p>If admissions of extremely low-income families to the FH’s housing choice voucher program during a FH fiscal year exceed the 75 percent minimum targeting requirement for that program, such excess shall be credited against the FH’s public housing basic targeting requirement for the same fiscal year.</p>	<p>INCOME ELIGIBLITY AND TARGETING...</p> <p>Targeting requirement</p> <p>At least 40 percent of the families admitted to the FH's public housing program during a FH fiscal year from the FH waiting list must be extremely low-income families have incomes at a greater of the Federal poverty level or 30 percent of area median income, whichever number is higher [Federal Register notice 6/25/14] In addition the new ELI limits cannot exceed the Very Low-Income (VLI) limits; therefore, in some cases the ELI limits are identical to the VLI. This is called the “basic targeting requirement”.</p> <p>Credit for admissions to PHA voucher program</p> <p>If admissions of extremely low-income families to the FH’s housing choice voucher program during a FH fiscal year exceed the 75 percent minimum targeting requirement for that program, such excess shall be credited against the FH’s public housing basic targeting requirement for the same fiscal year.</p>	Spelling Grammer, Format Change Only	Added headers per CFR
13	3	3.24	FH will obtain criminal history information from State and/or local law enforcement agencies, and the FBI on all applicants over the age of eighteen for the purpose of determining resident suitability.	FH will obtain criminal history information from State and/or local law enforcement agencies, and/or a national federal database the FBI on all applicants over the age of eighteen for the purpose of determining resident suitability.	Agency Policy Preference	We don't get our results directly from the FBI, its through NBI who gets results from local, state and national databases which may include the FBI.
14	3	3.24	Any criminal activity that subjects a member of the applicant’s household to be subject to sex offender lifetime registration under a State sex offender registration program.	<u>Lifetime Registration</u> Any criminal activity that subjects a member of the applicant’s household to be subject to sex offender lifetime registration under a State sex offender registration program.	Spelling Grammer, Format Change Only	The header is needed to line up with the formatting above and below this paragraph.
15	3	3.28	Assistance to a family may not be delayed, denied or terminated on the basis of the family’s ineligible immigration status unless and until the family completes all the verification and appeals processes to which they are entitled under both INS and FH procedures, except for a pending FH hearing.	Assistance to a family may not be delayed, denied or terminated on the basis of the family’s ineligible immigration status unless and until the family completes all the verification and appeals processes to which they are entitled under both Department of Homeland Security (DHS) and FH procedures, except for a pending FH hearing.	Clarification Change	INS name is no longer used.
16	3	3.32	If FH obtains criminal record information from a State or local agency showing that a household member has been convicted of a crime relevant to applicant screening...	If FH obtains criminal record information from a State, local or federal agency showing that a household member has been convicted of a crime relevant to applicant screening	Clarification Change	added federal as federal databases may be searched by NBI
17	3	3.33	All eviction and criminal background history is retained by the contracted provider	All credit and/or eviction and criminal background history is retained by the contracted provider	Clarification Change	added eviction since we pull eviction and credit reports.
18	3	3.33	Credit reports will be kept in the applicant or participant file for three years.	Credit and/or eviction reports will be kept in the applicant or participant file for three years.	Clarification Change	added eviction since we pull eviction and credit reports.
19	4	4.0	By other method as described in the public announcement	By other methods as described in the public announcement	Spelling Grammer, Format Change Only	

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
20	4	4.1	1. First, middle initial, last name and social security number of Head of Household	First name , middle initial, last name and social security number of all household members	Clarification Change	Applicants are now required to enter this information for all household members
21	4	4.1	5. Racial or ethnic designation of head of household;	Racial or ethnic designation of all household members	Clarification Change	Applicants are now required to enter this information for all household members
22	4	4.1	6. Social Security numbers of spouse or co-head,	6. Social Security numbers of spouse or co-head,	Clarification Change	Remove this entire sentence because #1 addresses entering ssn for all family members
23	4	4.1	7. Birthdate of head of household	7. Birthdate of head all household members	Clarification Change	Applicants are now required to enter this information for all household members
24	4	4.2	INTEREST LIST STRUCTURE ... At the time of the pre-application, any information indicating the applicant may qualify for a local preference (e.g., an applicant's certification that they reside within the jurisdiction qualifying them for the Residency Preference) will be accepted without verification at the pre-application stage. Actual qualification for a local preference will be developed and verified during the full application process.	INTEREST LIST STRUCTURE ... At the time of the pre-application, any information indicating the applicant may qualify for a local preference (e.g., an applicant's certification that they reside within the jurisdiction qualifying them for the Residency Preference) will be accepted without verification at the pre-application stage. Actual qualification for a local preference will be developed and verified during the full application process.	Spelling Grammer, Format Change Only	removed developed and
25	4	4.12	Limited Preference lanauge (place holder) need further review		Agency Policy Preference	Hold, need further discussion
26	4	4.20	FULL APPLICATION PROCESS FH utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. ... The interviews are scheduled based on order of selection from the interest list. Applicants may be required to complete a Personal Declaration Packet which may be mailed to the applicant in advance to complete.	FULL APPLICATION PROCESS FH utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. ... The interviews are scheduled based on order of selection from the interest list. Applicants may be required to complete a Personal Declaration Packet which may be mailed or emailed to the applicant in advance to complete.	Align with remote process	additional form of mail.
27	6	6.0	5.609 Annual income. (a) Annual income means all amounts, monetary or not, which:...	24 CFR 5.609 Annual income. (a) Annual income means all amounts, monetary or not, which:	CFR Consistancy	added mising CFR
28	6	6.1	Absences of Minor Household Member Due to Placement in Foster Care Minor household member (s) temporarily absent from the home as a result of placement in foster care are considered members of the family [24 CFR 5.403]. Temporarily absent shall mean up to 18 months.	Absences of Minor Household Member Due to Placement in Foster Care Minor household member (s) temporarily absent from the home as a result of placement in foster care are considered members of the family [24 CFR 5.403]. Temporarily absent shall mean up to 18 months.	Clarification Change	
29	6	6.1	Individuals confimed due to medical reasons If there is a question about the status of a family member, FH will request verification from a responsible medical professional and will use this to determination.	If there is a question about the status of a family member, FH will request verification from a responsible medical professional and will use this to make a determination.	Clarification Change	
30	6	6.1	Joint Custody of Children FH will make the determination based on available documents such as court orders, or an IRS return showing which family has claimed the child for income tax purposes. Most cases there is no court order and family does files taxes can we add any additional documentation such as school records, TANF print out etc.	FH will make the determination based on available documents such as court orders, or an IRS return showing which family has claimed the child for income tax purposes. In cases where there is no court order or famliy does not file income taxes FH may use school records showing address of child(ren) or Welfare printout or other credible documentation showing child(ren) listed in the home. Most cases there is no court order and family does files taxes can we add any additional documentation such as school records, TANF print out etc.	Agency Policy Preference	
31	6	6.3	Earned Income Athletic Scholarship (PIH 2005-16): The amount received under an “athletic scholarship” designated for housing costs.	Athletic Scholarship (PIH 2005-16): The amount received under an “athletic scholarship” designated for housing costs. Example: A student athlete receives an athletic scholarship of \$25,000 per year with \$5,000 per year specifically available for housing costs. The PHA would consider the \$5,000 in the determination of income.	Clarification Change	

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
32	6	6.4	Temporary, Non recurring, or sporadic Income For Example, the income of an individual who works occasionally as a handyman would be considered sporadic if future work could not be anticipated and no historic, stable pattern of income existed.	For Example, the income of an individual who works occasionally as a handyman would be considered sporadic if future work could not be anticipated and no historical, stable pattern of income existed.	Spelling Grammer, Format Change Only	
33	6	6.4	Certain Earned Income of Full-time Students To be considered "full time" a student must be considered "full time" by an educational institution with a degree or certificate program.	Certain Earned Income of Full-time Students To be considered "full time," a student must be enrolled for the number of hours or courses defined by the educational institustion attending. considered "full time" by an educational institution with a degree or certificate program.	Clarification Change	
34	6	6.22		<p>RA 24 CFR8 Reasonable Accommodation [24 CFR 8]</p> <p>On request from a family, PHAs must approve a utility allowance that is higher than the applicable amount for the dwelling unit if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family with a disability [PH Occ GB, p. 172].</p> <p>Residents with disabilities may not be charged for the use of certain resident-supplied appliances if there is a verified need for special equipment because of the disability [PH Occ GB, p. 172].</p> <p>See Chapter 2 for policies related to reasonable accommodations.</p> <p>Utility Allowance Revisions [24 CFR 965.507]</p> <p>FH must review its schedule of utility allowances each year. Between annual reviews, FH must revise the utility allowance schedule if there is a rate change that by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rate on which such allowances were based. Adjustments to resident payments as a result of such changes must be retroactive to the first day of the month following the month in which the last rate change taken into account in such revision became effective [PH Occ GB, p. 171].</p> <p>The tenant rent calculations must reflect any changes in the FH's utility allowance schedule [24 CFR 960.253(c)(3)].</p> <p>FH Policy</p> <p>Revised utility</p>	Agency Policy Preference	added language per NanMckay, clarified language
35	7	7.4	Methods of Income verification and Time Allowed (a) Pay stubs, payroll summary report (b) Employer notice/letter of hire/termination (c) SSA benefit verification letter (d) Bank Statements (e) Child Support court order/payment stubs/or other supporting documents (f) Welfare Benefit Letter and/or printouts (g) Unemployment monetary benefit notices	(a) Pay stubs, payroll summary report (b) Employer notice/letter of hire/termination (c) SSA award letter benefit verification letter (d) Bank Statements (e) Child Support court order/payment stubs/or other supporting documents (f) Welfare Benefit Letter and/or printouts (g) Unemployment award letter or paystubs monetary benefit notices	Clarification Change	
36	7	7.5	Verification of Income Social Security, Pensions, Supplemental Security Income (SSI), Disability Income If a family member is unable to provide the document, the FH will help the applicant request a benefit verification letter from SSA's Web site at www.socialsecurity.gov or ask the family to request one by calling SSA at	If a family member is unable to provide the document, the FH will help the applicant request a benefit verification letter from SSA's Web site at www. ssa sociaalsecurity .gov or ask the family to request one by calling SSA at ...	Clarification Change	

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
37	7	7.5	Verification of Income Social Security, Pensions, Supplemental Security Income (SSI), Disability Income To verify the SS/SSI benefits of residents, the FH will obtain information about social security/SSI benefits through HUD’s EIV system, and confirm with the resident(s) that the current listed benefit amount is correct. If the resident disputes the EIV-reported benefit amount, or if benefit information is not available in HUD systems, the FH will request a current SSA/SSI benefit verification letter from each family member that receives social security benefits. If a family member is unable to provide the document, the FH will help the resident request a benefit verification letter from SSA’s Web site at www.socialsecurity.gov or ask the family to request one by calling SSA at	Verification of Income Social Security, Pensions, Supplemental Security Income (SSI), Disability Income To verify the SS/SSI benefits of residents, the FH will obtain information about social security/SSI benefits through HUD’s EIV system, and confirm with the resident(s) that the current listed benefit amount is correct. If the resident disputes the EIV-reported benefit amount, or if benefit information is not available in HUD systems, the FH will request a current SSA/SSI benefit verification letter from each family member that receives social security benefits. If a family member is unable to provide the document, the FH will help the resident request a benefit verification letter from SSA’s Web site at www. ssa socialsecurity .gov or ask the family to request one by calling SSA at	Spelling Grammer, Format Change Only	
38	7	7.5	Verification of Income Welfare Payments or General Assistance Acceptable methods of verification include, in this order: 1. FH verification form completed by payment provider. 2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months. 3. Computer-generated Whiz Notice of Action.	Welfare Payments or General Assistance Acceptable methods of verification include, in this order: 1. FH verification form completed by payment provider. Current benefit letter or print out dated within 60 days of interview, electronically obtained or in hard copy, stating monthly benefit amounts. 2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months. 3. Computer-generated Whiz Notice of Action.	Clarification Change	
39	7	7.13	Verification of suitability for admission FH may access a Credit Report on all applicants prior to selection	FH may access a Credit Report on all applicants prior to selection admission	Spelling Grammer, Format Change Only	
40	7	7.14	Verification of interest list Preferences FH will require DD214 or other U.S. government documents that indicate that the applicant qualifies under the above definition.	FH will require a DD214 or other U.S. government documents that indicates that the applicant qualifies under the above definition.	Spelling Grammer, Format Change Only	
41	7	7.14	Verification of interest list Preferences <u>Residency preference:</u> For families, who live, work, or have been hired to work in the jurisdiction of FH.	<u>Residency preference:</u> For families, who live, work, or have been hired to work or an adult member that is currently enrolled in a Fresno County institution of higher education in the jurisdiction of FH.	Clarification Change	
42	8	8	Lease Orientation Upon execution of the lease, FH will conduct a lease orientation for all adult members of the household	Upon execution of the lease, FH will conduct a lease orientation with all adult members of the household	Spelling Grammer, Format Change Only	Change verbage
43	8	8.2	One executed copy of the lease will be given to the resident, and FH will retain one in the resident’s file.	Once executed copy of the lease will be given to the resident, and FH will retain the original in the resident’s file.	Clarification Change	Change verbage
44	8	8.3	A copy of such notice shall be posted in the central office, and at site management offices.	A copy of such notice shall be posted in the central office, and at site leasing offices	Clarification Change	Change verbage
45	8	8.5	The applicant will be required to sign the “Occupancy Waiver”	The applicant will be required to sign the “Occupancy Waiver” at the time of move in.	Clarification Change	Add language
46	8	8.7	Per California Department of Consumer Affairs - Under California law, 21 calendar days or less after a resident moves, the landlord must either:	Per California Department of Consumer Affairs - Under California law, 21 calendar days or less after a resident moves out, the landlord must either:	Spelling Grammer, Format Change Only	
47	8	8.12	Inspections of Public Housing Units A copy of the initial inspection, signed by FH and the resident, will be kept in the resident file.	Inspection of Public Housing Units The initial inspection, signed by FH and the resident will be kept in the resident file and a copy will be provided to the resident.	Clarification Change	Change verbage
48	8	8.12	Move-out Inspections FH shall notify the resident in writing of their mandatory initial Move-Out inspection and their right to be present at the inspection.	FH shall notify the resident in writing of their mandatory initial Move-Out inspection and their right to be present for the inspection, at the time the resident submits a 30-Day Notice of Intent to Vacate .	Clarification Change	change verbage
49	8	8.12	Move-out Inspections Upon the completion of the inspection, FH will give the resident an estimate specifying the items that are in need of repair and/or cleaning which will be the basis for deductions from the security deposit. This itemized statement will be handed to the resident at the conclusion of the inspection or placed inside the unit (should the resident not be present).	Upon the completion of the inspection, FH will give the resident an estimate specifying the items that are in need of repair and/or cleaning which will be the basis for deductions from the security deposit. This itemized statement will be provided to the resident within 24 hours of the inspection or placed inside the unit (should the resident not be present).	Clarification Change	Changed verbage to allow time to obtain accurate pricing information.

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
50	8	8.13	Guest Policy Statements from neighbors and/or FH staff	• Statements from neighbors and/or FH staff	Spelling Grammer, Format Change Only	Written proof of address should be provided.
51	8	8.14	Home Occupations • No hazardous or offensive materials shall be stored or utilized;	• No hazardous or offensive materials shall be displayed , stored or utilized;	Clarification Change	
52	9	9.0	Introduction FH has adopted policies concerning the conducting of annual and interim reexaminations that are consistent with regulatory requirements, and must conduct reexaminations in accordance with such policies.	Introduction FH has adopted policies in regards to conducting annual and interim reexaminations that are consistent with regulatory requirements, and must conduct reexaminations in accordance with such policies	Spelling Grammer, Format Change Only	Changed verbage Moved a sentence to the beginning of the introduction.
53	9	9.1	Overview Third-party verification of all income sources must be obtained during the intake process and every three years thereafter, in the intervening years FH may determine income from fixed sources by applying a verified cost of living adjustment (COLA) or rate of interest. FH may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family, FH must perform third-party verification of all income sources.	Overview This part contains FH policies for conducting annuall reexaminations. ... Third-party verification of all income sources must be obtained during the intake process and every three years thereafter, in the intervening years FH may determine income from fixed sources by applying a verified cost of living adjustment (COLA) or rate of interest. FH may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family for a re-determination of rent. FH must perform third-party verification of all income sources.	Clarification Change	Added Language for clarification
54	9	9.3	Annual Reexamination For families who move in during the month, the annual reexaminations will be completed no later than the first of the month in which the family moved in, the following year. (Example: If family moves in August 15, the effective date of the next annual recertification is August 1.)	For families who move in after the 1st day of the month , the annual reexaminations will be completed no later than the first of the month in which the family moved in, the following year. (Example: If family moves in August 15, the effective date of the next annual recertification is August 1.)	Clarification Change	Changed language for clarification
55	9	9.5	Recertification Notice Timeline ... Third Reminder Notice / Notice of Intent to Terminate If the resident does not respond to the Second Reminder Notice before 60 days prior to the recertification anniversary date, FH will provide the resident a Third Reminder Notice no later than 60 days prior to the anniversary date. This notice serves as a 60-Day Notice to terminate assistance and meet with the Property/Area Manager.	Third Reminder Notice / Notice of Intent to Terminate If the resident does not respond to the Second Reminder Notice before 60 days prior to the recertification anniversary date, FH will provide the resident a Third Reminder Notice no later than 60 days prior to the anniversary date. This notice serves as a 60-Day Notice to terminate assistance and meet with the Property/Area Manager. Fourth Reminder Notice / Notice of Intent to Terminate If the resident does not respond to the Third Reminder Notice before 30 days prior to the recertification anniversary date, FH will provide the resident a Fourth Reminder Notice no later than 30 days prior to the anniversary date. This notice serves as a 30-Day Notice to Terminate Tenancy.	Clarification Change	Changed language for clarification. Languaged added for final reminder to timeline including language to terminate tenancy v. assistance.
56	9	9.10	Criminal Backgournd Check Information obtained through the criminal background checks will be used for lease enforcement and eviction	Information obtained through the criminal background checks will be used for lease enforcement and may lead to eviction	Clarification Change	Added Language for clarification
57	9	9.10	Criminal Background Check A criminal check will be requested 120 days prior to the resident’s annual certification date.	A criminal check will be requested up to 120 days prior to the resident’s annual certification date.	Clarification Change	Added Language for clarification
58	9	9.11	Failure to Respond to Notification to receritfy Exceptions to these policies may be made by the Property Manager if the family is able to document an emergency situation that prevented them from canceling or attending the appointment. Failure to recertify by the timeframe in this Policy under Section 9.5 will result in termination fo tenancy.	Failure to recertify by the timeframe in this Policy under Section 9.5 will result in termination of tenancy. Exceptions to these policies may be made by the Property Manager if the family is able to document an emergency situation that prevented them from canceling or attending the appointment.	Spelling Grammer, Format Change Only	Changed order of paragraphs for clarification
59	9	9.17	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.	Reporting Interim Changes Families must report within thirty ealendar any days all changes in household composition or income to FH between annual recertifications within thirty calendar of the change . 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.	Clarification Change	Changed language for clarification

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
60	9	9.22	Increases in the Resident Rent 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 to management within thirty days of their occurrence.	Increases in the Resident Rent 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. However , the family must still report changes to family composition or income to management within thirty days of their occurrence.	Clarification Change	Added Language for clarification
61	9	9.25	Changes in unit size FH will consider the size of the unit and the size of the bedroom, as well as the number of bedrooms, when an exception is requested in accordance with Chapter 5, Occupancy Standards & Unit Offers.	Changes in unit size FH will consider the size of the family, as well as the number of bedrooms, when an exception is requested in accordance with Chapter 5, Occupancy Standards & Unit Offers.	Clarification Change	Changed language for clarification
62	10	10.3	OVERVIEW The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.	This part contains pet policies that apply to all developments. The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.	Program Alignment	alignment with set policy for all programs
63	10	10.4	Definition of "Common Housing Pet MANAGEMENT APPROVAL OF PETS [24 CFR 960.707(B)(5)] PETS WILL NOT BE ALLOWED UNTIL MANAGEMENT APPROVAL HAS BEEN OBTAINED. REGISTRATION INCLUDES CERTIFICATE SIGNED BY A LICENSED VETERINARIAN OR STATE/LOCAL AUTHORITY THAT THE PET HAS RECEIVED ALL INOCULATIONS REQUIRED BY STATE OR LOCAL LAW, AND THAT THE PET HAS NO COMMUNICABLE DISEASE(S) AND IS PEST-FREE. REGISTRATION MUST BE RENEWED AND WILL BE COORDINATED WITH THE ANNUAL RECERTIFICATION DATE AND PROOF OF CURRENT LICENSE AND INOCULATION MUST PROVIDE AT EACH ANNUAL RECERTIFICATION. EACH PET OWNER MUST PROVIDE TWO COLOR PHOTOGRAPHS OF THEIR PET(S) AND DISPLAY A “PET HERE” STICKER, PROVIDED BY FH, WHICH WILL BE DISPLAYED ON THE FRONT DOOR OF THE UNIT AT ALL TIMES. Approval for the keeping of a pet shall not be extended pending the completion of these requirements.	Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.	Program Alignment	alignment with set policy for all programs, condensed language
64		10.5		Standards for Pets;	Moved within Plan	alignment with set policy for all programs, added header
65	10	10.6		Pet Restirctions;	Moved within Plan	alignment with set policy for all programs, added header
66	10	10.8		Refustal to Register Pets;	Moved within Plan	alignment with set policy for all programs, added header
67	10	10.9		Pet Agreement;	Moved within Plan	alignment with set policy for all programs, added header
68	10	10.10		Pet Rules;	Moved within Plan	alignment with set policy for all programs, added header
69	10	10.11		Designated Pet/NoPet Areas;	Moved within Plan	alignment with set policy for all programs, added header
70	10	10.12		Pet Care;	Moved within Plan	alignment with set policy for all programs, added header
71	10	10.13		Alterations to Unit;	Moved within Plan	alignment with set policy for all programs, added header
72	10	10.14		Alterations to Unit.	Moved within Plan	alignment with set policy for all programs, added header

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
73	10	10.16	Pet Rule Violation Notice, If a determination is made on object facts supported by written statement that a resident/pet owner has violated the Pet Rule Policy, FH will serve a 30 -day Notice to Cure or Quit.	Pet Rule Violation Notice, If a determination is made on object facts supported by written statement that a resident/pet owner has violated the Pet Rule Policy, FH will serve a 3-Day to Perform Covenant.	Agency Policy Preference	alignment with set policy for all programs
74	12	Introduction	Transfers will be made without regard to race, color, sex, religion, familial status, disability, national orgin, martial status, gender identity or sexual orientation	add: additional classes ancestry, gender, gender expression	Clarification Change	added additional covered classes
75	12	12.3	OVERVIEW FH may require that a resident transfer to another unit under some circumstances. For example, FH may require a resident to transfer to make an accessible unit available to a disabled family. FH may also transfer a resident in order to maintain occupancy standards based on family composition. Finally, FH may transfer residents in order to demolish, or renovate the unit. As authorized under the Rental Assistance Demonstration (RAD), the Fresno Housing Authority (FH) converted public housing units to Project Based Rental Assistance (PBRA), Project Based Voucher (PBV), or other affordable housing such as, Low Income Housing Tax Credit. The RAD required a Temporary Tenant Relocation plan which was prepared by the FH in accordance with HUD issued RAD notices.	OVERVIEW FH may require that a resident transfer to another unit under some circumstances. For example, FH may require a resident to transfer to make an accessible unit available to a disabled family. FH may also transfer a resident in order to maintain occupancy standards based on family composition. Finally, FH may transfer residents in order to demolish, disposition, revitalization or renovate the unit including Rental Assistance Demonstration. As authorized under the Rental Assistance Demonstration (RAD), the Fresno Housing Authority (FH) converted public housing units to Project Based Rental Assistance (PBRA), Project Based Voucher (PBV), or other affordable housing such as, Low Income Housing Tax Credit (LIHTC). The RAD required requires a Temporary Tenant Relocation plan which was prepared by the FH in accordance with HUD issued RAD notices.	Spelling Grammer, Format Change Only	removed "the", added other reasons for when FH may tranfer a resident.
76	12	12.9	the FH will transfer their security deposit	Removed duplicate in Section 12.14	Spelling Grammer, Format Change Only	removed duplicate language
77	13	13.2	"Failure to Accept the FH's Offer of a Lease Revision"	sited: 24 CFR 966.4 (l)(2)(ii) (E) - should be: 24 CFR 966.4 (l)(2)(iii) (E)	CFR Consistency	Corrected CFR sitation
78	13	13.2	Noncompliance With Community Service Requirements	sited: 24 CFR 966.4 (l)(2)(ii) (D) - should be: 24 CFR 966.4 (l)(2)(iii) (D)	CFR Consistency	Corrected CFR sitation
79	13	13.6	Other serious or repeated violations of material terms of the lease-mandatory lease provisions	sites: 24 CFR 966.4 (L) (2) (l) - should be 24 CFR 966.4 (L) (2) (i)	CFR Consistency	
80	13	13.'10	VAWA Protections against Termination	sites: 24 CFR 5.2005 (c) - should be 24 CFR 5.2005 (b)	CFR Consistency	Corrected CFR sitation
81	13	13.'10	Limits on VAWA protections	sites: 24 CFR 5.2005 (b) - should be 24 CFR 5.2005 (d)	CFR Consistency	
82	13	13.'10	FH Confidentiality Requirements	sites: 24 CFR 5.2007 (a) - should be 24 CFR 5.2007 (c)	CFR Consistency	
83	13	13.14	Notice of Nonrenewal Due to Community Service Noncompliance	sites: 24 CFR 966.4 (l) (2) (ii) (D) - should be 24 CFR 966.4 (l) (2) (iii) (D)	CFR Consistency	
84	15	15.1	Quality Control File Reviews Assurance that verification of all income and deduction is present.	Assurance that verification of all income and deduction sources are-is -present.	Clarification Change	
85	15	15.2	Internal File Review If the FH staff discovers (as a function of a (re)certification, an interim redetermination, or a quality control review), information or facts which conflict with previous file data,	If FH staff discovers (as a function of a (re)certification, an interim redetermination- certification , or a quality control review), information or facts which conflict with previous file data,	Spelling Grammer, Format Change Only	removed "the" and change redetermination to certification
86	15	15.2	Consideration of Remedies (4) The effects of a particular remedy on family members who were not involved in the offense.	(4) The effects of a particular remedy will have on the family members who were not involved in the offense.	Spelling Grammer, Format Change Only	reworded
87	15	15.4 IRS	<u>IRS</u> Request for IRS Returns or W-2’s may be -required.	<u>IRS</u> -Request for IRS Returns or W-2’s may be requested required-	Clarification Change	
88	16	16.1	Utility Allowance Revisions [24 CFR 965.507] FH reviews its schedule of utility allowances each year. Between annual reviews, the FH will revise the utility allowance schedule if there is a rate change that by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rate on which such allowances were based. Adjustments to resident payments as a result of such changes must be retroactive to the first day of the month following the month in which the last rate change taken into account in such revision became effective.	Utility Allowance Revisions [24 CFR 965.507] FH reviews its schedule of utility allowances each year. Between annual reviews, the FH will revise the utility allowance schedule if there is a rate change that by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rate on which such allowances were based. Adjustments to resident payments as a result of such changes must be retroactive to the first day of the month following the month in which the last rate change taken into account in such revision became effective. Such rate changes shall not be subject to the 60 day notice requirement of Sec. 965.502 (c) [PH Occ GB, p. 171].	Spelling Grammer, Format Change Only	added language when notice is not required

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
89	16	16.3	<p>NOTICE REQUIREMENTS [965.502]</p> <p>...</p> <ul style="list-style-type: none"> • Notify residents of the place where the FH’s documentation ofn which proposed allowances and surcharges are based is available for inspection. • Provide all residents an opportunity to submit written comments during a period expiring not less than 30 days before the proposed effective date of the allowances, scheduled surcharges, or revisions. 	<p>NOTICE REQUIREMENTS [965.502]</p> <p>...</p> <ul style="list-style-type: none"> • Notify residents of the place where FH’s documentation ofn which proposed allowances and surcharges are based is available for inspection. • Provide all residents an opportunity to submit written comments during a period expiring not less than 30 days before the proposed effective date of the allowances, scheduled surcharges, or revisions. Such written comments shall be retained by FH and shall be available for inspection by residents. • FH’s determination of allowances, scheduled surcharges, and revisions thereof shall be final and valid unless found to be arbitrary, capricious, an abuse of discretion, or otherwise not in accordance with the law. 	Spelling Grammer, Format Change Only	added additional language
90	16	16.5	<p>OVERVIEW</p> <p>...</p> <p>Flat rents are also used to prorate assistance for a mixed family. A mixed family is one means a family whose members include those with citizenship or eligibility immigration status, and those without citizenship or eligible immigration status. [24 CFR 5.504].</p>	<p>OVERVIEW</p> <p>...</p> <p>Flat rents are also used to prorate assistance for a mixed family. A mixed family is-one means a family whose members include those with citizenship or eligibility immigration status, and those without citizenship or eligible immigration status. [24 CFR 5.504].</p>	Spelling Grammer, Format Change Only	clarified language
91	16	16.7	for the recovery of debts and the use of repayment agreements.	for the recovery of monies that have been underpaid by families and the use of repayment agreements.	Spelling Grammer, Format Change Only	reworded
92	16	16.8	in cases of hardship, after receiving from the family	in cases of extreme circumstances after receiving from the family	Clarification Change	revised wording
93	16	16.9		The monthly retroactive payment plus the amount of rent the resident pays at the time of the repayment agreement is executed should be affordable and not to exceed 40 percent of the family's monthly adjusted income. However, PHA's have the discretion to establish thresholds and policies for repayment in addition to HUD required procedures.	HUD Reg	Section 16 PIH Notice 2018-18
94	16	16.16	<p>PHAS SCORING [24 CFR 902 Subpart F]</p> <p>HUD’s Real Estate Assessment Center (REAC) issues overall PHAS scores, which are based on the scores of the four PHAS indicators, and the sub indicators under each indicator. The PHA’s indicator scores are based on a weighted average of the PHA’s public housing projects’ scores. PHAS scores translate into a designation for each PHA as high performinger, standard or troubled.</p>	<p>PHAS SCORING [24 CFR 902 Subpart F]</p> <p>HUD’s Real Estate Assessment Center (REAC) issues overall PHAS scores, which are based on the scores of the four PHAS indicators, and the sub indicators under each indicator. The PHA’s indicator scores are based on a weighted average of the PHA’s public housing projects’ scores. PHAS scores translate into a designation for each PHA as high performinger, standard performer, or-troubled-substandard performer, or troubled performer.</p>	Spelling Grammer, Format Change Only	clarifying language
95	17	Introduction	<p>INTRODUCTION</p> <p>This chapter will provide guidance related to the FH’s mixed finance developments. The FH will ensure that these units operate in accordance with federal requirements, including those in the Annual Contributions Contract (ACC) and the Mixed Finance ACC Amendment; governing regulations for the public housing program and its own policies contained in this ACOP; including requirements and policies as established by Section 42 of the federal tax code, and HUD guidelines (HUD Handbook 4350.3 REV01) for tax credit units and per the respective properties management plan.</p>	<p>INTRODUCTION</p> <p>This chapter will provide guidance related to the FH’s mixed finance developments. The FH will ensure that these units operate in accordance with federal requirements, including those in the Annual Contributions Contract (ACC) and the Mixed Finance ACC Amendment; governing regulations for the public housing program and its own policies contained in this ACOP; including requirements and policies as established by the Low Income Housing Tax Credit (LIHTC) program as governed by Section 42 of the Internal Revenue Code (IRC) federal tax code, and HUD guidelines (HUD Handbook 4350.3 REV01-Change 4) for tax credit units and per the respective properties management plan.</p>	Spelling Grammer, Format Change Only	

Item	Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Rationale for Change
96	17	17.2	<p>SITE-BASED INTEREST LIST</p> <p>All mixed finance developments will maintain an interest list. To establish an interest list, pre-applications will be accepted from any family wishing to apply at any specific Mixed Development. FH/Agent may select one or more of the following methods for pre-application:</p> <ul style="list-style-type: none"> • Submitted in person • By mail • Submitted online via FH website. <p>By other methods as described in the public announcement. Could be social media, website, radio announcement, etc.</p> <p>At the time the FH/Agent announces its intent to open the interest list, the actual methods of accepted pre-applications will be clearly stated in the public announcement and similar outreach methods.</p>	<p>SITE-BASED INTEREST LIST</p> <p>All mixed finance developments will maintain an interest list. To establish an interest list, pre-applications will be accepted from any family wishing to apply at any specific Mixed Development. FH/Agent may select one or more of the following methods for pre-application:</p> <ul style="list-style-type: none"> • Submitted online via FH website or property specific website. • By mail • Submitted in person • By mail • Submitted online via FH website. <p>By other methods as described in the public announcement. Could be social media, website, radio announcement, etc.</p> <p>At the time the FH/Agent announces its intent to open the interest list, the actual methods of accepted pre-applications will be clearly stated in the public announcement and similar outreach methods.</p> <p>If an applicant is disabled and requires special accommodation in submitting a pre-application, and the disability is obvious, the FH will accommodate the request without verifying the disability. Specific instructions for making a reasonable accommodation request will be included in the public notice and other pre-application outreach materials.</p> <p>The methods listed above will be the same as listed in Section 4.0 of this ACOP.</p>	Program Alignment	clarified language to align with eligilbity for Mixed Finance programs
97	17	17.3	<p>HOUSING CHOICE VOUCHERS</p> <p>Applicants with a Housing Choice Voucher may not occupy a public housing unit. (24 CFR Part 982 Subpart H). Certain mixed finance properties accept the vouchers for the tax credit (Section 42) units only</p>	<p>HOUSING CHOICE VOUCHERS</p> <p>Applicants with a Housing Choice Voucher/Tenant Based Voucher (TBV) may not occupy a public housing unit. (24 CFR Part 982 Subpart H). Certain Some mixed finance properties accept the TBV vouchers for the tax credit (Section 42) units only</p>	Clarification Change	clarify language
98	17	17.4	<p>TRANSFER</p> <p>...</p>	<p>TRANSFER</p> <p>Transfers will be made within the mixed finance development in accordance with the IRS Form 8609..</p>	Clarification Change	Added Language for clarification
99	18	18.0	Property Manager, and/or the designated [staff]	District Manager or Area Manager	Clarification Change	clarifies who has discretion
100	18	18.0	property management staff	District Manager or Area Manager	Clarification Change	clarifies who has discretion
101	18	18.0	staff	supervisor	Clarification Change	responsibility should be the supervisors'
102	19	19.0	Senior Manager of Housing Management Division	Senior Manager of Property Management or District Managers	Clarification Change	Correction to staff titles & dept name
103	19	19.4	curfew or loitering violations	Quiet Hours and Common Areas Policy	Clarification Change	correction to policy name
104	22	22	<p>Privacy Protection Policy</p> <p>EIV resident data will be used only to verify a resident's eligibility for participation Low Income Public Housing to determine the level of assistance for which resident is eligible.</p>	<p>EIV resident data will be used only to verify a resident's eligibility for participation in the Low Income Public Housing program and to determine the level of assistance for which resident is eligible for.</p>	Clarification Change	Clarify sentence

BOARD MEMO

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TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing

FROM: Angelina Nguyen
Interim CEO/Chief Programs Officer

DATE: July 21, 2021

BOARD MEETING: July 27, 2021

AGENDA ITEM: 6b

AUTHOR: Michael Duarte

SUBJECT: Real Estate Development Update

Executive Summary

Staff will present an overview of development activities.

Recommendation

None at this time. Informational only.

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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing

DATE: July 22, 2021

BOARD MEETING: July 27, 2021

FROM: Angelina Nguyen

AGENDA ITEM: 10b

Interim CEO/Chief Programs Officer **AUTHOR:** Staff

SUBJECT: Directors Report – July 2021

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
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The Villages at Paragon	Under Construction	4041 Plaza Drive West Fresno, CA	28	85%
Linnaea Villas	Under Construction	2530 Sierra Street Kingsburg, CA	47	97%
The Villages at Broadway	Under Construction	1828 Broadway Street Fresno, CA	26	90%
The Monarch @ Chinatown	Under Construction	1101 F Street Fresno, CA	57	27%
Alegre Commons	Under Construction	130 W Barstow Avenue Fresno, CA	42	35%
Esperanza Commons (<i>fka Mendota Farm Labor</i>)	Pre-Development 1 st Round 2021 TCAC Awarded December 2021 Closing	241 Tuft Street Mendota, CA	60	N/A
The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Pre-Development NPLH, IIG, HOME Awarded Pending 2 nd Round 2021 TCAC	3039 N Blackstone Avenue Fresno, CA	41	N/A
Corazón del Valle Commons (<i>fka Huron RAD</i>)	Pre-Development MHP Awarded Pending 2 nd Round 2021 TCAC	Fresno and 12 th Street Huron, CA	61	N/A
La Joya Commons (<i>fka Firebaugh Family</i>)	Pre-Development 2021 Joe Serna, Jr. Pending	1501 Clyde Fannon Road Firebaugh, CA	68	N/A
Avalon Commons (<i>fka Chestnut/Alluvial</i>)	Pre-Development Pending 2 nd Round 2021 TCAC Pending HOME Application	7521 N. Chestnut Ave. Fresno, CA	60	N/A
Citrus Gardens	Pre-Development 2021 Joe Serna, Jr. Pending	201 Citrus & 451 10 th St. Orange Cove, CA	30	N/A
Step Up on 99 (<i>fka Motel 99</i>)	Pre-Development Homekey Awarded Pending HOME Application	1240 & 1280 Crystal Ave Fresno, CA	63	N/A
Sun Lodge (<i>fka Day's Inn</i>)	Pre-Development Homekey Awarded Pending 2 nd Round 2021 TCAC Pending HOME Application	1101 N. Parkway Drive Fresno, CA	64	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

Project Highlights

None at this time.

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 06/01/2021 – 06/30/2021			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	980	10	98.77 %
COUNTY OF FRESNO			
County of Fresno	1262	22	98.25%%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	193	10	94.81%

Property Management

Exodus Recovery recently joined our Renaissance Team. They are on-site at three locations: Santa Clara, Trinity and Alta Monte. Residents are excited about having in-person services and are both communicating and reaching out to Exodus Staff regularly.

We hosted an on-site 4th of July BBQ for our Veterans at Parc Grove Commons III, where our Maintenance Technician assisted by cooking hot dogs and hamburgers. West Care staff were also present for the event and assisted with making sure everyone followed social distancing protocol.

HUD and other Agencies have lifted their restrictions on in-person inspections. Staff across the portfolio have participated in-unit inspections and file audits with REAC and HOME inspectors. The California Tax Credit Allocation Committee has also completed a number of desk Audits. Several other audits and inspections will take place over the next few weeks.

PEOPLE

Overview

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

Housing Choice Voucher (HCV) Leasing Update

During the month of June staff continued to hold regular meetings to review both HAP and voucher utilization. On-going data assessments are reviewed in an effort to maintain the leasing rates. We continue to issue vouchers, conduct inspections, and complete HAP contracts for move-ins.

For the month of June, there were 1150 households searching for units and are experiencing the same tight rental market issues. Families are not able to find housing and extensions continue to be granted.

Households with fewer barriers to renting usually secure a unit within 60 days, however, that's only applicable to approximately 51% of voucher households. The remaining voucher households experience longer delays in securing a unit, if they find one at all, before their voucher expires. A few things are important to note here:

Barriers to secure housing include but aren't limited to:

- Negative or lack of rental history, low credit scores, limits within public transportation, long waitlists process from rental offices, high demand and low supply within local housing market and/or insufficient funds to cover holding or move-in deposits.
- Extensions are provided beyond 180-day search periods for extenuating circumstances.
- Existing HCV families who are in the search process due to a move are more likely to secure a unit than a household who is new to the HCV program.

For June, there were 132 households who successfully leased up.

Staff continue to analyze leasing and market trends and make recommendations to leadership accordingly.

Homeless Initiatives

Homeless Initiatives – Step Up at 99: Currently this program is providing transitional housing for 92 adults and 129 children. Basic demographics of this group include: largest age group of adults is 35-44; largest ethnicity/race is Hispanic and African American; prior living situation is largely either homeless or doubled up and with income averaging \$500-1,000 per month. Families are being provided case management services to resolve housing and other barriers, including income generation through workforce and/or mainstream benefits as necessary. In addition, the program has been working with community partners to provide positive experiences for the children. Community partner Live Again Fresno has provided after school and other educational enrichment programming; partner Muddy Waters provided a trip to the Fresno Chaffee Zoo; and just recently, Mayor Jerry Dyer came to the site to donate Girl Scout cookies, which the children were allowed to pick their favorites.

Landlord Incentive Pilot

Fresno Housing launched its Landlord Incentive Pilot in March 2021 and recently added additional incentives in June to encourage landlords to either stabilize or bring on new units to the program in efforts to encourage landlords to house families during the COVID-19 pandemic. The pilot is funded through the use of CARES funding to monetarily incentivize landlords to rent to voucher recipients searching for affordable units within Fresno Housing's jurisdiction.

Currently, there are approximately 70 owners in the process of taking advantage of these incentives. The Lease-In-Place incentive encourages landlords to work with Fresno Housing to address any concerns they may have with either continuing to lease to their current tenant who recently received a voucher, or concerns they may have with entering into a Housing Assistance Payment contract with FH. Other incentives include signing bonuses to non-participating landlords, bonuses to landlords who bring on new units never before leased to voucher holders, or units that have been on the program before and landlords continue to lease the unit another voucher holder. A retention incentive is also offered to landlords whose

existing tenants may have fallen behind on rent and is willing to enter into a repayment agreement. All incentives expire on 12/31/2021 in accordance with the sunset of CARES funding availability.

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.

Efforts are ongoing and we will report on those items as outcomes are achieved.

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

For the month of July, Safety training will be on ladder safety. Maintenance employees are often tasked with climbing to the roofs of complexes to work on AC's, roofs or gutters. This training covers such things as how to choose the right ladder for the job, how to safely set up the ladder for the given location.

Human Resources continues to work closely with department leadership and staff in coordinating team members' return to the office and in processing telecommuting requests. In recruitment, the Human Resources Department is recruiting for 13 positions across the Property Management, Housing Choice, Accounting/Finance, Human Resources and Information Technology/Systems departments. Over the last month, 32 interviews have been conducted.

<u>Working Title</u>	<u>Internal/External?</u>	<u>Vacancies</u>	<u>Department</u>
Maintenance Technician	Both	6	Property Management
Property Specialist II (Broadway)	Both	1	Property Management
Supervisor - Case Management	Both	1	Housing Choice
Housing Specialist	Both	4	Housing Choice
Office Assistant-Waitlist	Both	1	Housing Choice
Fiscal Services Coordinator	Both	2	Accounting/Finance
Accountant	Both	1	Accounting/Finance
Leasing Specialist	Both	1	Housing Choice

Data Systems Coordinator	Both	1	Information Technology/Systems
Housing Quality Inspector	Both	2	Housing Choice
Senior Leasing Specialist	Internal	1	Housing Choice
Human Resources Analyst	Both	1	Human Resources
Resident Services Coordinator	Both	1	Housing Choice

The Human Resources department is proud to announce the following new hires and promotions:

New Hires

- Dakari Cleveland, Choice Neighborhood Intern

Promotions

- Elena Alonso, Property Specialist II (promoted from Property Specialist I)

Fiscal Services

Accounting and finance staff continue to work in a mostly remote work environment. Most accounting and finance functions continue to be completed through paperless processes. Staff continues to work remotely with Cohn Reznick, the Agency auditor. Staff will be submitting Comprehensive Annual Financial Reports as part of the Certificate of Achievement for Excellence in Financial Reporting Program.

The accounting leadership team continues to work closely with Human Resources for recruitments of several positions, including Fiscal Services Coordinator and Accountant. These vacant positions were experienced due to recent staff turnover.

The Asset Management team continues to work on financing opportunities for Wedgewood Commons, Brierwood Court, and other properties in our portfolio. Additionally, the team is creating applications to update the agencies' homeownership programs to conform to HUD's current standards. The homeownership programs will be presented to the board and incorporated into the agencies' annual plan submissions.

PARTNERSHIP

Overview

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

Homeless Initiatives – Fresno Madera Continuum of Care: FH and the Fresno Madera Continuum of Care (FMCoC) have entered into a Memorandum of Understanding in reference to the American Rescue Plan Emergency Housing Voucher (EHV) Program. The community made the decision to prioritize EHV to families with children, survivors of domestic violence including human trafficking and those graduating from rapid rehousing. Both entities are excited to launch this program; they are in the process of streamlining parts of the Coordinated Entry System to better fit the aims of this program.

Structure

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

Efforts are ongoing and we will report on those items as outcomes are achieved.

Strategic Outreach

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

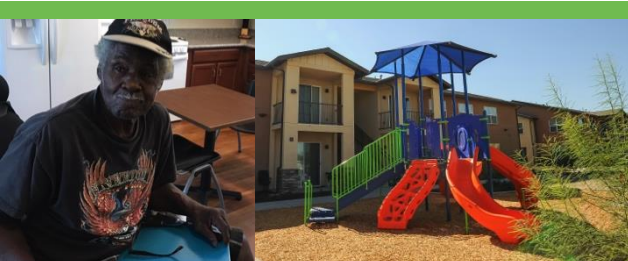
Efforts are ongoing and we will report on those items as outcomes are achieved.



Changes to the Agency Plans: 2022 Staff Recommendations

July 27, 2021

Boards of Commissioners Meeting



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS



Presentation Overview

- Background
- Timeline
- Annual Plan Overview
- Proposed Changes to Admin and ACOP Plan
 - *Significant Changes (Yellow)*
 - *Required Changes (HUD)(Green)*
 - *Other Staff Recommendations (Blue)*
- Discussion and Guidance from Board

Background

- The Agency Plan informs HUD and the public of PHA policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals.
 - Five Year Plan (not submitting this year): submitted every 5 years & describes the Agency's mission and long-term plan for achieving the mission over the subsequent 5 years.
 - Annual Plan: updates on progress, amendments, or significant changes.
 - Administrative Plan is specific to the discretionary policies governing the administration of the HCV program.
 - Admissions & Continued Occupancy Policy (ACOP) is specific to the discretionary policies, governing the administration of the LIPH program.



Timeline

- June 22: Present Timeline to the Board.
- **July 27: Present proposed changes and/or accept Board feedback prior to posting for Public Comment.**
- July 30: 45-day Public Comment period begins. Post Agency Plan on website for inspection.
- August 17: Resident Advisory Board (RAB) Meeting
- August 24: Board Meeting: Update Commissioners on public comments received thus far. Seek feedback and discuss.
- September 1: Resident Advisory Board (RAB) Meeting
- September 13: Public Comment period closes.
- September 28: Public Hearing/ Request Board Adoption
- October 15: Final Submission to HUD



Annual Plan

- Summary of the Admin Plan & ACOP
- Updates on elements not in Admin Plan or ACOP
 - Public Housing Homeownership
 - New Activities (Development)
 - Progress Report on Mission & Goals, as described in the Five Year Plan
 - Other Documentation & Certifications



Fresno Housing PH Homeownership Opportunities Program

- In order to align with the most current HUD requirements, FH will submit plans to update our existing public housing homeownerships
- HUD-required key features of updated programs:
 - Families must be below 80% AMI, based on family size, unless currently living in the unit to be sold
 - Families must agree to participate in homeownership-counseling programs and must complete the programs as evident by a certificate of completion.
 - Families will have to qualify for a first mortgage with a private lender.
 - At least 1% of the purchase price of the unit must come from the resident's own funds.

Fresno Housing PH Homeownership Opportunities Program (Cont.)

- Discretionary features of updated programs:
 - Families must be at or above 60% AMI, based on family size, unless currently living in the unit to be sold
 - Order preference for potential homebuyers:
 - *Existing PH residents*
 - *Existing HCV families*
 - *Other families on the HOP waiting list*
 - FH will facilitate homeownership counseling and lender engagement
 - FH will provide down payment assistance, via a soft 2nd mortgage, up to 20% of the sales price.
- Based on current family data, about 1/ 3 of our PH/ HCV Families will be income-qualified to participate in the program
- The City program currently has 2 homes while the County program has 5.

A photograph of a modern residential building with a purple semi-transparent banner overlaid. The building features light-colored siding, dark brown shutters, and white trim. A red door is visible on the right side. A young tree is planted in the foreground, and a concrete walkway leads towards the building. The sky is clear and blue.

Administrative Plan

FRESNO HOUSING

Administrative Plan

- Significant Changes (Yellow)
 - **Chapter 3: Selection from the Interest List for Admission**
 - *Housing Access and Reentry Pilot Program (Staff Recommended) (Section 3.4.3)*
 - *Workforce Stability Limited Preference*
 - **Chapter 6: Income and Rent Determinations**
 - *Temporary Hardship (Staff Recommended) (Section 6.12.4)*
 - **Chapter 11: Payment Standards and Rent Reasonableness, and Owner Rents**
 - *Rent Adjustment/Increases (Staff Recommended) (Section 11.9)*
 - **Chapter 18: Owner or Family Debts to FH**
 - *Repayment Agreement for Families (Staff Recommended) (Section 18.4)*
 - *Refusal to Pay, Enter into Agreement, or Breach of Contract (HUD Required) (Section 18.4.6)*



Administrative Plan

- Significant Changes (Yellow) Cont.
 - **Chapter 22: Project Based Vouchers**
 - *Eligibility for PBV Assistance (Staff Recommended) (Section 22.20.2)*
 - *Organization of the Interest/Waiting List (Staff Recommended) (Section 22.20.3)*
 - **Chapter 28: Emergency Housing Vouchers**
 - *March 11, 2021, the ARP authorized HUD to allocate EHV's to eligible PHA's.*
 - *June 10, 2021, FH was awarded 161 City EHV's; and 137 County EHV's*
 - *EHV's will be used by FH in collaboration with the FMCoC's servicing partners to help assist individuals and families who are (1) homeless, (2) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) were recently homeless or have a high risk of housing instability.*



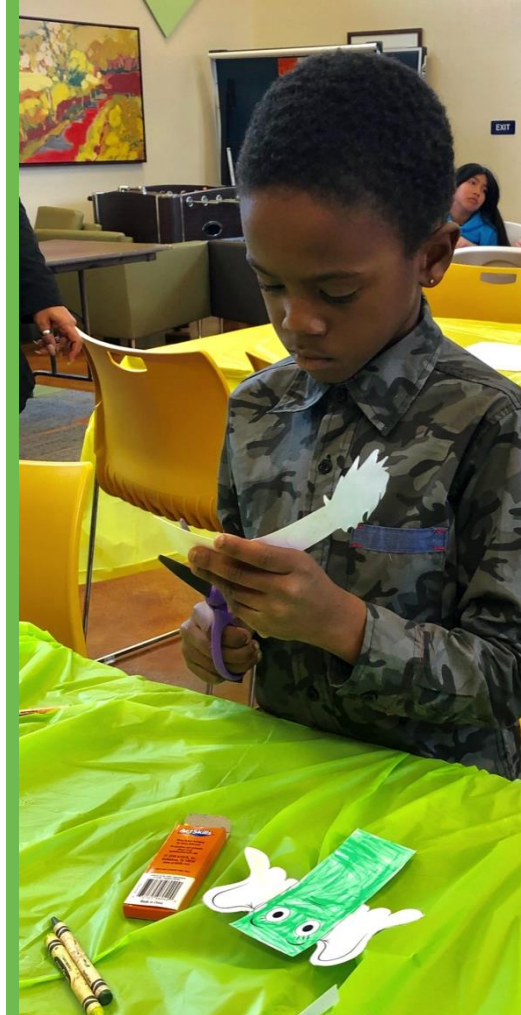
Administrative Plan

- HUD Mandated (Green) – NOT Significant Changes
 - Chapter 1: Statement of Policies and Objectives
 - *Addition of Protected Classes (Section 1.1)*
 - Appendix C: PBV Projects



Administrative Plan

- Staff Recommendations (Blue) – NOT Significant Changes
 - Chapter 2: Clarifications on Policies Impacting Applications and Interest List
 - *Ground for Cancellation from the Waiting List (Section 2.10)*
 - Chapter 8: Clarifications on Voucher Issuance and Briefings
 - *Briefing Packet (Section 8.2.3)*
 - Chapter 21: Section 8 Homeownership Program
 - *Currently not accepting Applications (Section 21.1)*



A photograph of a modern, multi-story apartment complex. The building features green siding, white trim, and black metal railings on the balconies. In the foreground, there is a curved concrete walkway and a landscaped area with dark brown mulch and small green plants. A large, curved wooden pergola structure with a brick base and black metal fence is in the middle ground. The sky is clear and blue.

Admissions & Continued Occupancy Plan (ACOP)

FRESNO HOUSING

Admissions & Continued Occupancy Plan (ACOP)

- Significant Changes (Yellow)
 - Please Note: For the year 2022, staff is not proposing any significant changes (yellow). This may change during the Public Comment Period.

Admissions & Continued Occupancy Plan (ACOP)

- HUD Mandated (Green) – NOT Significant Changes
 - **Chapter 6: Income and Rent Determinations**
 - *Clarification on Utility Allowances (Section 6.22)*
 - **Chapter 12: Transfer Policy**
 - *Additional protected classes (Section 12.0)*

Admissions & Continued Occupancy Plan (ACOP)

- Staff Recommendations (Blue) – NOT Significant Changes

- **Chapter 7: Verification**

- *Verification of Income Welfare Payments or General Assistance – Clarifying language for acceptable forms of verification (Section 7.5).*
 - *Verification of Interest list Preferences, Residency Preference – Clarifying language to include adult members attending an institute of higher education in FH Jurisdiction (Section 7.14).*

- **Chapter 9: Standards for Continued Occupancy & Reexaminations**

- *Recertification Notice Timeline – Added a final reminder to the timeline clarifying termination of tenancy v. termination of assistance for failure to recertify for annual reexamination.(Section 9.5).*

Admissions & Continued Occupancy Plan (ACOP)

- Staff Recommendations Cont. (Blue) – NOT Significant Changes
 - **Chapter 12 – Transfer Policy**
 - *Added language allowing FH to transfer a family to available LIPH units for temporary relocation (12.3)*

A photograph of a modern residential building with a purple semi-transparent banner overlaid. The building features a mix of light beige and dark brown siding, white trim, and a prominent red front door. A concrete walkway leads towards the building, flanked by young trees and landscaping. The sky is clear and blue.

Questions or Feedback?

FRESNO HOUSING



Development Update

July 27, 2021



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING ENGAGED
HOUSING RESIDENTS



Construction Project Updates

- Linnaea Villas (97% Complete)
- Alegre Commons (42% Complete)
- The Villages at Paragon (92% Complete)
- The Villages at Broadway (86% Complete)
- The Monarch at Chinatown (33% Complete)



Linnaea Villas (Kingsburg) Aerial



Linnaea Villas
(Kingsburg) 47 Units



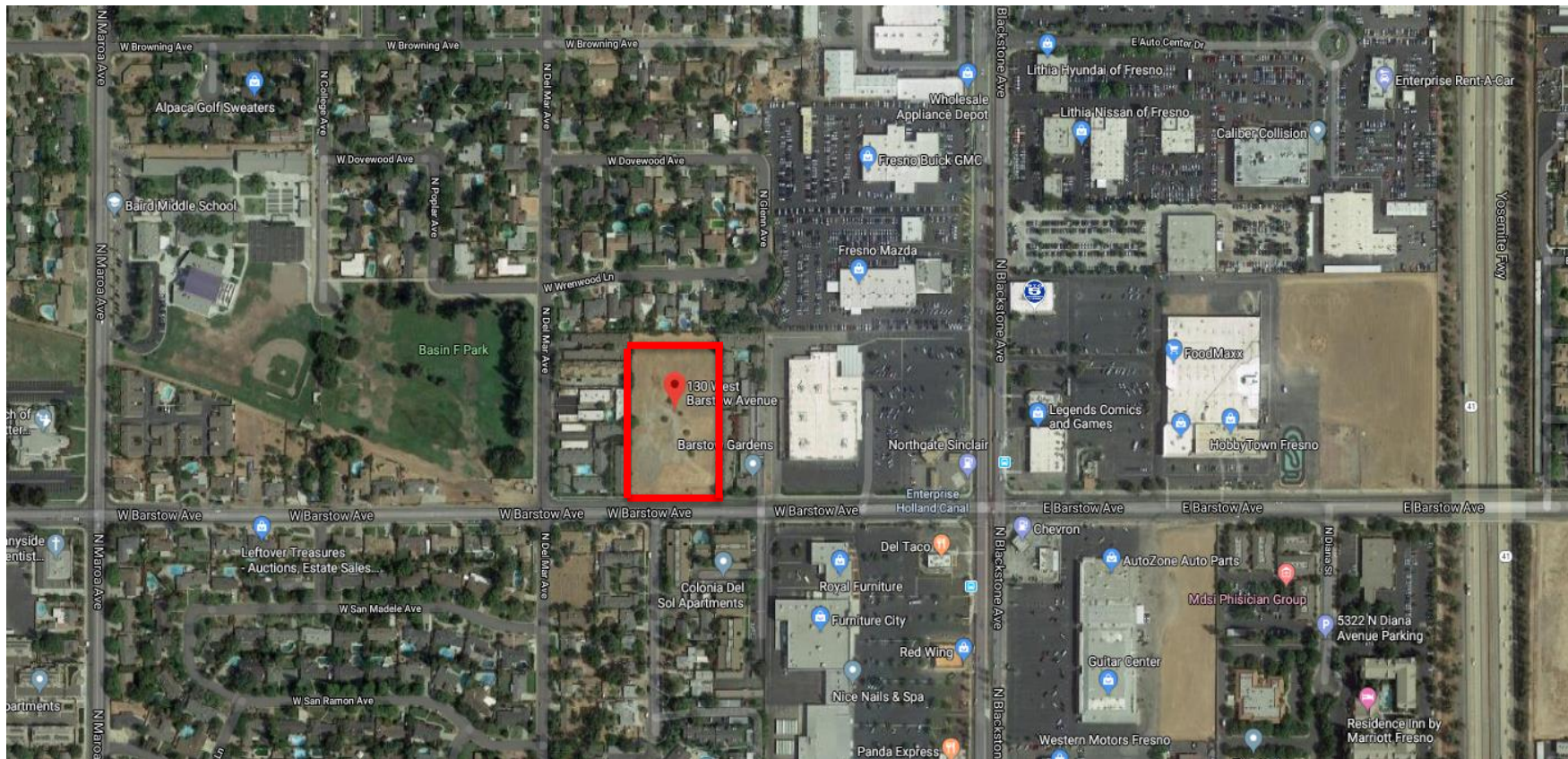
FRESNO HOUSING



Linnaea Villas
(Kingsburg) 47 Units



Alegre Commons Aerial



Alegre Commons (Fresno) 42 Units



Alegre Commons (Fresno) 42 Units



FRESNO HOUSING

The Villages at Paragon Aerial



The Villages at Paragon
(Fresno) 28 Units

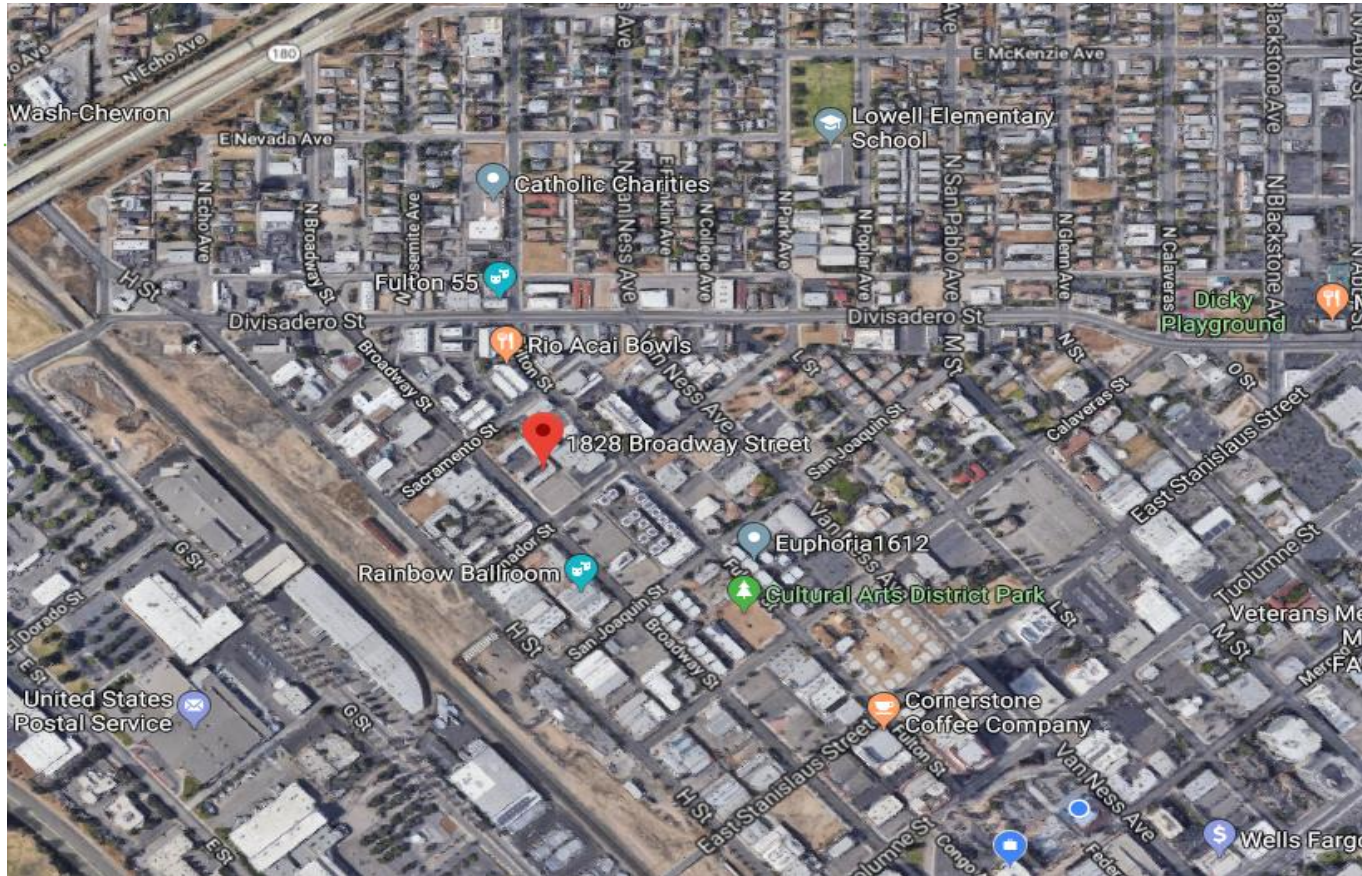


FRESNO HOUSING

The Villages at Paragon
(Fresno) 28 Units



Villages at Broadway Aerial



The Villages at Broadway
(Fresno) 26 Units



FRESNO HOUSING

The Villages at Broadway
(Fresno) 26 Units



FRESNO HOUSING

The Monarch at Chinatown Aerial



The Monarch at Chinatown (Fresno)



FRESNO HOUSING

The Monarch at Chinatown (Fresno)



FRESNO HOUSING

Questions?



Update on CEO Search Process

July 27, 2021



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS

CEO Search Process Overview

- Update on Process
 - Advance Work
 - Outreach
 - Applicants and Interviews
- Next Steps and Anticipated Timelines



Process Update | Advance Work

- GG&A Collaborated with Fresno Housing to Understand Ideal Candidate and Develop Brochure
- Outreach to Various Housing Stakeholders Completed for Input
- Developed Screening Protocols and Nationwide Recruitment Campaign



Process Update | Outreach

- Distributed Position Description for Advertisements
- Advertised on PHADA, NAHRO, LinkedIn, Facebook, Twitter, Instagram, GG&A Website, Fresno Housing Website, FH Stakeholder Email Blast, FH Internal Email etc.
- Direct Recruitment Efforts Included a Calling Campaign and Outreach to GG&A Database



Process Update | Applicants and Interviews

- GG&A Presented Candidates to Fresno Housing Ad Hoc Committee
- Ad Hoc Committee Expanded to Include Four Outside Community Members
- Full Ad Hoc Committee Meetings Ongoing
- Preliminary Candidate Interviews Scheduled for 1st Week of August

Next Steps| Anticipated Timeline

- Complete Preliminary Interviews (August)
- Narrow Candidate List (August)
- Full Board Interview of final 2-3 Candidates (August/ September)
- Finalist(s) Community Presentation (August/ September)
- Ad Hoc Committee Makes Recommendation to Full Board (September)
- Full Board Action (September/ October)

