



# Boards of Commissioners Meeting

November 16, 2021

## AGENDA

O (559) 443-8400

F (559) 445-8981

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

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

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

**5:00pm - November 16, 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 via conference call. The meeting can be accessed by members of the public as follows:**

**To join via Zoom: <https://bit.ly/11162021JBM>**

**To join via teleconference, call: (669) 900-6833. Meeting ID: 869 9576 1295  
Passcode: 570483**

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

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 Board Meeting

		PAGE #
1.	<b>Call to Order and Roll Call</b>	
2.	<b>Approval of agenda as posted (or amended)</b> <i>The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.</i>	
3.	<b>Public Comment and Presentations</b> <i>This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is <u>not</u> listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.</i>	
4.	<b>City: Nominations for Chair and Vice Chair of the 2022-2023 Biennial</b>	
5.	<b>Potential Conflicts of Interest</b> – <i>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)</i>	
6.	<b>Consent Agenda</b> <i>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.</i>	
	a. Governance: Consideration of the Minutes of October 26, 2021 <i>Approval of the minutes of the Board Meetings.</i>	6
	b. Consideration of Request for Additional Pre-Development Funding – The Arthur at Blackstone <i>Authorization of an increase in the predevelopment loan commitment.</i>	10
	c. Consideration of the Amended Investment Policy <i>Approval of the Agency's updated Investment Policy.</i>	16
	d. Consideration of the 2022 Proposed Utility Allowance Schedules – Low-Income Housing Tax Credit Programs <i>Approval of the 2022 utility allowance rates for tax credit properties.</i>	38
	e. Consideration of Acceptance of Permanent Local Housing Allocation (PLHA) Funding – Esperanza Commons <i>Acceptance of the funding award for substantial rehabilitation of the housing site.</i>	74
	f. Consideration of Acceptance of Tax Credit Allocation – The Arthur at Blackstone <i>Approval to accept a Low-Income Housing Tax Credit Award.</i>	78

		PAGE #
	<p>g. Consideration of Request to Accept the Amended Resolution for the Infill Infrastructure Grant (IIG) Funding – The Arthur at Blackstone <i>Authorization to approve an amended IIG resolution.</i></p> <p>h. Consideration of Contract Award for General Contractor Services – Esperanza Commons <i>Approval of the contract award for general contractor services.</i></p> <p>i. Consideration of the ‘Oath or Affirmation of Office’ Policy <i>Approve the ‘Oath or Affirmation of Office’ Policy as required by California Constitution and Government Code.</i></p> <p>j. Consideration of a Conventional Loan for 1260 Fulton Street Building <i>Approval of conventional loan to finance interior renovations.</i></p> <p>k. Consideration of Adoption of Resolution Pursuant to Assembly Bill 361 – Public Agency Meetings <i>Resolution on the Agency’s public agency meetings pursuant to AB361.</i></p>	<p>82</p> <p>87</p> <p>93</p> <p>97</p> <p>103</p>
7.	<b>Staff Presentations and Discussion Items</b>	
	a. 2022 Federal and Agency Budget Update <i>Staff will present an update on the Agency and Federal 2022 Budgets.</i>	111
	b. Real Estate Development Update <i>An overview of activities and deliverables to date.</i>	112
8.	<b>Action Items</b>	
	a. Consideration of Omnibus Resolutions – Esperanza Commons <i>Approval of Omnibus resolutions for the financing of the housing development.</i>	113
	b. Authorization for CEO Tyrone Roderick Williams to Execute All Necessary Agreements and Documents on Behalf of the Agency <i>Action being requested authorizing the CEO to execute agreements and conduct other business on behalf of the Agency.</i>	131
	<b>Closed Items</b>	
	a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: Address (APNs: 468-252-04) Agency negotiator: Housing Authority of the City of Fresno (HACF) Negotiating parties: HACF, Panchal Ramesh, Kalpana Under negotiation: Price and Terms	
	b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: Address (APNs: 449-324-11)	



		PAGE #
	<p>Agency negotiator: Housing Authority of the City of Fresno (HACF)  Negotiating parties: HACF, Singh Daljit, Surinker Kaur  Under negotiation: Price and Terms</p> <p>c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  (Pursuant to Government Code § 54954.5(b))  Property: Address (APNs: 466-182-39)  Agency negotiator: Housing Authority of the City of Fresno (HACF)  Negotiating parties: HACF, Mahant Krua, Inc.  Under negotiation: Price and Terms</p> <p>d. PUBLIC EMPLOYMENT  Pursuant to Government Code §54597</p>	
	<b>Report on Closed Session Item(s)</b>	
9.	<b>Governance</b> <ul style="list-style-type: none"> <li>a. Commissioners' Report</li> <li>b. CEO's Report</li> </ul>	136
10.	<b>Adjournment</b>	

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

**Tuesday, October 26, 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, October 26, 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  
                  Ruby Yanez  
                  Sharon Williams  
                  Sabrina Kelley

ABSENT:       Caine Christensen, Vice Chair  
                  Stacy Vaillancourt

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  
                  Nikki Henry, Vice Chair  
                  Stacy Sablan  
                  Joey Fuentes  
                  Valori Gallaher  
                  Sophia Ramos

ABSENT:       Edugiben Ortiz

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)

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

**MOTION PASSED:** 5 – 0

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

**MOTION PASSED:** 4 – 0

3. PUBLIC COMMENT

There were no public comments at this time.

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 September 22, 2021 and September 28, 2021
- b. Consideration of the Agency 2022 Calendar
- c. Consideration of Adoption of Resolution Pursuant to Assembly Bill 361 – Public Agency Meetings
- d. Consideration of Application for 2022 Continuum of Care Funding from the U.S. Department of Housing and Urban Development
- e. Consideration of Architectural Contract Award – The Arthur at Blackstone
- f. Consideration of Architectural Contract Award – Corazon del Valle

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

**MOTION PASSED:** 5 - 0

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

**MOTION PASSED:** 4 – 0

## 6. STAFF PRESENTATIONS AND DISCUSSION ITEMS

### a. 2022 Federal and Agency Budget Update

Emily De La Guerra, Chief Business Officer, presented on this item.

Commissioner Fuentes joined the meeting at 5:41 pm.

### b. Real Estate Development Update

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

## 7. ACTION ITEMS

### a. Consideration of Funding Commitment for Pre-Development Activities – Corazon del Valle

**COUNTY MOTION:** *Commissioner Gallaher moved, seconded by Commissioner Sablan, to approve the funding commitment for pre-development activities – Corazon del Valle.*

**MOTION PASSED:** 6 – 0

**CITY MOTION:** *Commissioner Kelley moved, seconded by Commissioner Williams, to approve the funding commitment for pre-development activities – Corazon del Valle.*

**MOTION PASSED:** 4 – 0

## 8. GOVERNANCE

### a. Commissioners' Report

Commissioner Jones – She celebrated Commissioner Williams for sharing her storied life in the “Stories of Hope” section of the sixth issue of Focus Forward Magazine.

### b. Executive Director's Report

In addition to the written report:

- October is Housing America and National Crime Prevention Month. Local law enforcement observes National Crime Prevention Month by working with residents to prevent crime. On Thursday, October 21, Officer Luis Garcia, Community Service Officer with Southeast Police District Crime Prevention Unit, presented a workshop on improving residents' safety at home and in their community.
- On October 20, Focus Forward Magazine launched its sixth issue, which featured our very own Commissioner Sharon Williams as one of the inspiring storytellers sharing her powerful messages of hope. She thanked Commissioner Williams for dedicating her time and leadership to the City Board of Commissioners of Fresno Housing.
- Negotiations continue between congressional leaders regarding the Federal Budget. A trimmed down version of the Build Back Better Bill will provide funds to repair and preserve public housing.
- City of Fresno's Covid-19 Eviction Moratorium continues to be in effect.
- State of our Health virtual event will take place on Friday, October 29, 2021 from 9:00 am – 11:00 am. Any Commissioners interested in attending the virtual event should contact Tiffany Mangum, Executive Operations Manager.
- Fresno Housing is a Co-Sponsor with Beautify Fresno for the Parkway Drive Cleanup Event happening at Step Up on 99 on Saturday, November 6, 2021 at 9:00 am – 11:00 am.
- Phil Skei, Neighborhood Initiatives Manager, will be departing Fresno Housing to pursue an Assistant Director role for the City of Fresno's Housing Division. She thanked him for the work and leadership he has provided to the agency. She looks forward to continuing to work with him as a community partner.
- New Hires:
  - o Corey Brooks, Housing Specialist
  - o Angela Chavez, Leasing Specialist
  - o Violet Lugo, Leasing Specialist
  - o Aubrey Koehn, Accountant
  - o Maria Gomez, Property Specialist II
- Promotion(s)
  - o Miguel Soto-Campos, Maintenance Technician (promoted from Maintenance Assistant)

## 9. 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 6:37 p.m.

---

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

1331 Fulton Street  
Fresno, California 93721  
(559) 443-8400  
TTY (800) 735-2929  
[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Board of Commissioners

Fresno Housing

**FROM:** Tyrone Roderick Williams  
CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 6b

**AUTHOR:** Francisco Nuñez

**SUBJECT:** Approval of an HRFC Loan Commitment of up to \$1,000,000 for Pre-Development Funds for The Arthur @ Blackstone

---

### Executive Summary

At the November 16, 2021 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 Arthur @ Blackstone development. The Fresno Housing Authority (FH) anticipates to submit an executed Preliminary Reservation Letter to CTCAC accepting the award. The estimated deadline to close on financing and begin construction is May, 2022.

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 Arthur @ Blackstone 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 May 2022. At the financial closing, pre-development expenses will be fully reimbursed.

The Board of Commissioners at the June 26, 2017 approved a predevelopment loan in the amount of \$1,400,000 for acquisition of the site. The Board of Commissioners subsequently at the December 19, 2017 increased the loan amount to \$2,000,000. At this time, it is requested that the Board of Commissioners approve an increase of the interim predevelopment loan of \$1,000,000 for a total predevelopment loan of \$3,000,000 from the Housing Relinquished Fund Corporation, to be fully repaid at the time of permanent conversion.

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolution authorizing an increase of predevelopment loan commitment by up to \$1,000,000 for a total loan of up to \$3,000,000 from the Housing Relinquished Fund Corporation for expenses incurred in the pre-development phase of The Arthur @ Blackstone project and authorize Tyrone Roderick Williams,

CEO/Executive Director, 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 an increase of up to \$1,000,000 for the predevelopment loan commitment for a total of up to \$3,000,000 from the Housing Relinquished Fund Corporation, sufficient to cover predevelopment expenses associated with the new construction of The Arthur @ Blackstone. Loan funds disbursed will be repaid upon permanent loan closing. The pre-development loan will carry 4% interest. The Boards of Commissioners had previously approved a loan of up to \$2,000,000 to acquire the site and fund early predevelopment activities.

### **Background Information**

The Arthur @ Blackstone site (APNs: 443-104-08 thru 443-104-10, & 443-104-23) is an existing commercial/retail site along the Blackstone corridor in close proximity to Manchester Transit Center on approximately 0.83 acres in Fresno, CA. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in November 2017 for \$1,142,000. The current site plan envisions a 41-unit community with approximately 3,800 square feet of community space and approximately 4,200 square feet of renovated commercial space. The community would serve both families (one-, two-, and three- bedroom units) and a transitional aged youth population (studios and one-bedroom units) in partnership with the County of Fresno DBH.

### **Past Board Actions**

- March 21, 2017 – Approval Authorizing Assignment of Purchase & Sale Agreement
- June 27, 2017 – Approval of Site Acquisition and HRFC Funding of \$1,400,000
- December 19, 2017 – Approval of Increased HRFC Commitment to \$2,000,000 & Submission of Grant Funding Applications
- January 23, 2018 – Approval of GCCM Contract Award
- December 17, 2019 – Approval to Submit Funding Application to the No Place Like Home Program
- December 17, 2019 – Approval of Allocation of Twenty (20) Project-Based Vouchers
- January 22, 2020 – Approval to Submit Funding Application to the Infill Infrastructure Grant (IIG) Program
- 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 Approval of a Fresno Housing Capital Funds Commitment of \$3,000,000
- February 23, 2021 – Approval to Submit Funding Application to California Tax Credit Allocation Committee (CTAC) for a 9% Low-Income Housing Tax Credit Allocation and Approval of a Fresno Housing Capital Funds Commitment of \$3,000,000
- August 24, 2021 – Approval to Extend Allocation of Up to Twenty (20) Project Based Vouchers
- October 26, 2021 – Approval to Award Architecture Contract to GGLO for Design of the Project



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

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

RESOLUTION TO APPROVE AN INCREASE TO THE PRE-DEVELOPMENT LOAN  
COMMITMENT OF \$1,000,000, FOR A TOTAL PRE-DEVELOPMENT LOAN OF UP TO  
\$3,000,000, FROM THE HOUSING RELINQUISHED FUND CORPORATION  
FOR PRE-DEVELOPMENT EXPENSES RELATED TO THE ARTHUR @ BLACKSTONE  
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**, The Arthur at Blackstone, LP, a California limited partnership, was created for the purposes of developing and owning The Arthur @ Blackstone complex; and

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

**WHEREAS**, HACF is requesting an increase to the predevelopment loan commitment of \$1,000,000, for a total pre-development loan of up to \$3,000,000, from the Housing Relinquished Fund Corporation for pre-development expenses related to The Arthur @ Blackstone project; and

**WHEREAS**, the predevelopment loan is expected to be fully repaid at permanent conversion 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 does hereby authorize an increase to the Housing Relinquished Fund Corporation loan commitment in the amount of \$1,000,000, for a total loan of up to \$3,000,000, for pre-development expenses related to The Arthur @ Blackstone project and authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF November, 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:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

**RESOLUTION TO APPROVE AN INCREASE TO THE PRE-DEVELOPMENT LOAN COMMITMENT OF \$1,000,000, FOR A TOTAL PRE-DEVELOPMENT LOAN OF UP TO \$3,000,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION FOR PRE-DEVELOPMENT EXPENSES RELATED TO THE ARTHUR @ BLACKSTONE 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**, The Arthur at Blackstone, LP, a California limited partnership, was created for the purposes of developing and owning The Arthur @ Blackstone 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 an increase to the pre-development loan commitment of \$1,000,000, for a total pre-development loan of up to \$3,000,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to The Arthur @ Blackstone project; and

**WHEREAS**, the predevelopment loan is expected to be fully repaid at permanent 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 does hereby authorize an increase to the Housing Relinquished Fund Corporation loan commitment in the amount of \$1,000,000, for a total loan of up to \$3,000,000, for pre-development expenses related to The Arthur @ Blackstone project and authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF November, 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:

---

Tyrone Roderick Williams, 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing

**FROM:** Tyrone Roderick Williams

CEO/ Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 6c

**AUTHOR:** Nicole Diaz

**SUBJECT:** Consideration of the Investment Policy

---

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to adopt the Agency's Investment Policy. The Investment Policy states the investment options available to the Agency, as authorized by 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999), HUD Notice 96-33 as extended by HUD Notice 02-13, and as authorized by California Government Code. The current Investment Policy elections represent a conservative investment strategy.

The Board of Commissioners adopted the current version of the Investment Policy on July 23, 2019. No changes have been made to this policy since last adopted. This policy is being brought to the Board of Commissioners for annual review and approval, as required by California Government Code Section 53601.

### Fiscal Impact

There is no fiscal impact.

### Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Investment Policy as represented.

## INVESTMENT POLICY AND GUIDELINES

It is the purpose of this policy to establish procedures and guidelines for the investment of funds not needed for immediate day-to-day operations as they pertain to the Housing Authority of the City of Fresno and the Housing Authority of Fresno County (the "Agency"). This policy is intended to comply with the California Government Code Sections 53600-53609 and 53630-53686 as currently written. The specific requirements for the investment of HUD funds are found in 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999) and HUD Notice 96-33 as extended by HUD Notice 02-13. It recognizes that Federal grant and loan programs may have specific requirements that are different from those set forth here. For situations where the California Government Code investment requirements differ from those of the Federal Government, the requirements that are more restrictive will be followed.

### I. Investment Objectives

Section 53600.5 of the California Government Code outlines the primary objectives of a trustee investing public money. The primary objectives, in order of priority of the Agency investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of this investment policy. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements, which might be reasonably anticipated.
- C. **Return on Investment:** Investment return becomes a consideration only after the basic requirements for safety and liquidity have been met. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles consistent with the investment policy of the Agency, taking into consideration investment risk constraints and cash flow characteristics of the portfolio.

### II. Investment Securities and Diversification

- A. **Maximum Term of Investments:** No investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years.
- B. **Authorized and Suitable Investments:** The Agency is empowered by the HUD Notice 02-13 (See Attachment A to the HUD PIH Notice 96-33) to invest HUD funds in the following:

1. United States Treasury Bills, Notes & Bonds.
2. Obligations issued by Agencies or Instrumentalities of the U.S. Government.
3. Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100 percent collateralized by securities listed in A & B above.
4. Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in A & B above.
5. Certificates of Deposits provided they are insured by an agency of the Federal Government. Deposits in excess of the insurance limit should be limited to terms of no longer than 30-90 days with amounts in excess of the limit 100% collateralized by U.S. Government securities.
6. Sweep Accounts that are 100 percent collateralized by securities listed in 1) & 2) above.
7. Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

Investment Types <u>Authorized by HUD Notice PIH 02-13</u>	<u>*Maximum Maturity</u>	<u>*Maximum Percentage Of Portfolio</u>	<u>*Maximum Investment In One Issuer</u>
U.S. Treasury Obligations	Not Specified	None	None
Obligations of Federal Government Agencies	Not Specified	None	None
Securities of Gov-Sponsored Agencies	Not Specified	None	None
Demand & Savings Deposits	Not Specified	None	None
Money Market Deposit Accounts	N/A	None	None
Local Government Investment Pool (with a perfected security interest)	N/A	30%	None
Super NOW Accounts	N/A	None	None
Certificates of Deposit	Not Specified	None	None
Certificates of Deposit (in excess of \$100,000)	90 days	None	None
Repurchase Agreements	30 days	None	None
Sweep Accounts	Not Specified	None	None
Separate Trading of Registered Interest and Principal of Securities (STRIPS)	Not Specified	None	None
Mutual Funds	Not Specified	20%	None

\* Based on the requirements set forth in HUD Notice PIH 96-33 extended by Notice PIH 02-13 or investment policy requirements, whichever is more restrictive. For situations where Federal Government investment requirements differ from those of the California Government Code, the requirements that are more restrictive will be followed.



The Agency is empowered by California Government Code Sections 5922 and 53601 to invest non-HUD funds in the following:

1. Bonds issued by local government agencies with a maximum maturity of five years (See Attachment B to the HUD PIH Notice 96-33).
2. United States Treasury Bills, Notes & Bonds.
3. Registered warrants, treasury notes or bonds issued by the State of California.
4. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies.
5. Obligations issued by Agencies or Instrumentality of the U.S. Government.
6. Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.
7. Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.
8. Any other investment security authorized under the provisions of Government Code 5922 and 53601.

Attachment A, HUD Approved Investment Instruments, and Attachment B, Government Code Section 53601, also provide a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. These attachments are included by reference in this investment policy.

Investment Types <u>Authorized by State Law</u>	*Maximum <u>Maturity</u>	*Maximum Percentage <u>Of Portfolio</u>	*Maximum Investment <u>In One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20%	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Placement Service Deposits	5 years	30%	None
Money Market Mutual Funds	N/A	20%	None
Collateralized Bank Deposits	5	None	None
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund	N/A	None	None
JPA Pools (other investment pools)	N/A	None	None
Voluntary Investment Program Fund	N/A	None	None
Supranational Obligations	5 years	30%	None

\* Based on state law requirements or investment policy requirements, whichever is more restrictive. For situations where the California Government Code investment requirements differ from those of the Federal Government, the requirements that are more restrictive will be followed.

### III. Prohibited Investments

Under the provisions of Government Code Section 53631.5, the Agency shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only STRIPS derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity. In addition, the provisions of Government Code Section 53601 et. seq. applies.

### IV. Collateralization

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party and valued on a monthly basis. The percentage of collateralization on repurchase agreements will conform to the amount required under Government Code 53601(I)(2).

**V. Safekeeping and Custody**

All securities purchased or acquired shall be delivered to the Agency by book entry, physical delivery or by third party custodial agreement, including electronic delivery (Government Code 53601). A timely and complete confirmation and/or safekeeping receipt is required for each securities transaction. When a confirmation is accepted for book entry securities, such confirmation must indicate the location if different from the bank or dealer issuing the confirmation. Book entry securities must be held in insured accounts.

**VI. Diversification**

It is the policy of the Agency to diversify its investment portfolio. The Agency will diversify its investments by security type and, within each type, by institution. To support the stated investment objectives, the portfolio must be constructed so as to minimize risk and maintain marketability. However, a portfolio consisting exclusively of LAIF and/or U.S. Treasury securities is acceptable. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following guidelines shall apply:

- A. The anticipated cash flow needs of the Agency should be considered when selecting investments. Portfolio maturities shall be matched against projected liabilities to avoid an over-concentration in a specific series of maturities.
- B. Maturities selected shall provide for stability and liquidity.
- C. Disbursement and payroll dates shall be covered by the scheduled maturity of specific investments, marketable U.S. Treasury Bills or notes or other cash equivalent instruments, such as money market mutual funds.

**VII. Investment and Reporting Practices**

**Investment Authority:** the investment authority will be vested in the Executive Director/CEO who may delegate such authority to duly capable personnel such as the Chief Administrative Officer, Chief Financial Officer, or Director of Finance.

**Acceptable Dealers of Securities:** Negotiable securities should be purchased or sold through a national bank; a California State chartered bank, or a brokerage firm having a national presence.

Exceptions to this policy may be approved by the Boards of Commissioners provided that the investment remains in compliance with the requirements of the Federal and/or State regulations as stated above.

The Investment Policy shall be reviewed and adopted by the Boards of Commissioners annually.

**VIII. Supplementary Materials for Staff Review**

- California Government Code Section 53601
- HUD Notice PIH 02-13
- HUD Notice PIH 96-33

**XI. Exclusion**

The Policy only applies to bank accounts under the Housing Authority of the Fresno County and Housing Authority of the City of Fresno. This Policy does not govern investment activities on behalf of an affiliated entity, instrumentality, limited partnership of which the Housing Authority is a member partner, or as a fiscal or management agent acting on behalf of another entity.

## **HUD APPROVED INVESTMENT INSTRUMENTS**

1. Direct Obligations of the Federal Government Backed by the Full Faith and Credit of the United States

a. U.S. Treasury Bills

These securities are short-term obligations which a HA or its agent may purchase directly. Treasury Bills with 3- month and 6-month maturities are issued weekly and those with 9-month and 12-month maturities are issued monthly. The minimum denomination is \$10,000. They are issued on a discount basis and are redeemed at par upon maturity.

U.S. Treasury Bills are available for purchase at any time after issuance from investment departments of banks and from dealers in investment securities. Purchases may be made conveniently using the HA's depository bank. Treasury Bills may be acquired by subscription on the issue date from a Federal Reserve Bank or branch in amounts not in excess of \$200,000. Detailed information is contained in the weekly or monthly announcements which may be received regularly upon application to a Federal Reserve Bank or branch.

b. U.S. Treasury Notes and Bonds

These securities are issued periodically by the Treasury Department through Federal Reserve Banks and branches. They are medium to long-term obligations which a HA or its agent can only purchase in the secondary market to assure that they will mature at a date which coincides with scheduled disbursements by the HA. Outstanding issues may be purchased from banks or dealers in investment securities at the market price which on any given day may be more or less than the face amount.

(1) U.S. Treasury Notes

These notes mature in not less than one and not more than 10 years from the issue date and bear interest at fixed rates payable semi-annually.

(2) U.S. Treasury Bonds

These bonds mature after ten years from the issue date and bear interest at fixed rates payable semi- annually. Many issues of bonds are redeemable on call by the Treasury Department before maturity. The yield of such issues usually is computed to the first call date which may be as much as 5 years prior to maturity.

2. Obligations of Federal Government Agencies

a. Federal Financing Bank (FFB)

The Federal Financing Bank is authorized to purchase obligations held by Federal agencies and to issue obligations to the public.

b. Government National Mortgage Association (GNMA), Mortgage- Backed Securities (GNMA I and GNMA II)

The securities, guaranteed by GNMA are issued by an issuer (a GNMA-approved mortgage lender). The securities are backed by a pool of government-insured or guaranteed mortgages. The holders of the securities receive monthly payments of principal and interest. The minimum denomination issued is \$25,000. The difference in GNMA I and GNMA II is that the GNMA II payment date is on the 20th of the month and the GNMA I payment date is on the 15th; GNMA II uses a central paying agency whereas GNMA I has individual issuers sending checks to investors; and GNMA II has interest rates that vary within a one percent range. The maximum maturity for GNMA I and GNMA II is 30 years, except that GNMA I project loans mature in 40 years.

c. GNMA Participation Certificates

These securities, guaranteed by GNMA, were sold by GNMA as the trustee with various other Federal agencies as trusters. They represent beneficial interest in future payments of principal and interest on mortgage pools. Their maturities range between one and 20 years and the minimum denomination is \$5,000.

d. Maritime Administration Merchant Marine Bonds, Notes, and Obligations

These securities are issued by shipping companies and are backed by the full faith and credit of the U.S. Government. Each issue is further secured by a first preferred ship or fleet mortgage. Maturities and denominations vary.

e. Small Business Administration (SBA), Small Business Investment Corporation (SBIC) Debentures

When authorized by appropriation acts, the SBA may guarantee principal and interest payments on debentures of SBIC. The SBA may also pool these debentures and sell SBA- guaranteed debentures. These issues have maturities of 10 years and are issued in \$10,000 denominations.

f. Tennessee Valley Authority (TVA) Power Bonds and Notes

These securities are secured by a first charge on net power proceeds. Payment of interest and principal on them is ranked ahead of annual payments to the U.S. Treasury. They have been issued in multiples of \$1,000.

3. Securities of Government-Sponsored Agencies

a. Farm Credit Consolidated System-Wide Discount Notes

These notes are the secured joint and several obligations of the Farm Credit System which consists of the Federal Land Banks, the Federal Intermediate Credit Banks, and the Banks for Cooperatives. They are issued in denominations of \$5,000 and maturities are authorized from 5 to 365 days.

b. Federal Farm Credit Banks Consolidated System-wide Bonds

These bonds are the secured joint and several obligations of the Farm Credit Banks. Their issuance supersedes individual bond issues by the Federal Land Banks, the Federal Intermediate Credit Banks, and the Banks for Cooperatives. They are issued in multiples of \$1,000 for maturities in excess of 13 months and in multiples of \$5,000 for shorter maturities.



c. Federal Home Loan Banks Consolidated Obligations

These securities are the secured joint and several obligations of the Federal Home Loan Banks comprised of:

(1) Bonds

Bonds which have maturities of one year or more. They are issued in multiples of \$10,000, \$25,000, \$100,000 and \$1,000,000.

(2) Notes

Notes which have maturities of less than one year. They are issued in multiples of \$10,000, \$25,000, \$100,000 and \$1,000,000.

(3) Discount Notes

Discount notes which have maturities ranging from 30 to 170 days. They are issued in denominations of \$100,000 and \$1,000,000.

d. FHLMC Mortgage Participation Certificates (PC) (Guaranteed)

These certificates represent undivided interest in specific fixed rate, first lien conventional and residential mortgages. FHLMC provides monthly interest and principal payments. The final payment is the first of the month and year in which the last monthly payment on the last maturing mortgage is scheduled to be paid.

e. FHLMC Collateralized Mortgage Obligations (CMOs)

CMOs are general obligations of FHLMC that are secured by a single pool of conventional mortgages owned by FHLMC. CMOs are issued in several classes with varying stated maturities. Semiannual principal payments are allocated to each class of the CMOs in the order of the stated maturity of each class so that no principal payments are made to holders of a class until classes with an earlier maturity are retired.

f. Federal National Mortgage Association (FNMA) Debentures

These debentures are issued in denominations ranging from \$10,000 and with maturities ranging from 20 to 25 years.

g. FNMA Notes

The minimum investment in these notes is \$50,000 with maturities ranging from 1 to 20 years.

h. FNMA Short-Term Discount Notes

These notes are similar to commercial paper and are tailored to the individual needs of investors. They are sold at published rates with maturities of 30 to 270 days and in denominations ranging from \$5,000.

i. FNMA Capital Debentures

These debentures are subordinated to the non-capital debentures, notes, and short-term discount notes. They were last issued in 1975 in a \$10,000 minimum denomination and with maturities of 5 and 25 years.

j. Student Loan Marketing Associations (SLMA) Obligations

SLMA issues obligations comprises of guaranteed student loans as follows:

(1) Floating Rate and Master Notes.

These notes bear interest at rates that vary with the 91-day Treasury Bill rate. Short-term borrowing have an original or remaining term maturity of one year or less.

(2) The Series E and F Floating Rate Notes.

These notes bear interest at rates which vary with the 91-day Treasury Bill, except that each issue has fixed minimum and maximum rates known as interest rate "collars" for any quarterly interest period.

(3) Zero Coupon Notes

These notes are shown at net proceeds adjusted for accretion of discount.

4. Demand and Savings Deposits

Demand and savings deposits at commercial banks, mutual savings banks, savings and loan associations and credit unions are permitted for HA funds provided that the entire deposit is insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF). A deposit in excess of the insurance coverage may be made at a depository institution provided that it is 100 percent collateralized by any of the securities listed under paragraphs 1, 2, and 3 of this Attachment. Care should be taken that withdrawals may be made on demand without loss of interest and without penalty.

5. Money-Market Deposit Accounts

Money-Market Deposit Accounts at depository institutions that may not be insured fully by the FDIC or NCUSIF are permitted provided that the certificates are fully backed by 100 percent collateral consisting of securities listed under paragraphs 1, 2, or 3 of this Attachment. When accounts exceed the \$100,000 insurance limitation, their safety also may depend on the HA's control of the underlying collateral which must consist of clearly identified (not pooled) U.S. Government securities. Possession of the collateral securities and a continuous perfected security interest may be the only sure protection against loss in case of financial institution failure.

6. Municipal Depository Fund

A Municipal Depository Fund (Fund) or Local Government Investment Pool which is established by States, municipalities, units of local government or other political subdivisions to serve as an investment fund for HAs is permitted. The securities purchased by a Fund shall be on the HUD-approved list of investment securities. HA shall have either an undivided or divided interest in securities comprising the Fund. The Fund shall be under the control of the Investment Company Act of 1940, and its objective shall be clearly stated. The investment objective of the Fund shall be to obtain as much income as possible consistent with the preservation and conservation of capital. The Fund shall disclose clearly the basis of earnings and how they are distributed. HA shall obtain a statement of potential default and risk and a clear demonstration that withdrawals from the Funds will not be so restricted as to impair a HA's day-to-day cash management

needs. The management fee shall be fixed at a reasonable amount and management shall be passive. HA shall limit the amount of funds invested in the Fund to no more than 30 percent of a HA's available investment funds. The Fund shall disclose the relationships of the investment advisor, manager, trustees, custodian and transfer agent. Each financial advisory relationship shall be evidenced by a written document executed prior to, upon, or promptly after the inception of the financial advisory relationship, or promptly after the creation or selection of the issuer. If the issuer does exist or has not been determined at the time the relationship commences, that written document shall set forth the basis of compensation for the financial advisory services to be rendered.

7. Super NOW Accounts

Super NOW accounts have been available and approved for public funds since January 1983. They offer a relatively high market rate and are fully transactional (have no limitations on the number of checks or transfers). Insurance and collateral requirements are as above for subparagraph e Demand and Savings Deposits.

8. Certificates of Deposit

- a. Certificates of Deposit are permitted at depository institutions that are insured by an agency of the Federal Government. Caution must be exercised for certificates exceeding the \$100,000 insurance limit or when the term is longer than 30-90 days. Although the certificates' rate of return may be attractive for larger amounts and longer terms, U.S. Treasury securities offer superior safety and liquidity for the same amounts and terms. Certificates shall be in the HA's name. In addition a General Depository Agreement must be executed by each financial institution that issues a Certificate of Deposit.
- b. Certificate amounts above \$100,000 are permitted provided that the excess is 100 percent collateralized by clearly identified (not pooled) U.S. Government securities. Possession of the collateral securities and a continuous perfected security interest may be the only sure protection against loss in case of bank failure.
- c. Brokered deposits should be avoided because it is impossible to get \$100,000 federal insurance on a number of deposits placed by brokers.

## 9. Repurchase Agreements

Repurchase (repos) agreements for a term not to exceed 30 days may be entered into with Federally insured depository institutions to purchase and sale of securities identified under paragraphs 1, 2, and 3. A repurchase agreement is an agreement negotiated with a bank usually for a short period (1 to 7 days) wherein securities approved for investment are purchased from that bank at a stated price with the bank agreeing to repurchase them on a specified date for a specified amount. The minimum may vary, although it is usually \$100,000. There are three main types: (1) fixed term, where both parties are bound to the negotiated time period, (2) demand, where the agreement stays in effect until terminated by either party, and (3) day-to-day, where daily renewal is by mutual consent and 24- hour notice is required for termination. The HA should review existing and future repos for compliance with the following certifications. Prior approval by HUD is not necessary, however, the repos seller depository or its agency must provide a written certification to HUD, Assistant Secretary for Public and Indian Housing (Office of Finance and Budget), the Area Office, and to the HA.

- a. that the depository's repo program complies with applicable Federal and State statutes and regulations and that the program does not involve sales or loans of Federal securities by securities dealers that are not regulated or that report to the Federal Reserve Board;
- b. that the depository owns the underlying Federal securities (approved for repurchase under HUD guidelines) when the repo interest is sold and that the value of the securities is equal to or greater than the amount the HA pays for the repo;
- c. that the HA has possession of the securities (or the HA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the HA as a bailee (evidenced by a safe keeping receipt and a written bailment for hire contract), from the time the repo interest is sold to the HA and will be (or is expected to be) maintained for the full term of the repo;
- d. that the repo agreement and any related documents identify specific Federal securities related to the specific repo purchased by the HA;

- e. that the repo interest does not represent any interest in a pool or fund of Federal securities for which registration under the Investment Company Act of 1940 may be required;
- f. that the HA will have a continuous perfected security interest in the underlying Federal securities under State or Federal law for the full term of the repo (disclosing the method by which perfection has or will be accomplished, i.e., by possession, filing, registration of book-entry securities and/or Federal preemption of State law by Federal regulation);
- g. that the depository or a reporting dealer selling the repo has not received any adverse financial report from a credit reporting agency, State or Federal regulatory agency; and
- h. that the depository will not substitute other securities as collateral, except to increase the value of the repo security to match the repos's purchase price.

#### 10. Sweep Accounts

Sweep Accounts is a contractual agreement between a bank and a HA which provides that the bank will regularly "sweep" or transfer any available collected balances from the HA's account into repurchase agreements. The Sweep Accounts agreement shall include all the certification provided in the Repurchase Agreement and adherence to paragraph 4-3, Collateralization of Deposits.

#### 11. Separate Trading of Registered Interest and Principal of Securities

Separate Trading of Registered Interest and Principal of Securities (STRIPS) are Treasury-based zero-coupon securities which consist of interest or principal on U. S. Treasury securities. STRIPS were issued in minimum increments of \$1,000. STRIPS pay no interest until maturity and the rate of return is "locked in" at the time of purchase. The delivery of STRIPS is accomplished by wire transfer through the Federal Reserve book entry system. STRIPS shall be in the name of the HA.

#### 12. Mutual Funds

A Mutual Fund (Fund) is an investment company that makes investments on behalf of individuals and institutions. The Fund pools the money of the investors and buys various securities that are consistent with the Fund's objective.

a. Mutual Fund Criteria

The Fund shall be organized as a no-load, open-end, diversified management company and its shares shall be registered under the Securities Act of 1933. The Fund shall be under the control of the Securities Exchange Act of 1934, Investment Advisers Act of 1940 and the Investment Company Act of 1940. The investment objective of the Fund shall be to obtain as much income as possible consistent with the preservation, conservation and stability of capital. The mutual fund objective cannot be changed without the prior approval of fund shareholders.

- b. The securities purchased by the Fund shall be on the HUD-approved list of investment securities. The Fund will not engage in options or financial futures. The HA shall limit the amount of funds invested in the Fund to no more than 20 percent of the HA's available investment funds. The Fund shall disclose clearly the basis of earnings and how they are distributed. The HA shall obtain a statement of potential default and risk. The HA's invested funds shall be accessible to the HA daily. It shall be demonstrated that any limitations on withdrawals will not impair the HA's day-to-day cash management needs.
- c. The management fee shall be fixed at a reasonable amount. The Fund shall disclose the relationships of the investment advisor, manager, trustee, custodian and transfer agent. The Fund shall clearly state all services (such as wire transfers and check writing privileges) and charges.
- d. Investment in the Fund shall be authorized by a Board Resolution. A certified copy of the resolution shall accompany the initial application for the Fund.
- e. The Fund (or custodian) and the HA shall sign the General Depository Agreement, HUD-51999 dated June 1991, modified as follows:
  - (1) In the title, "(Mutual Fund)" shall be added after General Depository Agreement. Whenever "depository" appears in the text it also refers to "mutual fund."
  - (2) The HA's name and location (including county or city) will be filled in the first clause of the General Depository Agreement. The name, location and the HA's mutual fund account number also will be filled in the first clause. The second clause remains unchanged.

- (3) The third clause is substituted as follows: "Whereas, under the terms of the Contract the HA shall invest in a mutual fund (herein called the depository) only on the terms set forth hereafter. Mutual fund is defined as an investment company that makes investments on behalf of individuals and institutions. The depository shall be organized as a no-load, open-end, diversified management company and its shares shall be registered under the Securities Exchange Act of 1933. The depository shall be under the control of the Securities Exchange Act of 1934, the Investment Advisers Act of 1940 and the Investment Company Act of 1940. HA shall acquire shares in a mutual fund whose portfolio includes only securities on the HUD-approved list of investment securities."
- (4) Paragraphs 1, 3, 11 and 12 are deleted.
- (5) Paragraphs 4 through 6 are modified to read as follows:
  - (a) Paragraph 4: Any shares purchased from HA funds shall be held by the depository in safe-keeping for the HA until sold. Dividends and distributions on such shares and the proceeds from the sale thereof shall be used to purchase additional shares or remitted directly to the HA.
  - (b) Paragraph 5: The language "from said Accounts" is deleted.
  - (c) Paragraph 6: The language "in respect of the Accounts" is deleted.
  - (d) Paragraphs 7 through 10 are not changed.
  - (e) The additional language can be typed on a separate page, attached and duly executed. The following language shall be added to the bottom of the page: Page number \_\_\_\_ incorporated in and made a part of the General Depository Agreement between \_\_\_\_ (HA) and \_\_\_\_ (Depository).



**FIGURE 1****ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE  
(AS OF JANUARY 1, 2019)<sup>A</sup> APPLICABLE TO ALL LOCAL AGENCIES<sup>B</sup>**

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS	GOVERNMENT CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations: CA and Others	5 years	None	None	53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S. Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>E</sup>	None	53601(g)
Commercial Paper: Non-pooled Funds <sup>F</sup>	270 days or less	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(C)
Commercial Paper: Pooled Funds <sup>I</sup>	270 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>J</sup>	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	30% <sup>K</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	30% <sup>K</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>L</sup>	20% of the base value of the portfolio	None <sup>M</sup>	53601(j)
Medium-term Notes <sup>N</sup>	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds and Money Market Mutual Funds	N/A	20% <sup>O</sup>	Multiple <sup>P,Q</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>R</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-through and Asset Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>S</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>T</sup>	N/A	None	None	16340
Supranational Obligations <sup>U</sup>	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)

## TABLE OF NOTES FOR FIGURE 1

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A <i>Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, and 53635.8.</i></p> <p>B <i>Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.</i></p> <p>C <i>Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.</i></p> <p>D <i>Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.</i></p> <p>E <i>No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.</i></p> <p>F <i>Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.</i></p> <p>G <i>Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.</i></p> <p>H <i>Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.</i></p> <p>I <i>Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).</i></p> <p>J <i>No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).</i></p> <p>K <i>No more than 30 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service (excludes negotiable certificates of deposit authorized under Section 53601(i)).</i></p> <p>L <i>Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or</i></p> | <p><i>spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.</i></p> <p>M <i>Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.</i></p> <p>N <i>"Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."</i></p> <p>O <i>No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.</i></p> <p>P <i>A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.</i></p> <p>Q <i>A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.</i></p> <p>R <i>Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.</i></p> <p>S <i>A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).</i></p> <p>T <i>Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.</i></p> <p>U <i>Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.</i></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

**RESOLUTION NO:**

**RESOLUTION TO ADOPT THE INVESTMENT POLICY  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

WHEREAS, the Housing Authority of the City of Fresno adopted the current Investment Policy on July 23, 2019, and,

WHEREAS, the Investment Policy references “The specific requirements for the investment of HUD funds are found in 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999) and HUD Notice 96-33 as extended by HUD Notice 02-13.” and,

WHEREAS, the Investment Policy has been brought before the Board for an annual review as required by the aforementioned regulations and California Government Code Section 53601,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the Investment Policy as presented.

PASSED AND ADOPTED THIS 16<sup>th</sup> day of November 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:

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

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

**RESOLUTION NO:**

**RESOLUTION TO ADOPT THE INVESTMENT POLICY  
HOUSING AUTHORITY OF FRESNO COUNTY**

WHEREAS, the Housing Authority of Fresno County adopted the current Investment Policy on July 23, 2019, and,

WHEREAS, the Investment Policy references “The specific requirements for the investment of HUD funds are found in 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999) and HUD Notice 96-33 as extended by HUD Notice 02-13.” and,

WHEREAS, the Investment Policy has been brought before the Board for an annual review as required by the aforementioned regulations and California Government Code Section 53601,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County adopt the Investment Policy as presented.

PASSED AND ADOPTED THIS 16<sup>th</sup> day of November 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:

---

Tyrone Roderick Williams, Secretary of the Board 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners  
Fresno Housing

**FROM:** Tyrone R. Williams  
CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 6d

**AUTHOR:** Stephanie Moreira

**SUBJECT:** 2022 Proposed Utility Allowance Schedules – HUD Housing  
Assistance Programs and Low Income Housing Tax Credit

---

### Executive Summary

This memo provides an update to the annual Utility Allowance (UA) rates for the following programs:

- Low Income Public Housing (LIPH) [24 CFR 965.507]
- Housing Choice Voucher (HCV-Section 8) [24 CFR 982.517 (c)]
- Multi-Family Project Based Rental Assistance (MF-PBRA/RAD) [HUD Notice H-2015-04]
- Mixed Finance Properties [24 CFR 965.507 and IRC Section 42]
- Low Income Housing Tax Credit (LIHTC) Internal Revenue Code Section 42 (IRC Section 42)

In accordance with applicable U.S. Dept. of Housing and Urban Development (HUD) program regulations, Public Housing Authorities (PHAs) of LIPH and HCV programs must review the UA schedules annually and revise allowances if there has been a change of 10% or more in the utility rate since the last UA schedule revision. Based on the results of the annual review, there was an increase in utility charges for some localities and utility services of more than 10% from 2021, thus revisions will be implemented for 2022 in accordance with program requirements.

HUD requires PHAs to provide Individual Relief [24 CFR 965.508] for medical equipment by providing a supplemental medical utility allowance for residents residing in public housing units and HCV participants. Individual Relief is where a resident may request relief from payment of utility billings in excess of the Utility Allowance for resident paid utilities. Management may grant such request on reasonable grounds such as the special needs of elderly, ill, or disabled, or special factors affecting utility usage, such as use of required medical equipment.

The attached UA Charts for the LIPH program and UA Schedules for HCV program are for informational purposes only and do not require Board approval. The changes for both programs are effective January 1, 2022.

In accordance with HUD Notice H-2015-04, Owners of Multi-Family PBRA Programs are required to review the UAs every three (3) years to establish a baseline for each bedroom size. For the two (2) years after a baseline utility analysis is completed, the UA amount for each bedroom size and each utility at the property can be adjusted by a state-specific increase factor. The Utility Allowance Factor (UAF) is provided by HUD. The UA schedule is approved by HUD for the Multi-Family PBRA programs in accordance with the Housing Assistance Payment (HAP) contract anniversary.

Projects developed under the Internal Revenue Code (IRC) Section 42, LIHTC program, require the implementation of a utility (electric, gas, and water/sewer/garbage) allowance for use in calculating individual tenant subsidies for affordable housing. The LIHTC UA schedules are made available to developers of LIHTC properties throughout Fresno County, including Fresno Housing (FH). The California Tax Credit Allocation Committee (CTCAC) has provided guidance to LIHTC developers to refer to the local Public Housing Authority (PHA) as an alternative to obtain current utility allowance schedules. CTCAC requires PHAs to formally take Board action to approve the LIHTC utility allowances.

Due to the complexity of the data required to develop the utility allowances for the various programs, the Agency contracted with the Nelrod Company of Fort Worth, Texas, to develop these allowance charts/schedules. The studies were conducted in compliance with the applicable program requirements.

The Nelrod Company has prepared and recommended the attached utility allowance documents for the applicable programs for Fresno City and County as attached and referenced as such.

#### **Group A (Board Action Required)**

Schedule A.1 - LIHTC Utility Allowance Schedules (2) for Energy Efficient Units and Utility Allowances (2) for Non-Energy-Efficient units (page 1-4)

1. Multi-Family Low Rise (1 to 4 Units) - Energy Efficient
2. Multi-Family Mid-Rise (5 or more units) - Energy Efficient
3. Multi-Family Apartment (0-5 BR) - Non-Energy Efficient
4. Multi-Family Apartment (6-7 BR) - Non-Energy Efficient

Schedule A.2 - Site Specific LIHTC -

1. Rio Villas - Tax Credit/PBV - Multi-Family Apartment
2. Parc Grove Commons Northwest - Tax Credit/PBV - Apartment/Multi-Family
3. Parc Grove Commons II - Apartment/Multi-Family
4. Solivita Commons - Tax Credit/PBV - Apartment/Multi-Family

#### **Group B (Informational Only)**

- Chart B.1 - Low Income Public Housing (LIPH) (page 1-3)
- Schedule B.2 -Housing Choice Voucher (HCV-Section 8) (page 1-14)
- Schedule B.3 – Mixed Finance Properties (LIPH with LIHTC)
  - o Kerman Acres (Granada Commons) - Apartment/Multi-Family
  - o Pacific Gardens – Apartment/Multi-Family
  - o Yosemite Village - Row House/Townhouse/Semi-Detached/Duplex/Detached House
  - o Parc Grove Commons II – LIPH/ACCApartment/Multi-Family
- Schedule B.4- PBV only
  - o Wedgewood Commons- Row House/Townhouse

## **Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing adopt the LIHTC utility allowance rates (Group A, Schedule A.1, and Schedule A.2 ) for new construction, rehabilitation multi-family complexes and mixed finance projects in Fresno County for units developed under IRC Section 42 (LIHTC), to be effective January 1, 2022.

## **Fiscal Impact**

The utility allowance is factored into the rent calculation formula, for the properties, therefore, there is no direct financial impact to the Agency; there may be minimal financial impact to the resident.

## **Background Information**

The Department of Housing and Urban Development's (HUD) Office of Public and Indian Housing Authorities (PIH) and Owners of Multi-Family housing properties that receive subsidy assistance, and for which HUD provides a utility allowance, are required to review and adjust as needed their properties' utility allowances at least every year. The utility adjustment must be supported by a utility analysis. The adjustments for Low Income Public Housing and Housing Choice Voucher programs must be revised if there has been a change of 10% or more in the utility rate since the last UA schedule revision. The adjustments must be made for Multi-Family housing properties regardless of whether the utility analysis shows an increase or a decrease.

Owners of properties financed with Low Income Housing Tax Credits (LIHTC) must limit rents to no more than the established maximum gross rent per bedroom size. The maximum gross rent is established by the applicable Area Median Income (AMI) numbers published annually by HUD. Owners must deduct the applicable utility allowance for all resident paid utilities from the maximum gross rent allowed. To do this, they must obtain annual utility cost estimates for buildings in their LIHTC affordable housing property. Owners may obtain annual allowances from Public Housing Authorities that have jurisdiction, or in California, owners may utilize the California Utility Allowance Calculator developed by the California Energy Commission.



# HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA

## PUBLIC HOUSING

## CITY OF FRESNO

### PROPOSED MONTHLY UTILITY ALLOWANCES

#### Chart 1

**UPDATE 2021**

#### Building Type: Semi-Detached/Duplex

Sequoia Courts, Sierra Plaza, Fairview Heights, Sequoia Courts, Sierra Terrace, Monte Vista, DeSoto II, CA-06/02,03,04,05,06,07,26						
<b>(EE Equip: Win,WH,CFL)</b>	OBR	1BR	2BR	3BR	4BR	5BR
<b>Monthly Average Totals</b> (Electric, Natural Gas)		\$56.00	\$72.00	\$85.00	\$97.00	\$112.00

#### Building Type: Detached House

Sierra Plaza, Sierra Terrace, HOP CA-06/03, 06, 17, 23, 25						
<b>(EE Equip: Win,WH,Ins,CFL)</b>	OBR	1BR	2BR	3BR	4BR	5BR
<b>Monthly Average Totals</b> (Electric, Natural Gas)				\$119.00	\$121.00	\$136.00

A monthly average cost of the summer and winter adjustments were used for the electric & natural gas total costs.

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

Ins= Insulation

CFL= 100% Fluorescent Lighting





# HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA

## PUBLIC HOUSING

## COUNTY OF FRESNO

### PROPOSED MONTHLY UTILITY ALLOWANCES

#### Chart 2

**UPDATE 2021**

#### Building Type: Row House/Townhouse & Semi-Detached/Duplex

*Sunset Terrace, Cazares Terrace I, Helsem Terrace, Mendoza Terrace I, Taylor Terrace, Marcelli Terrace, Mendoza Terrace II, Cazares Terrace II, Del Rey, Firebaugh Elderly, Laton Apartments, San Joaquin, Biola Apartments, Huron Apartments, Pinedale Apartments II, Cardella Courts, Pinedale Apartments, DeSoto Gardens*  
CA-28/03,06,07,08,10,11,12,13,18,19,20,21,22,23,24,33

(EE Equip: Win,H,Ins,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
<b>Monthly Average Totals</b> (Electric, Natural Gas)	<b>\$55.00</b>	<b>\$57.00</b>	<b>\$71.00</b>	<b>\$86.00</b>	<b>\$99.00</b>	<b>\$110.00</b>

#### Building Type: Detached House

*Mendoza Terrace II, Cazares Terrace II, Sunset Terrace, Del Rey, Laton Apartments, San Joaquin Apartments, Pinedale Apartments II, Pinedale Apartments, HOP*  
CA-28/12,13,17,18,20,28,34 21,24,32

(EE Equip: Win,H,Ins,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
<b>Monthly Average Totals</b> (Electric, Natural Gas)				<b>\$126.00</b>	<b>\$129.00</b>	<b>\$146.00</b>

A monthly average cost of the summer and winter adjustments were used for the electric & natural gas total costs.

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

Ins= Insulation

CFL= 100% Fluorescent Lighting

## **Individual Relief Medical Equipment Allowances**

**Electric Provider: Pacific Gas & Electric**

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	223	0.169892	\$38.00
Nebulizer	2	75	5	0.169892	\$1.00
Electric Hospital Bed	0.2	200	1	0.169892	\$1.00
Alternating Pressure Pad	24	70	52	0.169892	\$9.00
Low Air-Loss Mattress	24	120	89	0.169892	\$15.00
Power Wheelchair/Scooter	3	360	33	0.169892	\$6.00
Feeding Tube Pump	24	120	89	0.169892	\$15.00
CPAP Machine	10	30	9	0.169892	\$2.00
Leg Compression Pump	24	30	22	0.169892	\$4.00
Dialysis Machine/Equipment	2	710	44	0.169892	\$7.00

### **Oxygen Concentrator**

Use per day varies, assume 12-14 hours a day.

The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

### **Nebulizer**

A medicine delivery system used mostly for pediatric care.

Used 4-6 times a day for 20 minutes at a time at 75W.

### **Semi/Fully Electric Hospital Bed**

Use depends on adjustments. 200 W.

### **Alternating Pressure Pad**

An air-filled mattress overlay.

Used 24 hours a day for someone who is bed-ridden.

### **Low Air-Loss Mattress**

Takes the place of mattress - air -filled pressurized mattress.

Cycles air around every 15-20 minutes.

### **Power Wheelchairs and Scooters**

Need to be charged approximately 8 hours every 3 days.

Batteries are 120 V, 3 Amp, 360 W.

### **Feeding Tube Pump (Continuous Feed)**

A pump delivers a constant amount of formula throughout the day or night.

### **CPAP Machine**

Used for Sleep Apnea. Machines run only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts.

### **Leg Compression Pump**

Provides intensive compression therapy. Use varies, generally from 8-24 hours daily.

### **Dialysis Machine/Equipment (Small/Portable)**

Filters a patient's blood to remove excess water and waste products. Used 2 hours daily.

# Utility Allowance Schedule

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 2577-0169  
exp. 7/31/2022

See Public Reporting and Instructions on back.  
The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City &  
County of Fresno, CA**

Unit Type: **Multi-Family  
Low-Rise (1-4 Units) (LIHTC)**

Utility or Service: **Energy Efficient**

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

7 BR

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$22.00	\$26.00	\$28.00	\$30.00	\$31.00	\$32.00	\$35.00	\$38.00
b. Bottle Gas/Propane								
c. Electric	\$19.00	\$22.00	\$27.00	\$31.00	\$36.00	\$41.00	\$44.00	\$47.00
d. Electric Heat Pump	\$14.00	\$16.00	\$20.00	\$22.00	\$24.00	\$27.00	\$29.00	\$31.00
e. Fuel Oil								

## Cooking

a. Natural Gas	\$3.00	\$4.00	\$5.00	\$7.00	\$8.00	\$11.00	\$12.00	\$14.00
b. Bottle Gas/Propane								
c. Electric	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	\$20.00	\$22.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (includes climate credit)	\$23.00	\$28.00	\$40.00	\$52.00	\$64.00	\$78.00	\$86.00	\$93.00
Air Conditioning	\$13.00	\$15.00	\$21.00	\$28.00	\$34.00	\$40.00	\$43.00	\$46.00

## Water Heating

a. Natural Gas	\$8.00	\$9.00	\$15.00	\$19.00	\$23.00	\$27.00	\$30.00	\$32.00
b. Bottle Gas/Propane								
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$36.00	\$41.00	\$44.00	\$47.00
d. Fuel Oil								

## Water, Sewer, Trash Collection

Water	N/A							
Sewer								
Trash Collection								

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied								
Refrigerator Tenant-supplied								

## Other--specify: Monthly Charges

Natural Gas Charge \$-2.05 (includes climate credit)	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00
---------------------------------------------------------	---------	---------	---------	---------	---------	---------	---------	---------

## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the  
actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



# Utility Allowance Schedule

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 2577-0169  
exp. 7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City & County of Fresno, CA**

Unit Type: **Multi-Family Mid-Rise (5 or More Units) (LIHTC)**

Utility or Service: <b>Energy Efficient</b>	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	
Monthly Dollar Allowances									
<b>Heating</b>									
a. Natural Gas	\$15.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00	\$28.00	\$30.00	
b. Bottle Gas/Propane									
c. Electric	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$30.00	\$33.00	\$35.00	
d. Electric Heat Pump	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$24.00	
e. Fuel Oil									
<b>Cooking</b>									
a. Natural Gas	\$3.00	\$4.00	\$5.00	\$7.00	\$8.00	\$11.00	\$12.00	\$14.00	
b. Bottle Gas/Propane									
c. Electric	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	\$20.00	\$22.00	
<b>Other Electric &amp; Cooling</b>									
Other Electric (Lights & Appliances) (includes climate credit)	\$19.00	\$22.00	\$32.00	\$42.00	\$52.00	\$62.00	\$67.00	\$73.00	
Air Conditioning	\$12.00	\$14.00	\$19.00	\$25.00	\$30.00	\$35.00	\$38.00	\$41.00	
<b>Water Heating</b>									
a. Natural Gas	\$7.00	\$8.00	\$11.00	\$15.00	\$19.00	\$22.00	\$23.00	\$24.00	
b. Bottle Gas/Propane									
c. Electric	\$13.00	\$15.00	\$20.00	\$24.00	\$28.00	\$33.00	\$35.00	\$38.00	
d. Fuel Oil									
<b>Water, Sewer, Trash Collection</b>									
Water	N/A								
Sewer									
Trash Collection									
<b>Tenant-supplied Appliances</b>									
Range / Microwave Tenant-supplied									
Refrigerator Tenant-supplied									
<b>Other--specify: Monthly Charges</b>									
Natural Gas Charge \$-2.05 (includes climate credit)	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	-\$2.00	
<b>Actual Family Allowances</b>					Utility or Service per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented.					Heating				\$
					Cooking				\$
Name of Family					Other Electric				\$
					Air Conditioning				\$
					Water Heating				\$
Address of Unit					Water				\$
					Sewer				\$
					Trash Collection				\$
					Range / Microwave				\$
					Refrigerator				\$
					Other				\$
									\$
Number of Bedrooms					Other				\$
					Total				\$



**Utility Allowance Schedule**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Group A  
OMB Approval  
No. 2577-0169  
exp. 7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City &  
County of Fresno, CA**

Unit Type: **Apartment**Utility or Service: **Rio Villas****0 BR****1 BR****2 BR****3 BR****4 BR****5 BR**

Monthly Dollar Allowances

**Heating**

a. Natural Gas

b. Bottle Gas/Propane

c. Electric

\$4.00

\$4.00

d. Electric Heat Pump

e. Oil / Other

**Cooking**

a. Natural Gas

b. Bottle Gas/Propane

c. Electric

\$8.00

\$9.00

**Other Electric & Cooling**

Other Electric (Lights &amp; Appliances)

\$26.00

\$33.00

**(Includes Climate Credit)**

Air Conditioning

\$4.00

\$5.00

**Water Heating**

a. Natural Gas

b. Bottle Gas/Propane

c. Electric

\$18.00

\$22.00

d. Oil / Other

**Water, Sewer, Trash Collection**

Water

Sewer

Trash Collection

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied

Refrigerator Tenant-supplied

**Other--specify: Monthly Charges****Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual  
unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service

per month cost

Heating

\$

Cooking

\$

Other Electric

\$

Air Conditioning

\$

Water Heating

\$

Water

\$

Sewer

\$

Trash Collection

\$

Range / Microwave

\$

Refrigerator

\$

Other

\$

Other

\$

Total

\$



**Utility Allowance Schedule**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Group A

OMB Approval

No. 2577-0169

exp. 7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: <b>Housing Authorities of the City &amp; County of Fresno, CA</b>		Unit Type: <b>Apartment</b>				
Utility or Service: <b>Parc Grove Commons Northwest</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas		\$5.00	\$6.00	\$7.00	\$8.00	
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Fuel Oil						
<b>Cooking</b>						
a. Natural Gas		\$7.00	\$9.00	\$9.00	\$11.00	
b. Bottle Gas/Propane						
c. Electric						
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)		\$29.00	\$36.00	\$43.00	\$51.00	
Air Conditioning		\$4.00	\$7.00	\$9.00	\$12.00	
<b>Water Heating</b>						
a. Natural Gas		\$9.00	\$11.00	\$12.00	\$14.00	
b. Bottle Gas/Propane						
c. Electric						
d. Fuel Oil						
<b>Water, Sewer, Trash Collection</b>						
Water						
Sewer						
Trash Collection						
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$-5.96		-\$6.00	-\$6.00	-\$6.00	-\$6.00	
Natural Gas Charge \$-2.27		-\$2.00	-\$2.00	-\$2.00	-\$2.00	
<b>Actual Family Allowances</b>		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
Address of Unit		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
		Other		\$		
Number of Bedrooms		Total		\$		



**Utility Allowance Schedule**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 2577-0169  
exp. 7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 1/01/2022

Locality: **Housing Authorities of the City & County of Fresno, CA**

Unit Type: **Apartment**

Utility or Service: **Parc Grove Commons II (Non-Public Housing Units)**

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

**Heating**

a. Natural Gas		\$3.00	\$5.00	\$6.00	\$6.00	
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Oil / Other						

**Cooking**

a. Natural Gas		\$7.00	\$9.00	\$9.00	\$11.00	
b. Bottle Gas/Propane						
c. Electric						

**Other Electric & Cooling**

Other Electric (Lights & Appliances)		\$29.00	\$36.00	\$43.00	\$51.00	
Air Conditioning		\$4.00	\$6.00	\$8.00	\$10.00	

**Water Heating**

a. Natural Gas		\$5.00	\$5.00	\$7.00	\$7.00	
b. Bottle Gas/Propane						
c. Electric						
d. Oil / Other						

**Water, Sewer, Trash Collection**

Water						
Sewer						
Trash Collection						

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						

**Other--specify: Monthly Charges**

Electric Charge \$-5.96		-\$6.00	-\$6.00	-\$6.00	-\$6.00	
Natural Gas Charge \$-2.27		-\$2.00	-\$2.00	-\$2.00	-\$2.00	

**Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



**Utility Allowance Schedule**

See Public Reporting and Instructions on back.

**U.S. Department of Housing and  
Urban Development**

OMB Approval

No. 25577-0169

Office of Public and Indian Housing

exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City and County  
of Fresno, CA**Unit Type: **Apartment**

Utility or Service: <b>Solivita Commons</b>	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas						
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump		\$10.00	\$13.00	\$16.00		
e. Oil						
<b>Cooking</b>						
a. Natural Gas		\$7.00	\$9.00	\$9.00		
b. Bottle Gas/Propane						
c. Electric						
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)		\$23.00	\$29.00	\$35.00		
Air Conditioning		\$6.00	\$8.00	\$10.00		
<b>Water Heating</b>						
a. Natural Gas		\$4.00	\$5.00	\$5.00		
b. Bottle Gas/Propane						
c. Electric						
d. Oil						
<b>Water, Sewer, Trash Collection</b>						
Water						
Sewer						
Trash Collection						
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						
<b>Other--specify: Monthly Charges</b>						
Electric Climate Credit \$-2.87		-\$3.00	-\$3.00	-\$3.00		
Natural Gas Climate Credit \$-2.05		-\$2.00	-\$2.00	-\$2.00		
<b>Actual Family Allowances</b>		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
Address of Unit		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
Number of Bedrooms		Other		\$		
		Total		\$		





**Utility Allowance Schedule**

See Public Reporting and Instructions on back.  
The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban  
Development  
Office of Public and Indian Housing

Group B  
OMB Approval  
No. 2577-0169  
exp. 7/31/2022

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City &  
County of Fresno, CA**

Unit Type: **Multi-Family (Apartment)**

Utility or Service:

**0 BR****1 BR****2 BR****3 BR****4 BR****5 BR**

Monthly Dollar Allowances

**Heating**

a. Natural Gas <i>(PG&amp;E)</i> <i>(Includes Climate Credit)</i>	\$17.00	\$20.00	\$22.00	\$25.00	\$28.00	\$30.00
b. Natural Gas <i>(SoCal Gas)</i> <i>(Includes Monthly Charge)</i>	\$18.00	\$21.00	\$23.00	\$25.00	\$27.00	\$29.00
c. Bottle Gas/Propane	\$49.00	\$56.00	\$65.00	\$72.00	\$78.00	\$85.00
d. Electric	\$15.00	\$18.00	\$23.00	\$28.00	\$32.00	\$37.00
e. Electric Heat Pump	\$13.00	\$16.00	\$19.00	\$21.00	\$23.00	\$25.00
f. Oil						

**Cooking**

a. Natural Gas <i>(avg)</i>	\$4.00	\$4.00	\$6.00	\$7.00	\$10.00	\$11.00
b. Bottle Gas/Propane	\$10.00	\$10.00	\$16.00	\$23.00	\$29.00	\$33.00
c. Electric	\$7.00	\$8.00	\$12.00	\$15.00	\$19.00	\$23.00

**Other Electric & Cooling**

Other Electric (Lights & Appliances) <i>(Includes Climate Credit)</i>	\$23.00	\$28.00	\$40.00	\$52.00	\$64.00	\$78.00
Air Conditioning	\$14.00	\$17.00	\$23.00	\$30.00	\$37.00	\$43.00

**Water Heating**

a. Natural Gas <i>(avg)</i>	\$7.00	\$8.00	\$12.00	\$15.00	\$20.00	\$24.00
b. Bottle Gas/Propane	\$23.00	\$26.00	\$36.00	\$46.00	\$62.00	\$72.00
c. Electric	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
d. Oil						

**Water, Sewer, Trash Collection**

Water	N/A	N/A	N/A	N/A	N/A	N/A
Sewer	N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

**Other--specify: Monthly Charges**


**Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual unit  
rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



**Utility Allowance Schedule**

See Public Reporting and Instructions on back.  
The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban

Development

Office of Public and Indian Housing

Group B

OMB Approval

No. 2577-0169

exp. 7/31/2022

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City &  
County of Fresno, CA**

Unit Type: **Multi-Family (Apartment)**

Utility or Service:

6 BR

7 BR

Monthly Dollar Allowances

**Heating**

a. Natural Gas <b>(PG&amp;E)</b> <b>(Includes Climate Credit)</b>	\$33.00	\$36.00				
b. Natural Gas <b>(SoCal Gas)</b> <b>(Includes Monthly Charge)</b>	\$31.00	\$33.00				
c. Bottle Gas/Propane	\$92.00	\$101.00				
d. Electric	\$40.00	\$43.00				
e. Electric Heat Pump	\$28.00	\$29.00				
f. Oil						

**Cooking**

a. Natural Gas <b>(avg)</b>	\$12.00	\$13.00				
b. Bottle Gas/Propane	\$36.00	\$39.00				
c. Electric	\$25.00	\$26.00				

**Other Electric & Cooling**

Other Electric (Lights & Appliances) <b>(Includes Climate Credit)</b>	\$86.00	\$93.00				
Air Conditioning	\$46.00	\$50.00				

**Water Heating**

a. Natural Gas <b>(avg)</b>	\$26.00	\$29.00				
b. Bottle Gas/Propane	\$78.00	\$85.00				
c. Electric	\$43.00	\$46.00				
d. Oil						

**Water, Sewer, Trash Collection**

Water	N/A	N/A				
Sewer	N/A	N/A				
Trash Collection	N/A	N/A				

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied	\$11.00	\$11.00				
Refrigerator Tenant-supplied	\$12.00	\$12.00				

**Other--specify: Monthly Charges**


**Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual unit  
rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



**Utility Allowance Schedule**U.S. Department of Housing and Urban  
Development

OMB Approval

No. 2577-0169

Office of Public and Indian Housing

exp. 7/31/2022

See Public Reporting and Instructions on back.  
The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City &  
County of Fresno, CA**

Unit Type: **Single-Family (Detached House)**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas <i>(PG&amp;E)</i> <i>(Includes Climate Credit)</i>	\$25.00	\$29.00	\$33.00	\$36.00	\$40.00	\$44.00
b. Natural Gas <i>(SoCal Gas)</i> <i>(Includes Monthly Charge)</i>	\$25.00	\$28.00	\$31.00	\$33.00	\$36.00	\$39.00
c. Bottle Gas/Propane	\$72.00	\$82.00	\$92.00	\$101.00	\$111.00	\$121.00
d. Electric	\$32.00	\$38.00	\$43.00	\$48.00	\$54.00	\$59.00
e. Electric Heat Pump	\$19.00	\$22.00	\$27.00	\$30.00	\$33.00	\$36.00
f. Oil						
<b>Cooking</b>						
a. Natural Gas <i>(avg)</i>	\$4.00	\$4.00	\$6.00	\$7.00	\$10.00	\$11.00
b. Bottle Gas/Propane	\$10.00	\$10.00	\$16.00	\$23.00	\$29.00	\$33.00
c. Electric	\$7.00	\$8.00	\$12.00	\$15.00	\$19.00	\$23.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances) <i>(Includes Climate Credit)</i>	\$36.00	\$42.00	\$60.00	\$80.00	\$102.00	\$125.00
Air Conditioning	\$11.00	\$13.00	\$29.00	\$46.00	\$62.00	\$78.00
<b>Water Heating</b>						
a. Natural Gas <i>(avg)</i>	\$10.00	\$11.00	\$15.00	\$20.00	\$25.00	\$30.00
b. Bottle Gas/Propane	\$29.00	\$33.00	\$46.00	\$62.00	\$75.00	\$88.00
c. Electric	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
d. Oil						
<b>Water, Sewer, Trash Collection</b>						
Water	N/A	N/A	N/A	N/A	N/A	N/A
Sewer	N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
<b>Actual Family Allowances</b>						
To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service		per month cost			
Name of Family	Heating		\$			
	Cooking		\$			
	Other Electric		\$			
	Air Conditioning		\$			
	Water Heating		\$			
Address of Unit	Water		\$			
	Sewer		\$			
	Trash Collection		\$			
	Range / Microwave		\$			
	Refrigerator		\$			
	Other		\$			
Number of Bedrooms	Other		\$			
	Total		\$			



Schedule B.2 page 4 of 14  
**Utility Allowance Schedule**

See Public Reporting and Instructions on back.  
 The following allowances are used to determine the total cost of  
 tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban  
 Development  
 Office of Public and Indian Housing

Group B  
 OMB Approval  
 No. 2577-0169  
 exp. 7/31/2022

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City &  
 County of Fresno, CA**

Unit Type: **Single-Family (Detached House)**

Utility or Service:

6 BR

7 BR

Monthly Dollar Allowances

**Heating**

a. Natural Gas <i>(PG&amp;E)</i> <i>(Includes Climate Credit)</i>	\$48.00	\$52.00				
b. Natural Gas <i>(SoCal Gas)</i> <i>(Includes Monthly Charge)</i>	\$42.00	\$45.00				
c. Bottle Gas/Propane	\$131.00	\$144.00				
d. Electric	\$65.00	\$70.00				
e. Electric Heat Pump	\$39.00	\$42.00				
f. Oil						

**Cooking**

a. Natural Gas <i>(avg)</i>	\$12.00	\$13.00				
b. Bottle Gas/Propane	\$36.00	\$39.00				
c. Electric	\$25.00	\$26.00				

**Other Electric & Cooling**

Other Electric (Lights & Appliances) <i>(Includes Climate Credit)</i>	\$137.00	\$148.00				
Air Conditioning	\$85.00	\$91.00				

**Water Heating**

a. Natural Gas <i>(avg)</i>	\$32.00	\$35.00				
b. Bottle Gas/Propane	\$95.00	\$105.00				
c. Electric	\$54.00	\$57.00				
d. Oil						

**Water, Sewer, Trash Collection**

Water	N/A	N/A				
Sewer	N/A	N/A				
Trash Collection	N/A	N/A				

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied	\$11.00	\$11.00				
Refrigerator Tenant-supplied	\$12.00	\$12.00				

**Other--specify: Monthly Charges**


**Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual unit  
 rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



## **Reasonable Accommodation Medical Equipment Allowances**

**Electric Provider: Pacific Gas & Electric (wtd avg)**

<b>Item</b>	<b>Hours per Day</b>	<b>Wattage</b>	<b>Monthly kWh</b>	<b>Energy Charge</b>	<b>Utility Allowance</b>
Oxygen Concentrator	18	400	223	0.169892	\$38.00
Nebulizer	2	75	5	0.169892	\$1.00
Electric Hospital Bed	0.2	200	1	0.169892	\$1.00
Alternating Pressure Pad	24	70	52	0.169892	\$9.00
Low Air-Loss Mattress	24	120	89	0.169892	\$15.00
Power Wheelchair/Scooter	3	360	33	0.169892	\$6.00
Feeding Tube Pump	24	120	89	0.169892	\$15.00
CPAP Machine	10	30	9	0.169892	\$2.00
Leg Compression Pump	24	30	22	0.169892	\$4.00
Dialysis Machine/Equipment	2	710	44	0.169892	\$7.00

### ***Oxygen Concentrator***

Use per day varies, assume 12-14 hours a day. The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

### ***Nebulizer***

A medicine delivery system used mostly for pediatric care. Used 4-6 times a day for 20 minutes at a time at 75W.

### ***Semi/Fully Electric Hospital Bed***

Use depends on adjustments. 200 W.

### ***Alternating Pressure Pad***

An air-filled mattress overlay. Used 24 hours a day for someone who is bed-ridden.

### ***Low Air-Loss Mattress***

Takes the place of mattress - air -filled pressurized mattress. Cycles air around every 15-20 minutes.

### ***Power Wheelchairs and Scooters***

Need to be charged approximately 8 hours every 3 days. Batteries are 120 V, 3 Amp, 360 W.

### ***Feeding Tube Pump (Continuous Feed)***

A pump delivers a constant amount of formula throughout the day or night.

### ***CPAP Machine***

For Sleep Apnea. Runs only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts

### ***Leg Compression Pump***

Provides intensive compression therapy. Use varies, generally from 8-24 hours daily.

### ***Dialysis Machine/Equipment (Small/Portable)***

Filters a patient's blood to remove excess water and waste products. Used 2 hours daily.

		Apartment (Multi-Family)											
Utility or Service		0			1			2			3		
		1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference
Heating	a PGE Natural Gas (includes climate credit)	\$15	\$17	\$2	\$17	\$20	\$3	\$20	\$22	\$2	\$22	\$25	\$3
	a SoCal Gas Natural Gas (includes monthly charge)	\$17	\$18	\$1	\$21	\$23	\$2	\$21	\$25	\$4	\$22	\$27	\$5
	b Bottle Gas/Propane	\$34	\$49	\$15	\$39	\$56	\$17	\$45	\$65	\$20	\$50	\$72	\$22
	c Electric	\$15	\$15	\$0	\$17	\$18	\$1	\$21	\$23	\$2	\$26	\$28	\$2
	d Electric Heat Pump	\$12	\$13	\$1	\$15	\$16	\$1	\$17	\$19	\$2	\$20	\$21	\$1
	e Oil/Other	\$0	-	-	-	-	-	-	-	-	-	-	-
Cooking	a Natural Gas (average)	\$3	\$4	\$1	\$3	\$4	\$1	\$5	\$6	\$1	\$6	\$7	\$1
	b Bottle Gas/Propane	\$7	\$10	\$3	\$7	\$10	\$3	\$11	\$16	\$5	\$16	\$23	\$7
	c Electric	\$7	\$7	\$0	\$8	\$8	\$0	\$11	\$12	\$1	\$15	\$15	\$0
Other Electric (Climate Credit, Lights, & Appliances)		\$19	\$23	\$4	\$23	\$28	\$5	\$34	\$40	\$6	\$46	\$52	\$6
Air Conditioning		\$14	\$14	\$0	\$16	\$17	\$1	\$22	\$23	\$1	\$28	\$30	\$2
Water Heating	a Natural Gas	\$6	\$7	\$1	\$8	\$8	\$0	\$11	\$12	\$1	\$14	\$15	\$1
	b Bottle Gas/Propane	\$16	\$23	\$7	\$18	\$26	\$8	\$25	\$36	\$11	\$32	\$46	\$14
	c Electric	\$15	\$16	\$1	\$18	\$19	\$1	\$23	\$24	\$1	\$28	\$29	\$1
	d Oil/Other	-	\$0	-	-	-	-	-	-	-	-	-	-
Range / Microwave Tenant-purchasing/leasing		\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0
Refrigerator Tenant-purchasing/leasing		\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0

		Apartment (Multi-Family)											
Utility or Service		4			5			6			7		
		1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference
Heating	a PGE Natural Gas (includes climate credit)	\$25	\$28	\$3	\$27	\$30	\$3	\$30	\$33	\$3	\$32	\$36	\$4
	a SoCal Gas Natural Gas (includes monthly charge)	\$24	\$29	\$5	\$26	\$29	\$3	\$28	\$31	\$3	\$30	\$33	\$3
	b Bottle Gas/Propane	\$54	\$78	\$24	\$59	\$85	\$26	\$64	\$92	\$28	\$70	\$101	\$31
	c Electric	\$30	\$32	\$2	\$35	\$37	\$2	\$37	\$40	\$3	\$40	\$43	\$3
	d Electric Heat Pump	\$22	\$23	\$1	\$24	\$25	\$1	\$26	\$28	\$2	\$28	\$29	\$1
	e Oil/Other	-	-	-	-	-	-	-	-	-	-	-	-
Cooking	a Natural Gas (average)	\$9	\$10	\$1	\$10	\$11	\$1	\$11	\$12	\$1	\$12	\$13	\$1
	b Bottle Gas/Propane	\$20	\$29	\$9	\$23	\$33	\$10	\$25	\$36	\$11	\$27	\$39	\$12
	c Electric	\$18	\$19	\$1	\$21	\$23	\$2	\$23	\$25	\$2	\$25	\$26	\$1
Other Electric (Climate Credit, Lights, & Appliances)		\$57	\$64	\$7	\$70	\$78	\$8	\$77	\$86	\$9	\$84	\$93	\$9
Air Conditioning		\$34	\$37	\$3	\$40	\$43	\$3	\$44	\$46	\$2	\$47	\$50	\$3
Water Heating	a Natural Gas	\$18	\$20	\$2	\$21	\$24	\$3	\$24	\$26	\$2	\$26	\$29	\$3
	b Bottle Gas/Propane	\$43	\$62	\$19	\$50	\$72	\$22	\$54	\$78	\$24	\$59	\$85	\$26
	c Electric	\$33	\$35	\$2	\$37	\$40	\$3	\$40	\$43	\$3	\$43	\$46	\$3
	d Oil/Other	-	-	-	-	-	-	-	-	-	-	-	-
Range / Microwave Tenant-purchasing/leasing		\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0
Refrigerator Tenant-purchasing/leasing		\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0

		Detached House (Single-Family)											
Utility or Service		0			1			2			3		
		1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference
Heating	a PGE Natural Gas (includes climate credit)	\$22	\$25	\$3	\$26	\$29	\$3	\$30	\$33	\$3	\$32	\$36	\$4
	a SoCal Gas Natural Gas (includes monthly charge)	\$22	\$25	\$3	\$25	\$28	\$3	\$28	\$31	\$3	\$30	\$33	\$3
	b Bottle Gas/Propane	\$50	\$72	\$22	\$57	\$82	\$25	\$64	\$92	\$28	\$70	\$101	\$31
	c Electric	\$30	\$32	\$2	\$35	\$38	\$3	\$40	\$43	\$3	\$45	\$48	\$3
	d Electric Heat Pump	\$18	\$19	\$1	\$21	\$22	\$1	\$25	\$27	\$2	\$28	\$30	\$2
	e Oil/Other	-	-	-	-	-	-	-	-	-	-	-	-
Cooking	a Natural Gas (average)	\$3	\$4	\$1	\$3	\$4	\$1	\$5	\$6	\$1	\$6	\$7	\$1
	b Bottle Gas/Propane	\$7	\$10	\$3	\$7	\$10	\$3	\$11	\$16	\$5	\$16	\$23	\$7
	c Electric	\$7	\$7	\$0	\$8	\$8	\$0	\$11	\$12	\$1	\$15	\$15	\$0
Other Electric (Climate Credit, Lights, & Appliances)		\$30	\$36	\$6	\$37	\$42	\$5	\$53	\$60	\$7	\$72	\$80	\$8
Air Conditioning		\$10	\$11	\$1	\$12	\$13	\$1	\$28	\$29	\$1	\$43	\$46	\$3
Water Heating	a Natural Gas	\$9	\$10	\$1	\$10	\$11	\$1	\$14	\$15	\$1	\$18	\$20	\$2
	b Bottle Gas/Propane	\$20	\$29	\$9	\$23	\$33	\$10	\$32	\$46	\$14	\$43	\$62	\$19
	c Electric	\$19	\$20	\$1	\$22	\$24	\$2	\$28	\$30	\$2	\$34	\$37	\$3
	d Oil/Other	-	-	-	-	-	-	-	-	-	-	-	-
Range / Microwave Tenant-purchasing/leasing		\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0
Refrigerator Tenant-purchasing/leasing		\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0



		Detached House (Single-Family)											
Utility or Service		4			5			6			7		
		1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference	1/2021	1/2022	Difference
Heating	a PGE Natural Gas (includes climate credit)	\$36	\$40	\$4	\$39	\$44	\$5	\$43	\$48	\$5	\$47	\$52	\$5
	a SoCal Gas Natural Gas (includes monthly charge)	\$32	\$36	\$4	\$35	\$39	\$4	\$38	\$42	\$4	\$41	\$45	\$4
	b Bottle Gas/Propane	\$77	\$111	\$34	\$84	\$121	\$37	\$91	\$131	\$40	\$100	\$144	\$44
	c Electric	\$50	\$54	\$4	\$55	\$59	\$4	\$61	\$65	\$4	\$66	\$70	\$4
	d Electric Heat Pump	\$31	\$33	\$2	\$34	\$36	\$2	\$37	\$39	\$2	\$39	\$42	\$3
	e Oil/Other	-	-	-	-	-	-	-	-	-	-	-	-
Cooking	a Natural Gas (average)	\$9	\$10	\$1	\$10	\$11	\$1	\$11	\$12	\$1	\$12	\$13	\$1
	b Bottle Gas/Propane	\$20	\$29	\$9	\$23	\$33	\$10	\$25	\$36	\$11	\$27	\$39	\$12
	c Electric	\$18	\$19	\$1	\$21	\$23	\$2	\$23	\$25	\$2	\$25	\$26	\$1
Other Electric (Climate Credit, Lights, & Appliances)		\$93	\$102	\$9	\$114	\$125	\$11	\$125	\$137	\$12	\$135	\$148	\$13
Air Conditioning		\$58	\$62	\$4	\$74	\$78	\$4	\$80	\$85	\$5	\$85	\$91	\$6
Water Heating	a Natural Gas	\$23	\$25	\$2	\$27	\$30	\$3	\$29	\$32	\$3	\$30	\$35	\$5
	b Bottle Gas/Propane	\$52	\$75	\$23	\$61	\$88	\$27	\$66	\$95	\$29	\$73	\$105	\$32
	c Electric	\$41	\$43	\$2	\$47	\$50	\$3	\$50	\$54	\$4	\$54	\$57	\$3
	d Oil/Other	-	-	-	-	-	-	-	-	-	-	-	-
Range / Microwave Tenant-purchasing/leasing		\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0	\$11	\$11	\$0
Refrigerator Tenant-purchasing/leasing		\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0	\$12	\$12	\$0

## Comparison of Previous and Current Utility Rates

### Section 8 HCV Program

### HOUSING AUTHORITIES OF

### THE CITY & COUNTY OF FRESNO, CA

**NOTE: Rates in bold print indicate changes and gray print indicates removal.**

(We use the absolute value of the changes which gives us the percentage of change.

This is the best way to determine a 10% change in utility rates and charges.)

#### ELECTRIC

**UPDATE 2021**

<b>Pacific Gas &amp; Electric (EL-1 CARE)</b>		Rates		Difference	
Description	Measure	10/2020	9/2021	Amount	Percent
California Climate Credit*	per month	-\$5.96	<b>-\$2.87</b>	\$3.09	<b>52%</b>
Tier-1 Total Energy Charges (baseline)	per kwh	0.159432	<b>0.169892</b>	0.010460	<b>7%</b>
Tier-2 Total Energy Charges (101%-400%)	per kwh	0.200554	<b>0.213345</b>	0.012791	<b>6%</b>
Territory R				<b>Total % of Change</b>	<b>65%</b>

\*Semi-annual climate credit changed from \$35.73 to \$17.20.

Summer: Jun-Sept (4), Baseline 18.6 (0-577), Winter: Oct-May (8), Baseline 11.3 (0-350).

#### NATURAL GAS

<b>Pacific Gas &amp; Electric (G-1 CARE)</b>		Rates		Difference	
Description	Measure	10/2020	9/2021	Amount	Percent
California Climate Credit*	per month	-\$2.27	<b>-\$2.05</b>	\$0.22	<b>10%</b>
Tier-1 Total Energy Charges (baseline)	per therm	1.22794	<b>1.35048</b>	0.12254	<b>10%</b>
Tier-2 Total Energy Charges (excess)	per therm	1.64285	<b>1.73628</b>	0.09343	<b>6%</b>
Territory R				<b>Total % of Change</b>	<b>26%</b>

Summer: Apr - Oct (7), Baseline 0-11 (.36), Winter: Nov - Mar (5), Baseline Wtd Avg 0-48 (1.56)

\*Annual climate credit changed from \$27.18 to 24.62.

<b>Southern California Gas (CARE GR)</b>		Rates		Difference	
Description	Measure	10/2020	9/2021	Amount	Percent
Total Monthly Charges	per month	\$4.08	\$4.08	\$0.00	<b>0%</b>
Tier-1 Total Energy Charges (baseline)	per therm	0.91522	<b>1.02874</b>	0.11352	<b>12%</b>
Tier-2 Total Energy Charges. (excess)	per therm	1.21411	<b>1.34845</b>	0.13434	<b>11%</b>
Climate Zone 2, <b>Baseline quantities have changed.</b>				<b>Total % of Change</b>	<b>23%</b>

Summer: May - Oct, **Baseline changed from** 0-15 (.473) to 0-13 (.424),

Winter: Nov - Apr, **Baseline changed from** 0-57 (1.823) to Wtd Avg 0-43 (1.40)

#### BOTTLE GAS/PROPANE

<b>Suburban Propane</b>		Rates		Difference	
Description	Measure	10/2020	9/2021	Amount	Percent
Fuel Rate	per gallon	\$2.27	<b>\$3.27</b>	\$1.00	<b>44%</b>

<b>Multi-Family Utility Comparison (rounded)</b>				
Locality	Utility	Fiscal Year 2021	Fiscal Year 2022	Percent Change
Biola	Water	\$35	\$35	
	Trash	\$20	\$20	
	Sewer	\$44	\$44	
Total		\$99	\$99	0%
Caruthers	Water	\$40	\$40	
	Trash	\$45	\$45	
	Sewer	\$35	\$40	
Total		\$120	\$125	4%
Clovis	Water	\$33	\$33	
	Trash	\$75	\$77	
	Sewer	\$59	\$59	
Total		\$167	\$169	1%
Coalinga	Water	\$50	\$50	
	Trash	\$31	\$33	
	Sewer	\$22	\$22	
Total		\$104	\$105	1%
Del Rey	Water	\$19	\$19	
	Trash	\$22	\$22	
	Sewer	\$48	\$52	
Total		\$88	\$93	6%
Firebaugh	Water	\$34	\$34	
	Trash	\$33	\$25	
	Sewer	\$54	\$56	
Total		\$121	\$115	-5%
Fowler	Water	\$22	\$22	
	Trash	\$32	\$32	
	Sewer	\$39	\$40	
Total		\$93	\$94	1%
Fresno	Water	\$41	\$41	
	Trash	\$33	\$33	
	Sewer	\$26	\$26	
Total		\$100	\$100	0%
Friant	Water	\$50	\$50	
	Trash	\$54	\$54	
	Sewer	\$0	N/A	
Total		\$104	\$104	0%
Huron	Water	\$70	\$70	
	Trash	\$24	\$24	
	Sewer	\$26	\$26	
Total		\$120	\$120	0%
Kerman	Water	\$43	\$43	
	Trash	\$21	\$21	
	Sewer	\$22	\$22	
Total		\$87	\$87	0%
Kingsburg	Water	\$31	\$31	
	Trash	\$44	\$44	
	Sewer	\$38	\$39	
Total		\$112	\$114	1%

Multi-Family Utility Comparison (rounded)				
Locality	Utility	Fiscal Year 2021	Fiscal Year 2022	Percent Change
Laton	Water	\$37	\$37	
	Trash	\$19	\$19	
	Sewer	\$41	\$41	
Total		\$97	\$97	0%
Mendota	Water	\$61	\$62	
	Trash	\$17	\$17	
	Sewer	\$38	\$38	
Total		\$116	\$116	0%
Orange Cove	Water	\$45	\$49	
	Trash	\$21	\$21	
	Sewer	\$34	\$40	
Total		\$100	\$109	9%
Parlier	Water	\$39	\$39	
	Trash	\$23	\$24	
	Sewer	\$33	\$36	
Total		\$95	\$99	4%
Pinedale	Water	\$24	\$23	
	Trash	\$27	\$33	
	Sewer	\$26	\$26	
Total		\$77	\$81	6%
Raisin City	Water	\$52	\$52	
	Trash	\$45	\$45	
	Sewer	\$0	N/A	
Total		\$96	\$96	0%
Reedley	Water	\$44	\$45	
	Trash	\$31	\$28	
	Sewer	\$69	\$72	
Total		\$145	\$145	0%
Riverdale	Water	\$43	\$43	
	Trash	\$25	\$25	
	Sewer	\$39	\$39	
Total		\$107	\$107	0%
San Joaquin	Water	\$45	\$45	
	Trash	\$13	\$13	
	Sewer	\$38	\$38	
Total		\$96	\$96	0%
Sanger	Water	\$35	\$35	
	Trash	\$28	\$28	
	Sewer	\$40	\$40	
Total		\$102	\$102	0%
Selma	Water	\$74	\$78	
	Trash	\$34	\$34	
	Sewer	\$40	\$42	
Total		\$148	\$153	3%
Squaw Valley	Water	\$0	N/A	
	Trash	\$56	\$56	
	Sewer	\$0	N/A	
Total		\$56	\$56	0%

Single-Family Utility Comparison (rounded)				
Locality	Utility	Fiscal Year 2020	Fiscal Year 2021	Percent Change
Biola	Water	\$35	\$35	
	Trash	\$20	\$20	
	Sewer	\$44	\$44	
Total		\$99	\$99	0%
Caruthers	Water	\$40	\$40	
	Trash	\$45	\$45	
	Sewer	\$35	\$40	
Total		\$120	\$125	4%
Clovis	Water	\$33	\$33	
	Trash	\$75	\$77	
	Sewer	\$59	\$59	
Total		\$167	\$169	1%
Coalinga	Water	\$50	\$50	
	Trash	\$31	\$33	
	Sewer	\$22	\$22	
Total		\$104	\$105	1%
Del Rey	Water	\$19	\$19	
	Trash	\$22	\$22	
	Sewer	\$55	\$60	
Total		\$95	\$101	6%
Firebaugh	Water	\$32	\$34	
	Trash	\$33	\$25	
	Sewer	\$54	\$56	
Total		\$119	\$115	-4%
Fowler	Water	\$22	\$22	
	Trash	\$32	\$32	
	Sewer	\$39	\$40	
Total		\$93	\$94	1%
Fresno	Water	\$41	\$41	
	Trash	\$33	\$33	
	Sewer	\$26	\$26	
Total		\$100	\$100	0%
Friant	Water	\$50	\$50	
	Trash	\$54	\$54	
	Sewer	\$0	N/A	
Total		\$104	\$104	0%
Huron	Water	\$59	\$59	
	Trash	\$24	\$24	
	Sewer	\$26	\$26	
Total		\$109	\$109	0%
Kerman	Water	\$43	\$43	
	Trash	\$21	\$21	
	Sewer	\$33	\$33	
Total		\$97	\$97	0%
Kingsburg	Water	\$34	\$34	
	Trash	\$41	\$41	
	Sewer	\$38	\$39	
Total		\$113	\$114	1%

<b>Single-Family Utility Comparison (rounded)</b>				
Locality	Utility	Fiscal Year 2020	Fiscal Year 2021	Percent Change
Laton	Water	\$37	\$37	
	Trash	\$19	\$19	
	Sewer	\$41	\$41	
Total		\$97	\$97	0%
Mendota	Water	\$61	\$62	
	Trash	\$17	\$17	
	Sewer	\$38	\$38	
Total		\$116	\$116	0%
Orange Cove	Water	\$45	\$49	
	Trash	\$21	\$21	
	Sewer	\$34	\$40	
Total		\$100	\$109	9%
Parlier	Water	\$31	\$31	
	Trash	\$23	\$24	
	Sewer	\$33	\$36	
Total		\$87	\$91	4%
Pinedale	Water	\$24	\$23	
	Trash	\$27	\$33	
	Sewer	\$26	\$26	
Total		\$77	\$81	6%
Raisin City	Water	\$52	\$52	
	Trash	\$45	\$45	
	Sewer	\$0 N/A		
Total		\$96	\$96	0%
Reedley	Water	\$44	\$45	
	Trash	\$38	\$28	
	Sewer	\$52	\$54	
Total		\$134	\$127	-5%
Riverdale	Water	\$43	\$43	
	Trash	\$25	\$25	
	Sewer	\$39	\$39	
Total		\$107	\$107	0%
San Joaquin	Water	\$45	\$45	
	Trash	\$13	\$13	
	Sewer	\$38	\$38	
Total		\$96	\$96	0%
Sanger	Water	\$31	\$31	
	Trash	\$28	\$28	
	Sewer	\$40	\$40	
Total		\$99	\$99	0%
Selma	Water	\$74	\$78	
	Trash	\$34	\$34	
	Sewer	\$40	\$42	
Total		\$148	\$153	3%
Squaw Valley	Water	\$0 N/A		
	Trash	\$56	\$56	
	Sewer	\$0 N/A		
Total		\$56	\$56	0%

**Utility Allowance Schedule**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Group B  
OMB Approval  
No. 2577-0169  
exp. 7/31/2022

See Public Reporting and Instructions

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City & County of Fresno, CA**

Unit Type: **Apartment**Utility or Service: **Kerman Acres****0 BR****1 BR****2 BR****3 BR****4 BR****5 BR**

Monthly Dollar Allowances

**Heating**

a. Natural Gas				\$5.00	\$5.00	
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Oil / Other						

**Cooking**

a. Natural Gas						
b. Bottle Gas/Propane						
c. Electric				\$11.00	\$12.00	

**Other Electric & Cooling**

Other Electric (Lights & Appliances)				\$39.00	\$46.00	
Air Conditioning				\$9.00	\$12.00	

**Water Heating**

a. Natural Gas				\$14.00	\$14.00	
b. Bottle Gas/Propane						
c. Electric						
d. Oil / Other						

**Water, Sewer, Trash Collection**

Water						
Sewer						
Trash Collection						

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						

**Other--specify: Monthly Charges**

Electric California Credit \$-2.87				-\$3.00	-\$3.00	
Natural Gas California Credit \$-2.05				-\$2.00	-\$2.00	

**Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



**Utility Allowance Schedule**

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development  
Office of Public and Indian HousingGroup B  
OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City & County of Fresno, CA**Unit Type: **Apartment**

Utility or Service: <b>Pacific Gardens Apartments</b>	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas		\$5.00	\$6.00	\$8.00		
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas						
b. Bottle Gas/Propane						
c. Electric		\$8.00	\$9.00	\$11.00		
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)		\$26.00	\$32.00	\$39.00		
Air Conditioning		\$4.00	\$6.00	\$8.00		
<b>Water Heating</b>						
a. Natural Gas		\$9.00	\$11.00	\$14.00		
b. Bottle Gas/Propane						
c. Electric						
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water						
Sewer						
Trash Collection						
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						
<b>Other--specify: Monthly Charges</b>						
Electric California Credit \$-2.87		-\$3.00	-\$3.00	-\$3.00		
Natural Gas California Credit \$-2.05		-\$2.00	-\$2.00	-\$2.00		
<b>Actual Family Allowances</b>		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
Name of Family		Water		\$		
		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
Address of Unit		Other		\$		
		Other		\$		
		Other		\$		
		Other		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		





**Utility Allowance Schedule**

See Public Reporting and Instructions

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban

Development

Office of Public and Indian Housing

Group B

OMB Approval

No. 2577-0169

exp. 7/31/2022

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City & County of Fresno, CA**Unit Type: **Row House/Townhouse**Utility or Service: **Yosemite Village**

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

**Heating**

a. Natural Gas		\$8.00	\$10.00	\$13.00	\$14.00	
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Oil / Other						

**Cooking**

a. Natural Gas		\$7.00	\$9.00	\$9.00	\$11.00	
b. Bottle Gas/Propane						
c. Electric						

**Other Electric & Cooling**

Other Electric (Lights & Appliances)		\$29.00	\$36.00	\$43.00	\$51.00	
Air Conditioning		\$11.00	\$15.00	\$18.00	\$22.00	

**Water Heating**

a. Natural Gas						
b. Bottle Gas/Propane						
c. Electric		\$29.00	\$36.00	\$42.00	\$49.00	
d. Oil / Other						

**Water, Sewer, Trash Collection**

Water						
Sewer						
Trash Collection						

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						

**Other--specify: Monthly Charges**

Electric California Credit \$-2.87		-\$3.00	-\$3.00	-\$3.00	-\$3.00	
Natural Gas California Credit \$-2.05		-\$2.00	-\$2.00	-\$2.00	-\$2.00	

**Actual Family Allowances**

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family	Utility or Service	per month cost
	Heating	\$
Address of Unit	Cooking	\$
	Other Electric	\$
	Air Conditioning	\$
	Water Heating	\$
Number of Bedrooms	Water	\$
	Sewer	\$
	Trash Collection	\$
	Range / Microwave	\$
	Refrigerator	\$
	Other	\$
	Other	\$
	Total	\$



**Utility Allowance Schedule**U.S. Department of Housing and Urban  
Development

OMB Approval

No. 2577-0169

exp. 7/31/2022

See Public Reporting and Instructions

The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City of  
Fresno, CA**Unit Type: **Semi-Detached/Duplex (3-BR) &  
Detached House (4-BR)**

Utility or Service: <b>Yosemite Village</b>	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas				\$15.00	\$32.00	
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas				\$9.00	\$11.00	
b. Bottle Gas/Propane						
c. Electric						
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)				\$43.00	\$51.00	
Air Conditioning				\$22.00	\$35.00	
<b>Water Heating</b>						
a. Natural Gas				\$20.00	\$36.00	
b. Bottle Gas/Propane						
c. Electric						
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water						
Sewer						
Trash Collection						
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						
<b>Other--specify: Monthly Charges</b>						
Electric California Credit \$-2.87				-\$3.00	-\$3.00	
Natural Gas California Credit \$-2.05				\$2.00	-\$2.00	
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				Total		\$





## HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA

### PUBLIC HOUSING UNITS

### PROPOSED MONTHLY UTILITY ALLOWANCES

#### Chart 1

**UPDATE 2021**

**Building Type: Apartment/Multi-Family**

<b>Parc Grove Commons II (EE Equip: Win,H,WH,Ins)</b>	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)		\$26.00	\$33.00	\$41.00	\$48.00	
Natural Gas (H,WH,C)		\$13.00	\$17.00	\$20.00	\$22.00	
<b>Totals</b>		<b>\$39.00</b>	<b>\$50.00</b>	<b>\$61.00</b>	<b>\$70.00</b>	

A monthly average cost of the summer and winter adjustments were used for the total costs.

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

Ins= Insulation

**Note: Public Housing utility allowances are calculated similar to the method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.**

**Utility Allowance Schedule**

See Public Reporting and Instructions on back.

**U.S. Department of Housing and  
Urban Development**OMB Approval  
No. 25577-0169

Office of Public and Indian Housing

exp. 7/31/2022

The following allowances are used to determine the total cost of  
tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 01/01/2022

Locality: **Housing Authorities of the City & County of  
Fresno, CA**Unit Type: **Row House/Townhouse**Utility or Service: **Wedgewood Commons****0 BR****1 BR****2 BR****3 BR****4 BR****5 BR**

Monthly Dollar Allowances

**Heating**

a. Natural Gas		\$8.00	\$10.00	\$12.00		
b. Bottle Gas/Propane						
c. Electric						
d. Electric Heat Pump						
e. Oil						

**Cooking**

a. Natural Gas						
b. Bottle Gas/Propane						
c. Electric		\$8.00	\$9.00	\$11.00		

**Other Electric & Cooling**

Other Electric (Lights & Appliances)		\$29.00	\$36.00	\$43.00		
Air Conditioning		\$6.00	\$10.00	\$13.00		

**Water Heating**

a. Natural Gas						
b. Bottle Gas/Propane						
c. Electric		\$17.00	\$20.00	\$24.00		
d. Oil						

**Water, Sewer, Trash Collection**

Water						
Sewer						
Trash Collection						

**Tenant-supplied Appliances**

Range / Microwave Tenant-supplied						
Refrigerator Tenant-supplied						

**Other--specify: Monthly Charges**

Electric Charge \$-2.87		-\$3.00	-\$3.00	-\$3.00		
Natural Gas Charge \$-2.05		-\$2.00	-\$2.00	-\$2.00		

**Actual Family Allowances**To be used by the family to compute allowance. Complete below for the actual unit  
rented.

	Utility or Service	per month cost
Name of Family	Heating	\$
	Cooking	\$
	Other Electric	\$
	Air Conditioning	\$
	Water Heating	\$
Address of Unit	Water	\$
	Sewer	\$
	Trash Collection	\$
	Range / Microwave	\$
	Refrigerator	\$
Number of Bedrooms	Other	\$
	Total	\$



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

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

RESOLUTION ADOPTING INTERNAL REVENUE CODE  
SECTION 42 LIHTC UTILITY ALLOWANCE SCHEDULES FOR 2022

WHEREAS, projects developed under the Internal Revenue Code (IRC) Section 42, Low Income Housing Tax Credit (LIHTC) programs, similar to U.S. Department of Housing and Urban Development, United States Department of Agriculture (USDA) and several other agencies' programs, require the implementation of the utility (electric, gas, and water/sewer/garbage) allowance for use in calculating individual tenant subsidies for affordable housing; and,

WHEREAS, the annual update to the Utility Allowance (UA) schedules for LIHTC developments and site specific mixed-finance LIHTC properties that include Low Income Public Housing (LIPH); and/or Project Based Voucher (PBV) have been prepared and being adopted for implementation; and,

WHEREAS, the utility allowance schedules are made available to developers and owners, of LIHTC properties throughout Fresno County including the Housing Authority; and,

WHEREAS, due to the complexity of the data required to develop the utility allowances, the services of Nelrod Company of Fort Worth, Texas have been utilized to develop these dated September 2021;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the proposed utility allowance schedules for affordable multi-family and mixed-finance properties in the City and County of Fresno for units developed under Internal Revenue Code Section 42 (LIHTC), as prepared by the Nelrod Company.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF November 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:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION ADOPTING INTERNAL REVENUE CODE

SECTION 42 LIHTC UTILITY ALLOWANCE SCHEDULES FOR 2022

WHEREAS, projects developed under the Internal Revenue Code (IRC) Section 42, Low Income Housing Tax Credit (LIHTC) programs, similar to U.S. Department of Housing and Urban Development, United States Department of Agriculture (USDA) and several other agencies' programs, require the implementation of the utility (electric, gas, and water/sewer/garbage) allowance for use in calculating individual tenant subsidies for affordable housing; and,

WHEREAS, the annual update to the Utility Allowance (UA) schedules for LIHTC developments and site specific mixed-finance LIHTC properties that include Low Income Public Housing (LIPH); and/or Project Based Voucher (PBV) have been prepared and being adopted for implementation; and,

WHEREAS, the utility allowance schedules are made available to developers and owners, of LIHTC properties throughout Fresno County including the Housing Authority; and,

WHEREAS, due to the complexity of the data required to develop the utility allowances, the services of Nelrod Company of Fort Worth, Texas have been utilized to develop these dated September 2021;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno, hereby adopt the proposed utility allowance schedules for affordable multi-family and mixed-finance properties in the City and County of Fresno for units developed under Internal Revenue Code Section 42 (LIHTC), as prepared by the Nelrod Company.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF November 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:

---

Tyrone Roderick Williams, 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners  
Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams  
CEO/Executive Director  
**AGENDA ITEM:** 6e  
**AUTHOR:** Scott Berry  
**SUBJECT:** Esperanza Commons – Acceptance of Permanent Local Housing  
Allocation (“PLHA”) Funds

---

### Executive Summary

At the February 23, 2021 board meeting, Board Members gave Agency staff approval to submit funding applications to finance the rehabilitation of Esperanza Commons (the “Project”). In June of 2021, Agency staff submitted an application to the County of Fresno requesting Permanent Local Housing Allocation (PLHA) funds for the project. On October 4, 2021, the County of Fresno sent a letter to Fresno Housing (FH) reserving PLHA funds for Esperanza Commons in the amount of \$1,561,181. The funds would be provided as a 55 year term deferred loan with a 0% interest rate. The award will also be contingent upon FH securing all other funding necessary to complete the project.

PLHA funds are a relatively new source of funding, originating from the Building Homes and Jobs Act (SB 2, 2017) signed by Governor Brown in 2017. SB 2, 2017 established a \$75 recording fee on real estate documents to increase the supply of affordable homes in California. The purpose of these fees are to provide a permanent source of funding to all local governments in California to help cities and counties implement plans to increase the affordable housing stock. In addition to PLHA funds, Esperanza Commons will also receive funding from a conventional permanent loan, a recast USDA 514 Loan, a land/building donation, and tax credit equity.

Staff is requesting that the Board approve acceptance of the PLHA award from the County of Fresno to assist in financing the Esperanza Commons development.

### Fiscal Impact

There are no fees associated with receiving PLHA funds.

### Recommendation

It is recommended that the Boards of Commissioners accept the award from the County of Fresno for PLHA funds for Esperanza Commons for the purpose of substantial rehabilitation.

It is further recommended to authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of Fresno County, CA in connection with the approved actions.

### **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 (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.

### **Past Board Actions**

- July 27, 2021 – Approval to Enter into an Architectural Services Contract with Phillips Win Architecture and Approval of HRFC Loan Commitment of up to \$1,000,000 for Pre-Development Funds
- June 28, 2021 – Approval to Accept Low-Income Housing Tax Credit Award
- February 23, 2021 – Approval to Submit Funding Applications (fka Mendota Farm Labor)
- 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

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF PERMANENT LOCAL HOUSING  
ALLOCATION FUNDS AWARDED TO ESPERANZA COMMONS**

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

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

WHEREAS, on February 23<sup>rd</sup>, 2021 the Board of Commissioners adopted a resolution approving various funding submissions for Esperanza Commons; and

WHEREAS, on June 7<sup>th</sup>, 2021, the Housing Authority of Fresno County, submitted a funding application to the County of Fresno for funding for the rehabilitation of Esperanza Commons; and

WHEREAS, on October 4<sup>th</sup>, 2021, Esperanza Commons received a Reservation Letter for PLHA funds from the County of Fresno and the Agency desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California do hereby approve the acceptance of the award from the County of Fresno for Permanent Local Housing Allocation funds for Esperanza Commons and authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER, 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:

---

Tyrone Roderick Williams, 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners  
Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams  
CEO/Executive Director  
**AGENDA ITEM:** 6f  
**AUTHOR:** Francisco Nuñez  
**SUBJECT:** Approval to Accept Low-Income Housing Tax Credit Award for  
The Arthur @ Blackstone

---

### Executive Summary

The purpose of this Board memo is to request the Boards of Commissioners for approval to accept an award of Low Income Housing Tax Credits (LIHTC) for The Arthur @ Blackstone project.

At the January 22, 2019 meeting, the Board authorized entering into a Memorandum of Understanding with the County of Fresno Department of Behavioral Health, (DBH) to collaborate on the development of permanent supportive housing for Fresno County residents. At the December 17, 2019 Board meeting, the Boards approved the submission of an application for The Arthur @ Blackstone development for competitive funding to the No Place Like Home Program (NPLH) administered by the State of California Housing and Community Development Department (HCD). The County of Fresno Department of Behavioral Health (DBH) served as the lead applicant and service provider, and FH's role is the development sponsor and project owner/borrower. Subsequently, the project has been successful in securing a funding award totaling \$5,450,087 from the competitive NPLH program.

At the February 23, 2021 meeting, the Board authorized the submittal of a 9% LIHTC application and a funding commitment from FH of up to \$3,000,000 of available Capital Funds for the development. Staff submitted an LIHTC application in March, 2021, which was unsuccessful. Staff subsequently resubmitted the Project for 2<sup>nd</sup> Round on July 1, 2021.

On November 17, 2021, CTCAC is scheduled to make its final awards for the current round of 9% LIHTCs and it is anticipated that a preliminary reservation letter will be issued for The Arthur @ Blackstone project. FH will have approximately 20 days from the preliminary reservation letter to accept the award and concurrently commit to start construction within 180 to 194 days from award. The project will serve families and individuals with income levels ranging at or below 20%-60% of the Fresno County area median income (AMI).

### Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority accept the 9% Low-Income Housing Tax Credits award from the California Tax Credit Allocation Committee for The Arthur @ Blackstone totaling \$18,428,310 in Federal Tax Credits and further authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno in connection with the approved actions.

### **Fiscal Impact**

A nonrefundable Allocation fee estimated at \$76,000 and a refundable Performance Deposit of \$76,000 will be required at the time of reservation acceptance. These costs will be allocated to the approved pre-development budget for the project.

### **Background Information**

The Arthur @ Blackstone site (APNs: 443-104-08 thru 443-104-10, & 443-104-23) is an existing commercial/retail site along the Blackstone corridor in close proximity to Manchester Transit Center on approximately 0.83 acres in Fresno, CA. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in November 2017 for \$1,142,000. The current site plan envisions a 41-unit community with approximately 3,800 square feet of community space and approximately 4,200 square feet of renovated commercial space. The community would serve both families (one-, two-, and three- bedroom units) and a transitional aged youth population (studios and one-bedroom units) in partnership with the County of Fresno DBH.

### **Past Board Actions**

- March 21, 2017 – Approval Authorizing Assignment of Purchase & Sale Agreement
- June 27, 2017 – Approval of Site Acquisition and HRFC Funding
- December 19, 2017 – Approval of Increased HRFC Commitment & Submission of Grant Funding Applications
- January 23, 2018 – Approval of GCCM Contract Award
- December 17, 2019 – Approval to Submit Funding Application to the No Place Like Home Program
- December 17, 2019 – Approval of Allocation of Twenty (20) Project-Based Vouchers
- January 22, 2020 – Approval to Submit Funding Application to the Infill Infrastructure Grant (IIG) Program
- 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 Approval of a Fresno Housing Capital Funds Commitment of \$3,000,000
- February 23, 2021 – Approval to Submit Funding Application to California Tax Credit Allocation Committee (CTAC) for a 9% Low-Income Housing Tax Credit Allocation and Approval of a Fresno Housing Capital Funds Commitment of \$3,000,000

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX CREDITS AWARDED TO THE ARTHUR @ BLACKSTONE PROJECT (APN: 443-104-08, 443-104-09, 443-104-10, & 443-104-23)**

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

WHEREAS, The Arthur @ Blackstone development was successful in receiving a No Place Like Home Program (NPLH) funding allocation of \$5,450,087 from the State of California Housing and Community Development Department (HCD); and,

WHEREAS, on February 23, 2021 the Board of Commissioners adopted a resolution approving the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application for The Arthur @ Blackstone project (3039 N. Blackstone Avenue, Fresno, CA) to the California Tax Credit Allocation Committee; and

WHEREAS, on July 1, 2021 the Authority submitted a funding application to the California Tax Credit Allocation Committee for LIHTCs for construction of The Arthur @ Blackstone project; and

WHEREAS, on November 17, 2021, The Arthur @ Blackstone is anticipated to receive a Preliminary Reservation Letter for 9% LIHTCs from the California Tax Credit Allocation Committee and the Authority desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of City of Fresno, CA hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for 9% Low-Income Housing Tax Credits for The Arthur @ Blackstone and authorizes Tyrone Roderick Williams, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER, 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:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners



1331 Fulton Street  
Fresno, California 93721

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

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

**TO:** Board of Commissioners

Fresno Housing

**FROM:** Tyrone Roderick Williams

CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 6g

**AUTHOR:** Francisco Nuñez

**SUBJECT:** Approval of Resolution for Infill Infrastructure Grant for The Arthur @ Blackstone

---

### **Executive Summary**

At the January 22, 2020 Board Meeting, the Boards approved submission of a funding application for the California Department of Housing and Community Development (HCD) Infill Infrastructure Grant (IIG) for The Arthur @ Blackstone development. Fresno Housing (FH) submitted the funding application in February of 2020.

The Arthur @ Blackstone project was selected and received an award letter for the IIG funding on June 23, 2020. In order to finalize acceptance of the funding commitment FH will be required to enter into a Standard Agreement (SA) with HCD.

In finalizing the form Standard Agreement for the IIG program, HCD has asked that the Housing Authority of the City of Fresno amend its original authorizing resolution. The substance of this document and actions taken in connection therewith is consistent with the previously adopted resolution, however HCD has required these changes as a condition to the execution of the Standard Agreement. These changes were made in coordination with HCD and have been reviewed by counsel and staff has confirmed with counsel that the changes are consistent with the previously adopted resolution and not consequential. Staff is recommending that the Board adopt the attached resolution that addresses the revisions required by HCD.

### **Recommendation**

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached updated resolution for The Arthur @ Blackstone project and authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, execute the IIG grant documents, and any amendments or modifications thereto in connection with the approved actions.

### **Fiscal Impact**

There is no fiscal impact at this time.

### **Background Information**

The Arthur @ Blackstone site (APNs: 443-104-08 thru 443-104-10, & 443-104-23) is an existing commercial/retail site along the Blackstone corridor in close proximity to Manchester Transit Center on approximately 0.83 acres in Fresno, CA. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in November 2017 for \$1,142,000. The current site plan envisions a 41-unit community with approximately 3,800 square feet of community space and approximately 4,200 square feet of renovated commercial space. The community would serve both families (one-, two-, and three- bedroom units) and a transitional aged youth population (studios and one-bedroom units) in partnership with the County of Fresno DBH.

### **Past Board Actions**

- March 21, 2017 – Approval Authorizing Assignment of Purchase & Sale Agreement
- June 27, 2017 – Approval of Site Acquisition and HRFC Funding of \$1,400,000
- December 19, 2017 – Approval of Increased HRFC Commitment to \$2,000,000 & Submission of Grant Funding Applications
- January 23, 2018 – Approval of GCCM Contract Award
- December 17, 2019 – Approval to Submit Funding Application to the No Place Like Home Program
- December 17, 2019 – Approval of Allocation of Twenty (20) Project-Based Vouchers
- January 22, 2020 – Approval to Submit Funding Application to the Infill Infrastructure Grant (IIG) Program
- 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 Approval of a Fresno Housing Capital Funds Commitment of \$3,000,000
- February 23, 2021 – Approval to Submit Funding Application to California Tax Credit Allocation Committee (CTAC) for a 9% Low-Income Housing Tax Credit Allocation and Approval of a Fresno Housing Capital Funds Commitment of \$3,000,000
- August 24, 2021 – Approval to Extend Allocation of Up to Twenty (20) Project Based Vouchers
- October 26, 2021 – Approval to Award Architecture Contract to GGLO for Design of the Project

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

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

**All of the Commissioners of The Housing Authority of the City of Fresno, CA**, a public body corporate and politic, organized and existing under the laws of the State of California and a “public housing agency” as defined in the United States Housing Act of 1937 (42 U.S.C. § *et seq.*, as amended) (the “Authority”), hereby consent to, adopt and ratify the following resolutions:

**Infill Infrastructure Grant Program**

**RESOLUTION AUTHORIZING THE AUTHORITY TO APPLY FOR AN AWARD  
FROM THE INFILL INFRASTRUCTURE PROGRAM**

**WHEREAS**, the Authority is authorized to do business in the State of California; and

**WHEREAS**, the Authority is an Eligible Applicant under the Infill Infrastructure Grant Program (“IIG”) and wishes to apply for and receive an allocation of funds through the IIG for The Arthur at Blackstone (aka Blackstone & Simpson) project; and

**WHEREAS**, The State of California Department of Housing and Community Development (the “Department”) has issued a Notice of Funding Availability dated October 30, 2019 and amended February 14, 2020 (“NOFA”) for IIG established under Assembly Bill 101 (Chapter 159, Statutes of 2019) and Part 12.5 (commencing with section 53559) of Division 31 of the Health and Safety Code, which authorizes the Department to approve funding allocations utilizing monies made available by the State Legislature, subject to the terms and conditions of the statute and the IIG Guidelines implemented October 30, 2019.

**NOW, THEREFORE, IT IS RESOLVED:** That the Authority pursuant to the above-described Notice of Funding Availability wishes to apply for and receive an allocation of funds in an amount not to exceed **\$1,833,700** (the “IIG Grant”) to develop infrastructure in support of affordable housing under the above-described NOFA.

**RESOLVED FURTHER:** That the Authority is hereby authorized and directed to act in connection with the Department’s IIG Grant pursuant to the above-mentioned NOFA.

**RESOLVED FURTHER:** That in connection with the Authority's IIG Grant, the Authority is authorized and directed to enter into, execute, and deliver a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the IIG Grant, the Authority's obligations related thereto, and the Department's security therefore; including, but not limited to, an affordable housing covenant, a performance deed of trust, a disbursement agreement, and certain other documents required by the Department as security for, evidence of or pertaining to the IIG Grant, and all amendments thereto (collectively, the "IIG Grant Documents").

**RESOLVED FURTHER:** That **Tyrone Roderick Williams, CEO/Executive Director; or Tracewell Hanrahan, Deputy Executive Director, or their Designee** are hereby authorized to execute the IIG Grant Documents, and any amendment or modifications thereto, on behalf of the "Authority".

**RESOLVED FURTHER:** That this resolution shall take effect immediately upon its passage.

Passed and adopted, this 16<sup>th</sup> day of November, 2021, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Signature of Attesting Officer: \_\_\_\_\_

Printed Name and Title of Attesting Officer: Adrian Jones, Chair

CERTIFICATE OF THE SECRETARY

The undersigned, Secretary of **the Housing Authority of the City of Fresno, CA** does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the Board of Commissioners of the Housing Authority of the City of Fresno, CA which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: November 16, 2021

\_\_\_\_\_

Tyrone Roderick Williams, Secretary

# BOARD MEMO

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

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

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

**TO:** Boards of Commissioners  
 Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams,  
 CEO/Executive Director  
**AGENDA ITEM:** 6h  
**AUTHOR:** Blanca Navarro

**SUBJECT:** Consideration of Contract for the Rehabilitation of Esperanza Commons

## Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a contract to Johnston Contracting, Inc. for the rehabilitation of Esperanza Commons.

An Invitation for Bids (IFB) was publicly solicited in September 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 proposed scope of work included the preservation/rehabilitation of 60 existing units, with one affordable unit being converted to an onsite manager's unit. The development will also contain a community services building, which will partially be converted into a shared laundry facility for residents of Esperanza Commons. The deadline for responses was initially scheduled for October 14, 2021, but was extended to October 21, 2021, in order to provide additional time for the bidders to compile and submit their bids. After many discussions with contractors, the Agency understood that the lack of workforce and an increase of publicly-funded projects in the construction industry led the Agency to receive a total of two (2) bids; however, one (1) bid was determined non-responsive due to a late submission. The Agency received one (1) responsive bid from the following qualified, responsible bidder:

1. Johnston Contracting, Inc. - \$7,499,000

Per 2 CFR 200 and the Agency's Procurement Policy, a non-competitive procurement (i.e. less than two responsible bidders for an IFB) can be awarded if after soliciting to a number of sources, competition is determined inadequate. After further analysis and review of the bid documents, FH has determined that Johnston Contracting, Inc. is a responsive and responsible bidder, who provided qualifications and price that is reasonable according to our cost analysis. If the contract is awarded, Johnston Contracting, Inc. proposed starting construction in December 2021.

**Recommendation**

It is recommended the Boards of Commissioners adopt a resolution authorizing Tyrone Roderick Williams, CEO/Executive Director, and/or his designee, to enter into contract negotiations and execute the contract for the rehabilitation of Esperanza Commons with Johnston Contracting, Inc. for \$7,499,000.

**Fiscal Impact**

The dollar amount of the contract is \$7,499,000, and it will be between Johnston Contracting and Mendota Esperanza Commons, LP, of which the Housing Authority of Fresno County, California is the Administrative General Partner. The contract will be paid from a construction loan between JP Morgan Chase and Mendota Esperanza Commons, LP.

**Background Information**

Esperanza Commons is located at 241 Tuff Street, Mendota, CA. The complex 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 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 2021.

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

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

**RESOLUTION APPROVING THE AWARD OF GENERAL CONTRACTOR TO  
JOHNSTON CONTRACTING, INC., FOR THE REHABILITATION OF ESPERANZA  
COMMONS**

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

WHEREAS, the Authority released an Invitation for Bids for General Contractor for the Esperanza Commons rehabilitation project; and

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

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) has received bids from qualified general contractors for the preservation and rehabilitation of Esperanza Commons; and

WHEREAS, the Agency received one (1) bid from Johnston Contracting, Inc. whom was determined to be responsive and responsible and provided qualifications and prices that are advantageous to the Agency, pursuant to the Agency’s procurement guidelines; and

WHEREAS, in accordance with 2 CFR 200 and the Agency’s Procurement Policy, a non-competitive procurement can be awarded if after soliciting to a number of sources, competition is determined inadequate;

WHEREAS, the Agency desires to enter into a contract with Johnston Contracting, Inc., for the preservation and rehabilitation of Esperanza Commons for the amount of \$7,499,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to negotiate and execute the contract for the preservation and rehabilitation of Esperanza Commons with Johnston Contracting, Inc. and execute all documents in connection therewith.



PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF November 2021. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE AWARD OF GENERAL CONTRACTOR TO  
JOHNSTON CONTRACTING, INC., FOR THE REHABILITATION OF ESPERANZA  
COMMONS**

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

WHEREAS, the Authority released an Invitation for Bids for General Contractor for the Esperanza Commons rehabilitation project; and,

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

WHEREAS, the Housing Authority of Fresno County (the “Agency”) has received bids from qualified general contractors for the preservation and rehabilitation of Esperanza Commons; and

WHEREAS, the Agency received one (1) bid from Johnston Contracting, Inc., whom was determined to be responsive and responsible and provided qualifications and prices that are advantageous to the Agency, pursuant to the Agency’s procurement guidelines; and

WHEREAS, in accordance with 2 CFR 200 and the Agency’s Procurement Policy, a non-competitive procurement can be awarded if after soliciting to a number of sources, competition is determined inadequate;

WHEREAS, the Agency desires to enter into a contract with Johnston Contracting, Inc., for the preservation and rehabilitation of Esperanza Commons for the amount of \$7,499,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to negotiate and execute the contract for the preservation and rehabilitation of Esperanza Commons with Johnston Contracting, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF November 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:

---

Tyrone Roderick Williams, 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners  
Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams  
Chief Executive Officer  
**AGENDA ITEM:** 6i  
**AUTHOR:** Jeff Cardell  
**SUBJECT:** Consideration of Oath or Affirmation of Office Policy

---

### Executive Summary

The purpose of this memo is to provide information to the Boards of Commissioners regarding the 'Oath or Affirmation of Office' Policy and ask the Boards to consider and adopt the attached Policy.

As required by the California Constitution, California Government Code Section 3100-3109 and the California Emergency Services Act section 8550 et seq., all public employees in the state of California are required to act as disaster service workers and perform disaster service activities in the event of a natural or manmade disaster. Disaster service workers may be required to report to work and continue work as usual, or they may be assigned to perform disaster service activities that are quite different from their normal activities.

The purpose of the Policy is to ensure that all Agency employees are aware of the legal requirement to take and subscribe to the 'Oath or Affirmation of Office' and to further inform Agency employees about the requirements placed upon disaster service workers. Following adoption of this policy, the Human Resources Department will be responsible for its administration.

### Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Oath or Affirmation of Office Policy.

### Fiscal Impact

None.

### Background

Pursuant to California Constitution, Article XX, Section 3 and Government Labor Code Sections 3100-3109, all public employees are declared to be disaster service workers and all disaster service workers shall take and subscribe to the Oath or Affirmation of Office. Following adoption of the attached policy Human Resources staff will take the necessary steps to ensure that every current and future employee has a signed Oath or Affirmation of Office on file in compliance with the law.

## **Oath or Affirmation of Office Policy**

### **Introduction**

All Fresno Housing employees are declared by state law to be “disaster service workers.” As disaster service workers, non-essential public employees (those that are not required for continuity of operations) are released from their usual duties so that they can be reassigned to assist any agency or organization carrying out its emergency response duties. Employees acting as disaster service workers are assigned duties within their scope of training, skill, and ability. Examples of such duties may include, but are not limited to:

- Registering people at a shelter;
- Translating for non-English speaking individuals;
- Acting as a messenger at a designated site;
- Serving food to emergency staff or to vulnerable populations; and
- Answering phones.

In accordance with the California Constitution and Government Code, all disaster service workers are required, before they enter upon the duties of their employment, to take and subscribe to the oath or affirmation required by law.

### **Purpose**

The purpose of this policy is to ensure that all Agency employees, are aware that they are disaster service workers, that as disaster service workers they may be released from the usual duties so they can be assigned to fulfill a greater need in the event of an emergency/disaster and that they are required by state law to take and subscribe to the Oath or Affirmation of Office. This policy furthers the state’s goal to ensure the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources.

## **Policy**

All individuals employed by the Agency, with the exception of employees who are exempted by law, must take and subscribe to the following Oath or Affirmation of Office:

“I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Any person re-employed by the Agency after a termination of service must sign a new Oath of Affirmation of Office if the date of re-employment is more than one year after the date on which the previous Oath or Affirmation of Office was signed.

Pursuant to state law, the Agency will not pay to any disaster service worker any compensation or reimbursement for expenses incurred unless such disaster service worker has taken and subscribed to the Oath or Affirmation of Office.

Disaster service workers can be required to carry out activities authorized under the California Emergency Services Act to aid in the response and recovery phases of a disaster or emergency. Disaster service workers may be required to report to work and carry on work as usual, or they may be assigned to perform disaster service activities that are quite different from their normal activities. Disaster service workers can be assigned disaster service activities that may be at locations and times, and under conditions, other than their normal work assignment and with a different agency or organization.

## **Responsibility**

All employees are required to abide by the provisions set forth in this policy and are responsible for complying with this policy. The Oath or Affirmation of Office of Agency

employees shall be administered by, filed with and retained within the Agency Human Resources Department.

#### Applicable Laws

- California Constitution, Article XX, Section 3
- California Government Code 3100-3109
- California Emergency Services Act, Government Code section 8550 et seq.

## BOARD MEMO

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

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

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

**TO:** Boards of Commissioners

Fresno Housing

**FROM:** Tyrone Roderick Williams

CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 6j

**AUTHOR:** Sevag Jierian

**SUBJECT:** 1260 Fulton Street Office Building Conventional Loan

---

### Summary

The purpose of this Board Memo is to request authorization from the Boards of Commissioners for the proposed action to facilitate a conventional loan for the subject office building property located at 1260 Fulton Street in Fresno, CA (APN 466-154-14) ("1260 Fulton").

Fresno Housing (FH) acquired the subject office building Property so it can be utilized by FH to continue working towards fulfilling its mission and better serve its residents. The acquisition of 1260 Fulton closed in December 2020 for a purchase price of \$2,900,000. In September 2021, the FH Board approved a construction contract for interior renovations of 1260 Fulton.

As part of the initial plans for acquiring the 1260 Fulton Property, it was discussed that FH would seek a loan to help finance part of the acquisition and improvements. FH staff has engaged with several potential lenders to discuss financing options on the subject property, in order to leverage capital during a market with favorable interest rates, as well as provide additional capital for tenant improvements of the subject property.

Staff compared and analyzed various term sheets received and decided to continue communication and underwriting with Valley Republic Bank which proposed terms most beneficial to FH. The proposed loan amount is up to \$2,500,000 with a 15 year term, amortized over 25 years and an estimated interest rate of 3.75%. The Borrower(s) of the loan will be in the name of both Housing Authority of the City of Fresno and Housing Authority of Fresno County equally.

### Fiscal Impact

FH will receive loan proceeds in the amount of up to \$2,500,000 from Valley Republic Bank. All related financing expenses will be paid via the closing escrow and paid from the loan proceeds.



**Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolution authorizing a conventional loan from Valley Republic Bank in the amount of up to \$2,500,000 to help finance the 1260 Fulton Street office building and further authorize the CEO/Executive Director, Tyrone Roderick Williams to negotiate and execute documents in connection with said loan.

**Background**

The subject property is located at 1254/1260 Fulton St., Fresno, CA 93721 (APN 466-154-14) which is across the street from FH's Central Office. The property consists of 0.26 acres of land, which has a building of approx. 19,350 square feet of office space across two floors, and 9,675 square feet of basement space.

**Past Board Actions**

- 10/27/2020, The Board of Commissioners approved the Property Acquisition of 1260 Fulton Street
- 9/28/2021, The Board of Commissioners approved a General Contractor Contract award for interior renovations – 1260 Fulton Street

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

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

**RESOLUTION AUTHORIZING A CONVENTIONAL LOAN OF UP TO \$2,500,000  
RELATED TO REAL PROPERTY LOCATED AT 1260 FULTON STREET, FRESNO, CA 93721  
(APN: 466-154-14)**

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

WHEREAS, HACF works diligently in providing staff with the necessary resources to better serve our residents and means to fulfill job requirements that contribute in providing additional affordable rental housing and homeownership opportunities throughout the City and County of Fresno, CA; and,

WHEREAS, The Board of Commissioners approved acquisition of the subject office building Property located at 1260 Fulton St. in Fresno at its October 27, 2020 meeting; and

WHEREAS, HACF and the Housing Authority of Fresno County (HAFC) jointly purchased the subject property on December 01, 2020; and,

WHEREAS, HACF and HAFC jointly desire to obtain a conventional loan to help finance the building and improvements in an amount up to \$2,500,000; and

WHEREAS, Staff has identified a lender, Valley Republic Bank, who has offered terms most favorable to leverage capital to fund tenant improvements of the subject property and provide additional capital to further fulfill the Agency's mission; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby approve and authorize proceeding with underwriting and closing the conventional loan of up to \$2,500,000 with Valley Republic Bank and authorizes Tyrone Roderick Williams, the CEO/Executive Director, and/or his designee, to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 16th DAY OF NOVEMBER, 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:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

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

**RESOLUTION AUTHORIZING A CONVENTIONAL LOAN OF UP TO \$2,500,000  
RELATED TO REAL PROPERTY LOCATED AT 1260 FULTON STREET, FRESNO, CA 93721  
(APN: 466-154-14)**

WHEREAS, the Housing Authority of Fresno County ("HAFC") seeks to expand the development and availability of long-term housing for low- and moderate-income households residing in the City of Fresno; and,

WHEREAS, HAFC works diligently in providing staff with the necessary resources to better serve our residents and means to fulfill job requirements that contribute in providing additional affordable rental housing and homeownership opportunities throughout the City and County of Fresno, CA; and,

WHEREAS, The Board of Commissioners approved acquisition of the subject office building Property located at 1260 Fulton St. in Fresno at its October 27, 2020 meeting; and

WHEREAS, HAFC and the Housing Authority of the City of Fresno (HACF) jointly purchased the subject property on December 01, 2020; and,

WHEREAS, HACF and HAFC jointly desire to obtain a conventional loan to help finance the building and improvements in an amount up to \$2,500,000; and

WHEREAS, Staff has identified a lender, Valley Republic Bank, who has offered terms most favorable to leverage capital to fund tenant improvements of the subject property and provide additional capital to further fulfill the Agency's mission; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby approve and authorize proceeding with underwriting and closing the conventional loan of up to \$2,500,000 with Valley Republic Bank and authorizes Tyrone Roderick Williams, the CEO/Executive Director, and/or his designee, to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 16th DAY OF NOVEMBER, 2021. I, the undersigned,  
herby certify that the foregoing Resolution was duly adopted by the governing body with the  
following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing

**FROM:** Tyrone Roderick Williams

CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 6k

**AUTHOR:** Kenneth J. Price

**SUBJECT:** Consideration of Resolution Pursuant to Assembly Bill 361 – Public Agency Meetings

---

### Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to adopt resolutions authorizing Fresno Housing to allow for the Boards of Commissioners and standing committees to participate via teleconference so long as such actions comply with newly adopted AB 361.

Governor Newsom's Executive Order No. N-29-20, which allows some or all Commissioners/Committee Members to participate in a public meeting via teleconference (phone or video) expired as of September 30, 2021. On September 15, 2021 AB 361 was passed which includes the following:

Through December 31, 2023, AB 361 allows local agencies to continue to use COVID-19-era teleconferencing notice and meeting procedures as long as one of the following specific types of emergency exists:

- A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The Board of Commissioners must make specific findings every 30 days during the emergency when telephonic or virtual meetings are required. The Governor, through Order N-12-21, has extended the order declaring a State of Emergency due to the impacts of COVID-19 until the end of the year, so these findings must be made every 30 days beginning on October 1, 2021:

- A) The legislative body has reconsidered the circumstances of the state of emergency.
- B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

The new law also prohibits local agencies from requiring public comments to be submitted prior to the meeting without also allowing real-time comment opportunities during the meeting. In addition, the new law allows third-party internet websites to collect names and other information from the public in order to participate in the meeting, but local agencies themselves are still prohibited from requiring the such information to participate. Finally, if there is an internet or telephonic service disruption that prevents the agency from broadcasting the meeting, the agency may take no action until the broadcast is restored. Normal posting timelines for agendas still apply, as well as the roll-call vote requirement.

Attached are resolutions authorizing meeting by teleconference. These resolutions shall apply to the Boards of Commissioners meetings and each standing committee meeting.

#### **Recommendation**

It is recommended that the Boards of Commissioners adopt the attached resolutions authorizing the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to allow for the Boards of Commissioners and standing committees to participate via teleconference so long as such actions comply with newly adopted AB 361.

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

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

RESOLUTION PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE  
PROCLAMATION OF A STATE OF EMERGENCY BY N-12-21 ISSUED ON AUGUST 16,  
2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
LEGISLATIVE BODIES OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO FOR  
THE PERIOD FROM DECEMBER 1, 2021 TO DECEMBER 31, 2021 PURSUANT TO BROWN  
ACT PROVISIONS

WHEREAS, the Housing Authority of the City of Fresno is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority of the City of Fresno's (the "City Commission") legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, by the Governor's Order N-12-21, the Governor has extended the order declaring a State of Emergency due to the impacts of COVID-19; and

WHEREAS, the County of Fresno has recommended continued social distancing to combat the imminent risk to the public health and safety due to COVID-19; and



WHEREAS, the Board of Commissioners does hereby find that such conditions has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Commissioners does hereby find that the legislative bodies of the City Commission shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the City Commission shall ensure that the public has the opportunity to participate live in all electronic meetings of the City Commission during all public comment periods.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF THE CITY OF FRESNO DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board of Commissioners hereby proclaims that a local emergency now exists throughout the District, and in-person meetings could cause an imminent risk to the commissioners, staff and public.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of August 16, 2021.

Section 4. Remote Teleconference Meetings. The agency staff and legislative bodies of City Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on December 1, 2021, and shall be effective until the earlier of (i) December 31, 2021, or such time the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of City Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Commissioners of Housing Authority of the City of

Fresno this 16<sup>th</sup> day of November, 2021, to be effective on December 1, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, CEO/ Secretary of the Boards of  
Commissioners

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

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

RESOLUTION PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE  
PROCLAMATION OF A STATE OF EMERGENCY BY N-12-21 ISSUED ON AUGUST 16,  
2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
LEGISLATIVE BODIES OF THE HOUSING AUTHORITY OF FRESNO COUNTY FOR THE  
PERIOD FROM DECEMBER 1, 2021 TO DECEMBER 31, 2021 PURSUANT TO BROWN  
ACT PROVISIONS

WHEREAS, the Housing Authority of Fresno County is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority of Fresno County's (the "County Commission") legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, by the Governor's Order N-12-21, the Governor has extended the order declaring a State of Emergency due to the impacts of COVID-19; and

WHEREAS, the County of Fresno has recommended continued social distancing to combat the imminent risk to the public health and safety due to COVID-19; and

WHEREAS, the Board of Commissioners does hereby find that such conditions has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Commissioners does hereby find that the legislative bodies of the County Commission shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the County Commission shall ensure that the public has the opportunity to participate live in all electronic meetings of the County Commission during all public comment periods.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF FRESNO COUNTY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board of Commissioners hereby proclaims that a local emergency now exists throughout the District, and in-person meetings could cause an imminent risk to the commissioners, staff and public.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of August 16, 2021.

Section 4. Remote Teleconference Meetings. The agency staff and legislative bodies of County Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on December 1, 2021, and shall be effective until the earlier of (i) December 31, 2021, or such time the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of County Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Commissioners of Housing Authority of Fresno County this 16<sup>th</sup> day of November, 2021, to be effective on December 1, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, CEO/ 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](http://www.fresnohousing.org)

**TO:** Boards of Commissioners

Fresno Housing

**FROM:** Tyrone Roderick Williams

CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 7a

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Update on 2022 Agency Budget Process and 2021 Financial Projections

---

### Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the Agency's 2022 budget development process.

Staff will be presenting additional information at the Boards of Commissioners meeting with information pertaining to the general budgetary context within which the Agency operates, including year-end financial projections for 2021, unrestricted reserve levels, current investments in on-going strategic goals and an update on the federal budget.

### Recommendation

This item is informational only. No action is necessary.

## BOARD MEMO

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

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

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

**TO:** Boards of Commissioners  
Fresno Housing

**FROM:** Tyrone Roderick Williams  
CEO/Executive Director

**DATE:** November 10, 2021

**BOARD MEETING:** November 16, 2021

**AGENDA ITEM:** 7b

**AUTHOR:** Michael Duarte

**SUBJECT:** Real Estate Development Update

---

### Executive Summary

Staff will provide an overview of real estate development activities.

### Recommendation

None at this time. Informational only.

## BOARD MEMO

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

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

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

**TO:** Boards of Commissioners  
 Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams  
 CEO/Executive Director  
**AGENDA ITEM:** 8a  
**AUTHOR:** Scott Berry  
**SUBJECT:** Esperanza Commons – Closing Omnibus Development & Financing Resolution

### Executive Summary

On February 17, 2021, the Board authorized Fresno Housing (“FH”) staff to submit a 1<sup>st</sup> Round Low-Income Housing Tax Credit (“LIHTC”) application to the California Tax Credit Allocation Committee (“CTCAC”) to acquire financing for the Esperanza Commons development. FH was successful in its application, and received a reservation for Federal and State tax credits in June of 2021. 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 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 and preserve the affordability of the property. Agency staff is proposing to substantially rehabilitate the existing 60 unit complex including new HVAC systems, updated kitchens, bathrooms, and flooring, as well as recreational facilities for children of all ages.

To aid in the development, on August 26, 2021, Mendota Esperanza Commons, LP (“Partnership”) was created, and will be the owner of the development throughout construction and operations. The Partnership is comprised of PNC Bank, Silvercrest, Inc., and the Housing Authority of Fresno County, CA (“HAFC”). HAFC will serve as the Partnership’s Administrative General Partner, and Silvercrest, Inc. (an instrumentality of FH) will serve as the Partnership’s managing general partner (see Exhibit A).

Approval to develop the Project requires that the Board of Commissioners of the Housing Authority of Fresno County, California adopt a resolution authorizing the execution and delivery of documents, the admission of certain partners to Mendota Esperanza Commons, LP (“Partnership”), and the execution of such documents to implement project financing by the Housing Authority of Fresno County, California, on its own behalf and in the capacity as sole member of the Mendota Esperanza Commons AGP, LLC, the Administrative General Partner of the partnership, in connection with the financing, development and operation



of the Esperanza Commons development, and providing for other matters related thereto including:

1. Authorization of Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of Fresno County, CA in the name of the Administrative General Partner (AGP) or the Partnership.
2. Authorize a Housing Authority of Fresno County, CA Land/Building Donation to Silvercrest, Inc. as Managing General Partner in the amount of up to \$4,269,135 for the benefit of redeveloping the Esperanza Commons property.
3. Authorize approval for the Housing Authority of Fresno County, CA to re-amortize the existing USDA 514 loan in the approximate amount of \$530,865 for a new 33-year maximum term.
4. Authorize FH as the management agent of the Development
5. Authorize actions for the financing, development and operation of the Project, and
6. Provide for other matters related thereto.

Staff is recommending that the Board adopt the attached resolutions, drafted by our affordable housing finance counsel, Ballard Spahr LLP, and as required by our equity and lending partners, in order to finalize the closing of the Project on or about December 13, 2021.

### **Recommendation**

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolutions, authorizing the execution and delivery of documents in the name of the Administrative General Partner and in the name of the Partnership, in connection with the financing, development, and operation of the Project, authorizing the lending and the borrowing of money, and providing for other matter related thereto, and authorize Tyrone Roderick Williams, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions:

### **Fiscal Impact**

Total construction sources amount to \$19,190,970.

**Table 1: Construction Sources of Finance**

Source	Amount	Description
Construction Loan (est.)	\$ 9,794,717	22 month term at 2.5% interest rate
USDA 514 Loan	\$ 530,865	22 month term at 1% interest
Costs Deferred until perm financing	\$ 1,841,394	These costs are not due until construction is complete, and loan converts to a permanent loan structure
PLHA Loan	\$ 1,561,181	Funds from Fresno County, term of 22 months at 0% interest
Land/Building Donation	\$ 4,269,135	Donation of the value of the land and buildings

Source	Amount	Description
LP Contribution	\$ 1,193,678	Equity contribution at financial closing and construction start

Total permanent sources of finance amount to \$19,190,970.

**Table 2: Permanent Sources of Finance**

Source	Amount	Description
USDA 514 Loan	\$ 530,865	33 year loan at 1% interest
Permanent Loan – Tranche A	\$ 893,865	18 year term, 35 year amortization at 5.69% interest
Land/Building Donation	\$ 4,269,135	Donation of the value of the land and buildings
PLHA Loan	\$ 1,561,181	Funds from Fresno County, term of 22 months at 0% interest
Limited Partner Capital Contribution	\$ 11,936,789	Tax Credit Equity from PNC Bank

### 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.

### Past Board Actions

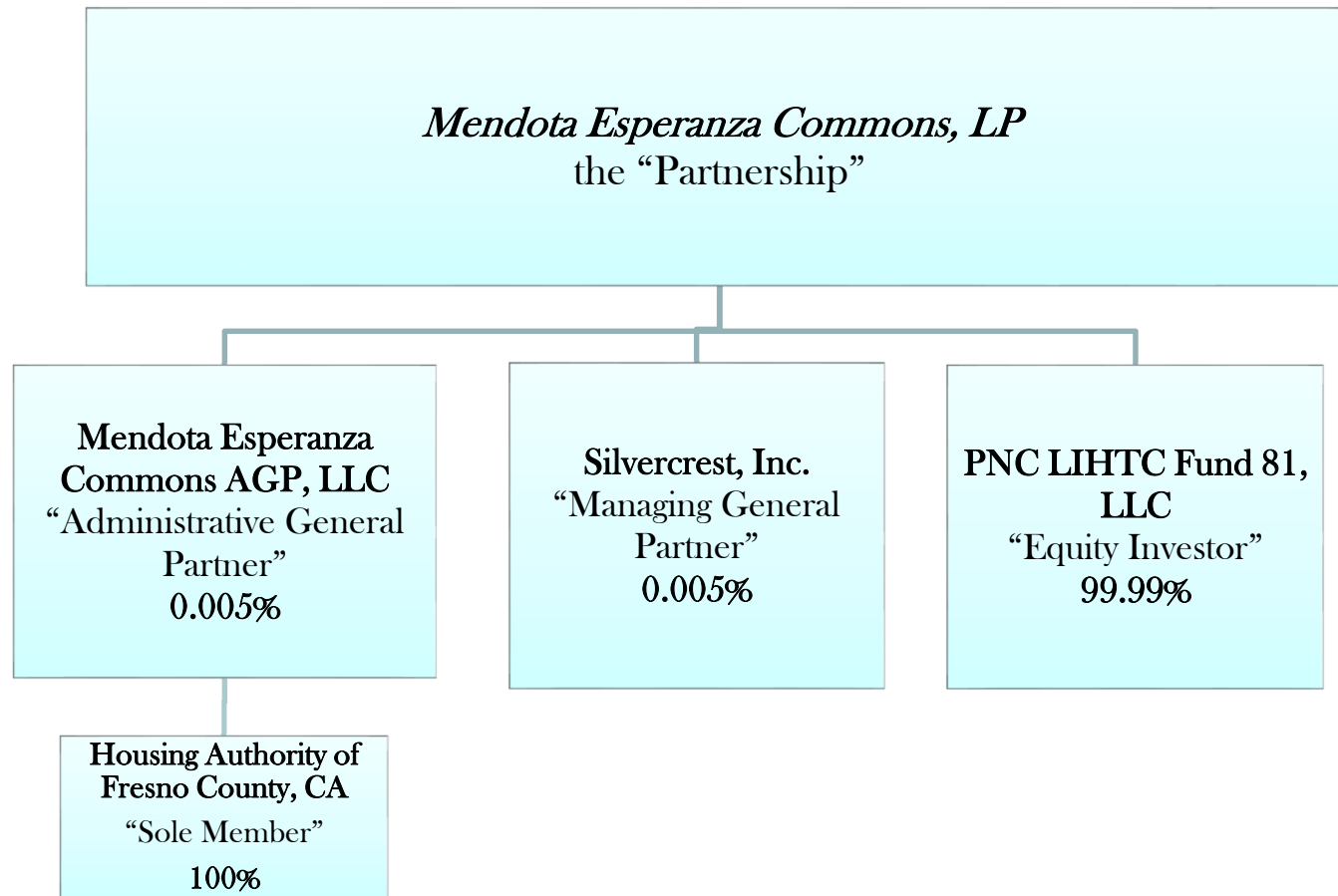
- July 27, 2021 – Approval to Enter Architectural Services Contract with Phillips Win Architecture and Approval of HRFC Loan Commitment of up to \$1,000,000 for Pre-Development Funds
- June 28, 2021 – Approval to Accept Low-Income Housing Tax Credit Award
- February 23, 2021 – Approval to Submit Funding Applications
- 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

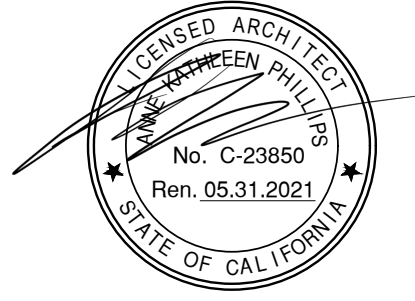
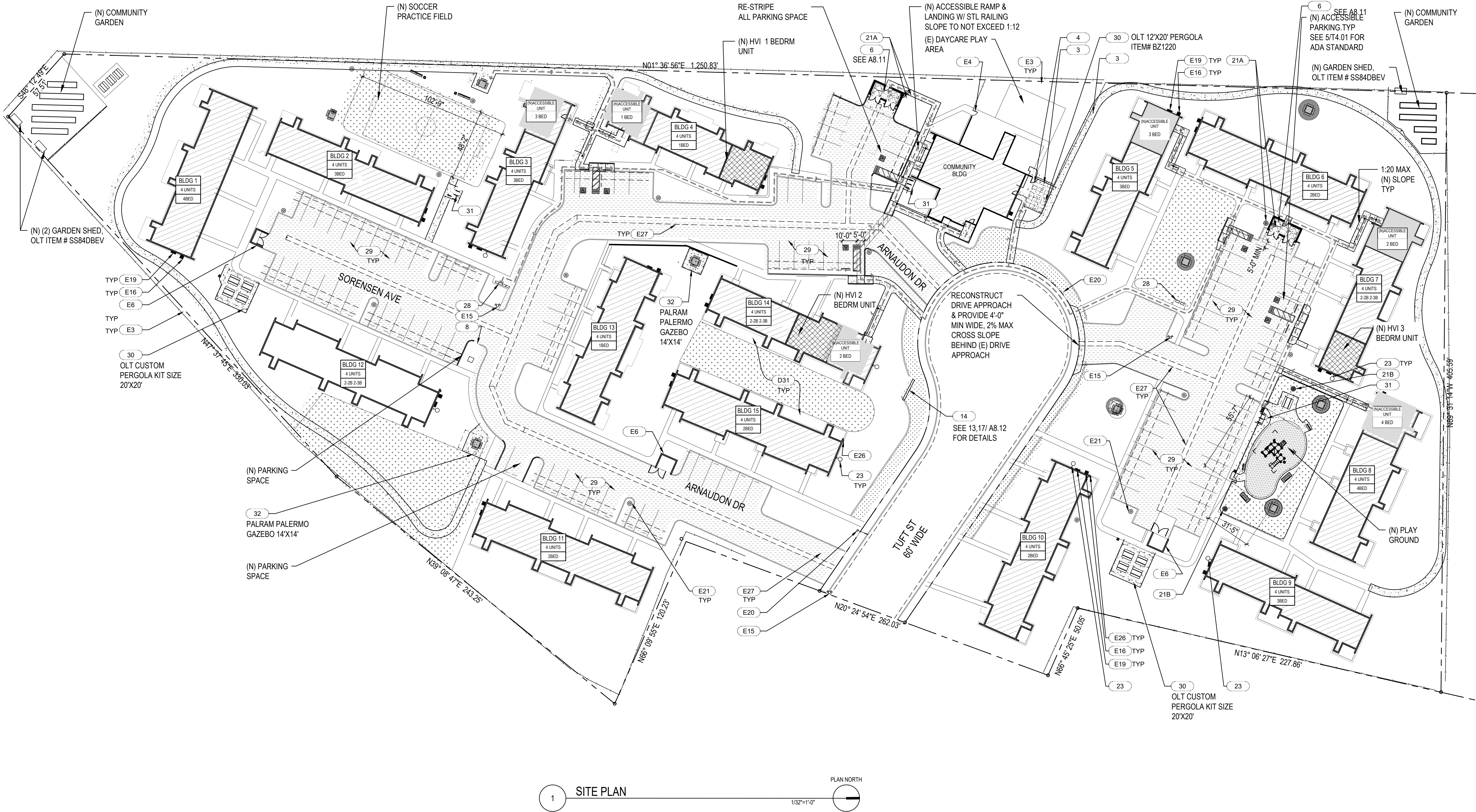
Attachments: Exhibit A – Organizational Chart

Exhibit B – Site Plan

Exhibit C – Development Proforma

# Ownership Structure Esperanza Commons





**ESPERANZA COMMONS**  
**241 TUFT STREET**  
**MENDOTA, CA 93640**

07.01.2020	TCAC
10.01.2020	PLANNING SUBMITTAL
03.01.2021	TCAC #2
09.13.2021	PERMIT / BID SET

SITE PLAN KEYNOTES

3 FENCE	30 PRE FABRICATED PERGOLA	E10 (E) STL HANDRAIL	E24 (E) ELEC TRANSFORMER ON CONC PAD
4 GATE	31 BIKE RACK	E11 (E) BOLLARD	E25 (E) GENERATOR & CONC PAD
6 TRASH ENCLOSURE	32 PRE FABRICATED GAZEBO	E12 (E) BENCH	E26 (E) IRRIGATION CONTROLLER
8 CONC CURB		E13 (E) PLANTER BOX	E27 (E) VALLEY GUTTERS
14 DEMO (E) MONUMENT SIGN AND REPLACE TO (N)		E15 (E) FIRE HYDRANT	D31 DEMO (E) CLOTHES LINES
21A RELOCAT (E) SALVAGED POLE LIGHT TO (N) LOCATION AS SHOWN	E1 (E) LANDSCAPE	E16 (E) GAS METER	
21B (N) POLE LIGHT w/(N) FOOTING	E2 (E) TREE	E17 (E) DOMESTIC IRRIGATION BACK FLOW PREVENTION DEVICES	
23 (N) WALL MOUNT LIGHT	E3 (E) FENCE TO REMAIN	E18 (E) WATER METER IN VAULT	
28 DEMO (E) MAIL BOXES TO (N) PRODUCT# FLORENCE-4CADD-16-P (ADA COMPLIANT)	E4 (E) GATE TO REMAIN	E19 (E) ELECTRICAL METER	
29 PARKING STRIPING & WHEEL STOP	E5 (E) STEPS	E20 (E) STREET LIGHT	
	E6 PTD (E) TRASH ENCLOSURE W/ (N) STL GATES SEE A8.11 FOR SIM DETAILS	E21 (E) POLE LIGHT	
	E7 (E) CONC SLAB	E22 (E) POWER POLE	
	E8 (E) CONC CURB	E23 (E) WALL MOUNT LIGHT	
	E9 (E) ASPHALT SURFACE		

SITE PLAN NOTES:

- SEE CIVIL DRAWINGS FOR GRADING & DRAINAGE, PAVING & STRIPING, AND SITE UTILITIES.
- SEE LANDSCAPE DRAWINGS FOR ADDITIONAL LAYOUT INFORMATION, PLANTING & IRRIGATION, MULCHING AND EDGING, AND SITE FURNISHINGS.
- SEE ELECTRICAL DRAWINGS FOR SITE LIGHTING.

SITE SYMBOL

	FIRE HYDRANT
	STREET LIGHT
	POLE LIGHT
	WALL MOUNT LIGHT

SITE LEGEND

	BLDG NAME
	NUMBERS OF UNIT
	ACCESSIBLE PATH OF TRAVEL
	(N) ADA UNIT
	(N) HVI UNIT

PROPOSED  
SITE PLAN

DATE:  
CHECKED BY: AP, MK  
JOB: 20-05

A1.01

**EXHIBIT C**  
**Esperanza Commons Pro Forma**  
**Residential**

<b>Development Sources and Uses</b>		
<b>Sources of Funds</b>	<i>Amount on February 2021</i>	<i>Amount on November 2021</i>
Conventional Perm Loan	\$ 913,000	\$ 893,000
USDA 514 Recast Loan	\$ 557,907	\$ 530,865
Project Reserves	\$ 701,699	\$ -
Donated Land & Building*	\$ 4,242,093	\$ 4,269,135
County of Fresno PLHA Loan	\$ -	\$ 1,561,181
LIHTC Equity	\$ 11,481,649	\$ 11,821,789
<b>Total Sources of Funds</b>	<b>\$ 17,896,348</b>	<b>\$ 19,075,970</b>
<b>Uses of Funds</b>	<i>Amount</i>	<i>Amount</i>
Acquisition Costs (Land/Building)	\$ 4,800,000	\$ 4,800,000
Construction Costs**	\$ 7,451,934	\$ 7,399,000
Hard/Soft Cost Contingencies	\$ 904,360	\$ 1,518,839
Permits/Impact Fees/etc.	\$ 45,000	\$ 45,000
Professional Fees	\$ 711,100	\$ 996,800
Relocation	\$ 900,000	\$ 1,100,000
Loan Fees and other Soft Costs	\$ 850,000	\$ 900,102
Reserves	\$ 706,461	\$ 760,019
Developer Fee	\$ 1,527,493	\$ 1,556,210
<b>Total Uses of Funds</b>	<b>\$ 17,896,348</b>	<b>\$ 19,075,970</b>

*Draft as of 11/09/2021*

*\*Total land and building acquisition cost (\$4,800,000) less remaining USDA debt (\$530,865)*

*\*\*Construction subject to State Prevailing Wage*

**Non-Residential**

<b>Development Sources and Uses</b>		
<b>Sources of Funds</b>	<i>Amount on February 2021</i>	<i>Amount on November 2021</i>
LIHTC Equity	\$ 115,000	\$ 115,000
<b>Total Sources of Funds</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>
<b>Uses of Funds</b>	<i>Amount</i>	<i>Amount</i>
Day Care Facility Rehab	\$ 100,000	\$ 100,000
Day Care Facility Contingency	\$ 15,000	\$ 15,000
<b>Total Uses of Funds</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>

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

**A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS, THE MAKING OF CERTAIN GUARANTIES, THE ADMISSION OF CERTAIN PARTNERS TO MENDOTA ESPERANZA COMMONS, LP (“PARTNERSHIP”) AND THE EXECUTION OF SUCH DOCUMENTS TO IMPLEMENT PROJECT FINANCING BY THE HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA ON ITS OWN BEHALF AND IN ITS CAPACITY AS THE MANAGER AND SOLE MEMBER OF MENDOTA ESPERANZA COMMONS AGP, LLC, THE ADMINISTRATIVE GENERAL PARTNER OF THE PARTNERSHIP, IN CONNECTION WITH THE FINANCING, DEVELOPMENT AND OPERATION OF THE ESPERANZA COMMONS PROJECT, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the Housing Authority of Fresno County, California (the “**Authority**” or “**HAFC**”) seeks to expand the development and availability of long-term housing for low income persons residing in the City of Mendota, Fresno County, California; and

**WHEREAS**, the Authority is authorized, among other things, to enter into partnership and operating agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and

**WHEREAS**, the Authority has agreed to facilitate the acquisition and rehabilitation of approximately 8.98 acres located at 241 Tuft Street, Mendota, California, APN Number 012-190-39sT (the “**Property**”), for the purposes of the acquisition and rehabilitation of a sixty (60) unit low-income multifamily residential project, to be generally known as “Esperanza Commons,” comprised of fifty-nine (59) low-income housing tax credit units and one (1) manager’s unit (collectively, the “**Project**”); and

**WHEREAS**, the Authority has entered into an Operating Agreement dated as of October 7, 2021, pursuant to which the Authority is the manager and sole member of Mendota Esperanza Commons AGP, LLC, a California limited liability company (the “**Administrative General Partner**”), and the Authority filed Articles of Organization with the California Secretary of State on August 23, 2021; and

**WHEREAS**, the Administrative General Partner, together with Silvercrest, Inc., entered into an Agreement of Limited Partnership dated as of October 7, 2021, pursuant to which the Administrative General Partner is the “**Administrative GP**” and Silvercrest, Inc. is the “**Managing GP**” (collectively the “**General Partners**”), and Silvercrest, Inc. is the “**Limited Partner**” of Mendota Esperanza Commons, LP, a California limited partnership (the “**Partnership**”), and also filed a Certificate of Limited Partnership with the California Secretary of State on August 26, 2021; and

**WHEREAS**, the Administrative General Partner; Silvercrest, Inc., as managing general partner and withdrawing limited partner; PNC LIHTC Fund 81, LLC, a Delaware limited liability company (the



**“Investor Limited Partner”**) and Columbia Housing SLP Corporation, an Oregon corporation (the **“Special Limited Partner”** and collectively with the Investor Limited Partner, the **“Limited Partners”**), will enter into an amended and restated agreement of limited partnership of Mendota Esperanza Commons, LP (the **“Partnership Agreement”**); and

**WHEREAS**, the Property is currently encumbered by an existing deed of trust made by the Authority for the benefit of the United States of America, acting through the Farmers Home Administration, United States Department of Agriculture (the **“USDA”**) dated April 5, 2002 securing an indebtedness of \$1,138,642, which has an approximate outstanding principal balance of \$530,865 (the **“USDA Loan”**); and

**WHEREAS**, the Authority intends to sell the Project to the Partnership for the purchase price of Zero and 00/100 Dollars (\$0.00) and donate the full fair market value of the Project to the Partnership (less the outstanding principal amount of the USDA Loan); and

**WHEREAS**, the Property is currently participating in the USDA’s rental assistance program under Section 521 of the Housing Act of 1949, and the Authority and the Partnership expect such rental assistance to be transferred to the Project, and therefore, in accordance with the USDA program requirements, the Project will be subject to certain long-term affordability restrictions imposed by USDA which shall be superior to all other financing documents; and

**WHEREAS**, the Partnership will finance the cost of acquiring and rehabilitating the Project with numerous sources of funds, projected to include an estimated equity investment of \$11,936,789 from the Limited Partners eligible to benefit from federal low-income housing tax credits allocated to the Project under Section 42 of the Internal Revenue Code; construction loan proceeds in an amount estimated not to exceed \$10,500,000 (the **“Chase Construction Loan”**) from J.P. Morgan Chase Bank, N.A., a national banking association (**“Chase”**), a portion of which will convert to a permanent loan from Chase in an amount estimated not to exceed \$900,000 (the **“Chase Permanent Loan”**); construction and permanent loan proceeds in an amount estimated not to exceed \$1,561,181 from the County of Fresno (**“County”**) under its Permanent Local Housing Allocation Program; and the assumption of the USDA Loan by the Partnership (collectively, the **“Project Financing”**); and

**WHEREAS**, as a condition to making the Chase Construction Loan to the Partnership and committing to the make the Chase Permanent Loan to the Partnership, Chase has required that the Authority execute (i) that certain Payment & Performance Guaranty, and (ii) that certain Environmental Indemnity Agreement (together, the **“Chase Guaranty Documents”**); and

**WHEREAS**, the Authority intends to act as the developer and management agent of the Project, the sole member and manager of the Administrative General Partner and guarantor of certain obligations connected with the Project, including those required under the Partnership Agreement; and

**WHEREAS**, the Authority wishes to ratify and confirm all actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution and to authorize such actions subsequent to the date hereof; and

**WHEREAS**, the Authority is authorized to delegate to one or more of its agents and employees such



powers as it deems proper;

**NOW, THEREFORE, BE IT RESOLVED:**

1. **Development Services.** The CEO/Executive Director, Tyrone Roderick Williams, the Deputy Director, Tracewell Hanrahan, the Chief of Staff, Angelina Nguyen, and/or their respective designees (each, an “**Authorized Officer**” and, collectively, the “**Authorized Officers**”), and each of them acting alone, are authorized and directed to enter into a Development Agreement with the Partnership and to execute such other documents and take such other actions as necessary to fulfill the Authority’s intended functions as developer of the Project (including any subcontracts with respect thereto).
2. **General Partner Function.** The Authorized Officers, and each of them acting alone, are authorized and directed to cause the Authority, in its capacity as manager of the Administrative General Partner, to take all actions and execute all documents necessary for the Administrative General Partner to carry out its function as administrative general partner of the Partnership, including without limitation by execution of the Partnership Agreement and any amendment thereto in furtherance of such admissions; provided further, that in such capacity, the Authority is authorized and directed to cause the Administrative General Partner to approve the admission of the Limited Partners to the Partnership.
3. **Approval of Partnership Documents.** The Authority has been presented with drafts of the documents listed in Exhibit A under the heading “Partnership Documents” (the “**Partnership Documents**”) in connection with the Partnership and the Project, which documents are on file with the Authority’s Secretary. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, the Partnership Documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority’s behalf or as the manager of the Administrative General Partner any further changes to the draft Partnership Documents, including material changes, and such Authorized Officer’s signature on the final Partnership Documents shall be construed as the Authority’s approval of such changes. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, any other documents reasonably required to be executed by the Authority, the Administrative General Partner or as the manager of the Administrative General Partner of the Partnership to carry out the transactions contemplated by the Partnership Documents.
4. **Approval of Loan Assembly Activities.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority acting on its own behalf or as manager of the Administrative General Partner to execute, deliver and/or file (or cause to be delivered and/or filed) all documents deemed necessary or appropriate to assemble the Project Financing, including without limitation, construction, permanent and third party loan applications, tax credit applications, and any and all other documents reasonably required to (i) cause the Limited Partners to make capital contribution(s) to the Partnership, and (ii) borrow sufficient funds to support the Project.

5. **Loan of Funds.** The Authorized Officers, and each of them acting alone, on behalf of the Authority in its capacity as the manager of the Administrative General Partner, are authorized to take such actions and execute such documents as necessary to cause the Partnership to borrow funds from Chase, the County and USDA in an aggregate approximate amount of up to \$12,600,000. Each Authorized Officer, and each of them acting alone, is authorized to decrease the principal amount of any loan by any amount, or to increase the principal amount of any loan by an amount up to 10% more than the maximum aggregate principal amount for the loans stated in this resolution. The source of funds for any such increase shall be funds available to the Authority and/or the Partnership or such other funds that may become available to the Authority and/or the Partnership for the Project. The Board directs the Executive Director to report to the Board if the total amount borrowed by the Partnership for the Project exceeds the aggregate maximum principal amount stated in this resolution for all loans to the Partnership.

6. **Approval of Guarantees.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority acting on its own behalf, to execute and perform under such guarantees as are deemed necessary or appropriate to the Project Financing, including without limitation, with respect to the Partnership Documents and the Chase Guaranty Documents.

7. **Approval of Chase Construction and Permanent Loan Documents.** The Authority has been presented, or will be, with drafts of the documents listed in Exhibit A under the heading “Chase Construction and Permanent Loan Documents” (the “**Chase Construction and Permanent Loan Documents**”) in connection with the Partnership and the Project, which documents are, or upon receipt will be, on file with the Authority’s Secretary, and pursuant to which the Partnership will borrow a construction loan in the approximate amount not to exceed \$10,500,000, a portion of which will convert to a permanent loan from Chase in the approximate amount not to exceed \$900,000. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner to enter into the transactions described in the Chase Construction and Permanent Loan Documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, the Chase Construction and Permanent Loan Documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority’s behalf or as the manager of the Administrative General Partner, any further changes to the draft Chase Construction and Permanent Loan Documents, including material changes, and the final amount to be borrowed, and such Authorized Officer’s signature on the final Chase Construction and Permanent Loan Documents shall be construed as the Authority’s approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, any other documents reasonably required to be executed by the Authority, the Administrative General Partner, or the Partnership to carry out the transactions contemplated by the Chase Construction and Permanent Loan Documents.

8. **Approval of County PLHA Loan Documents.** The Authority has been presented, or will be, with drafts of the documents listed in Exhibit A under the heading “County PLHA Loan Documents” (the “**County PLHA Loan Documents**”) in connection with the Partnership and the

Project, which documents are, or upon receipt will be, on file with the Authority's Secretary, and pursuant to which the Partnership will borrow a construction loan in the approximate amount not to exceed \$1,561,181. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner to enter into the transactions described in the County PLHA Loan Documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, the County PLHA Loan Documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf or as the manager of the Administrative General Partner, any further changes to the draft County PLHA Loan Documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final County PLHA Loan Documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, any other documents reasonably required to be executed by the Authority, the Administrative General Partner, or the Partnership to carry out the transactions contemplated by the County PLHA Loan Documents.

9. **Approval of USDA Documents.** The Authority has been presented with drafts of the documents listed in Exhibit A under the heading "USDA Documents" (the "**USDA Documents**") to be executed by the Partnership and the Authority to effectuate the sale of the Project to the Partnership and the assignment and assumption of the USDA Loan which USDA Documents are on file with the Authority's Secretary. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner to execute and deliver the USDA Documents and all documents deemed necessary and appropriate to obtain USDA approval related to the transfer of the Project and the assignment and assumption of the USDA Loan, the USDA Documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf, any further changes to the draft USDA Documents, including material changes, and the final amount to be loaned, and such Authorized Officer's signature on the final USDA Documents shall be construed as the Authority's approval of such changes. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as manager of the Administrative General Partner, any other documents reasonably required to be executed by the Authority or the Partnership, to carry out the transactions contemplated by the USDA Documents.

10. **Approval of the Acquisition Documents.** The Authority has been presented with drafts of the documents listed in Exhibit A under the heading "Acquisition Documents" (the "**Acquisition Documents**") in connection with the purchase of the Project by the Partnership from the Authority, which documents are on file with the Authority's Secretary, and pursuant to which the Partnership will acquire the Project for a purchase price of \$0.00 with the Authority donating the approximate value of \$4,269,135 (representing the fair market value of the Project of \$4,800,000 less the amount of the USDA Loan being assumed by the Partnership) to the Partnership. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf

of the Authority acting on its own behalf or as the manager of the Administrative General Partner, the Acquisition Documents and to purchase and take such other actions as they deem necessary or desirable for the Partnership to acquire and develop the Project; *provided however*, any Authorized Officer may approve on the Authority's behalf or as the manager of the Administrative General Partner any further changes to the draft Acquisition Documents, including material changes, and such Authorized Officer's signature on the final Acquisition Documents shall be construed as the Authority's approval of such changes. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, any other documents reasonably required to be executed by the Authority, the Administrative General Partner, or the Partnership to carry out the transactions contemplated by the Acquisition Documents.

11. **Approval of the Management Agent and Management Agent Documents.** The Authority, as the management agent, is approved to manage the Project. The Authority has been presented with drafts of the documents listed in Exhibit A under the heading "Management Agent Documents" (the "**Management Agent Documents**") in connection with the management of the Project. The Authorized Officers, and each of them acting alone, are authorized and directed to approve and to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, the Management Agent Documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf or as the manager of the Administrative General Partner, any further changes to the draft Management Agent Documents, including material changes, and such Authorized Officer's signature on the final Management Agent Documents shall be construed as the Authority's approval of such changes. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, any other documents reasonably required to be executed by the Authority, the Administrative General Partner, or the Partnership to carry out the transactions contemplated by the Management Agent Documents.

12. **Assignments.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority acting on its own behalf or as the manager of the Administrative General Partner, to execute and deliver one or more instruments (i) causing the Partnership to assume the Authority's rights under the construction contract, the architects' contracts, and other consultant and development contracts, as such rights pertain to the acquisition and construction of the Project, to the extent required by the Limited Partners, and (ii) assigning to lenders and others the Partnership's interests in such contracts as may be required as a condition of the Project Financing, and (iii) to effectuate the assignment and assumption of any existing Acquisition Documents, Chase Construction and Permanent Loan Documents, County PLHA Loan Documents, and USDA Documents.

13. **Execution of Documents.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority acting on its own behalf or as manager of the Administrative General Partner, to execute, deliver and/or file (or cause to be delivered and/or filed) any affidavits, certificates, letters, government forms, documents, agreements and instruments that any such Authorized Officer determines to be necessary or desirable: (i) to give effect to this resolution; (ii) to consummate the transactions contemplated herein; and (iii) to further the acquisition, rehabilitation,

development, financing, construction, and leasing of the Project. Without limiting the scope of such authorization, such documents include declarations of restrictive covenants, regulatory agreements, various deeds, leases, notes, loan agreements, deeds of trust, guaranties and indemnities and collateral assignments related to the Project Financing. Such documents may also include, without limitation, lease-up and marketing agreements, partnership management services agreements, development agreements, construction guaranty agreements, repayment guarantees, cash pledge agreements, environmental indemnity agreements, property management agreements, architect agreements, contractor agreements, housing assistance payment contracts, irrevocable consents, confessions of judgment and appointments of attorneys for service of process.

14. **Expenditures.** The Authority is authorized to expend such funds (and to cause the Partnership and the Administrative General Partner to expend such funds) as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the Project or actions authorized by this resolution.

15. **Acting Officers Authorized.** Any action required by this resolution to be taken by the Chair of the Board or Executive Director of the Authority may, in the absence of such person, be taken by the duly authorized acting Chair of the Board or acting Executive Director of the Authority, respectively or by the designee of the Chair of the Board or Executive Director.

16. **Execution of Obligations.** The Board directs the Authority's Executive Director to cause the Authority to fulfill the Authority's duties and obligations under the various agreements authorized.

17. **Ratification and Confirmation.** All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed, including, but not limited to, the formation of the Partnership and the Administrative General Partner, and the filing of finance applications related to the Project Financing and the prior execution of any Project documents listed on Exhibit A or otherwise required herein.

18. **Effective Date.** This resolution shall be in full force and effect from and after its adoption and approval.

PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER, 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:

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

## **CERTIFICATE**

I, the undersigned, the duly appointed CEO/Executive Director of the Housing Authority of Fresno County, California (the “**Authority**”), as keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution \_\_\_\_\_ (the “**Resolution**”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on the 16<sup>th</sup> day of November, 2021, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 16<sup>th</sup> day of November, 2021.

**HOUSING AUTHORITY OF FRESNO  
COUNTY, CALIFORNIA**

---

Tyrone Roderick Williams, CEO/Executive Director

## **EXHIBIT A PROJECT DOCUMENTS**

### **Partnership Documents**

- (a) Certificate of Limited Partnership of Mendota Esperanza Commons, LP;
- (b) Amended and Restated Agreement of Limited Partnership of Mendota Esperanza Commons, LP by and among Silvercrest, the Administrative General Partner, and the Limited Partners, together with all exhibits;
- (c) Development Agreement between the Authority and the Partnership; and
- (d) Agreement of Guaranty for the benefit of Partnership and Limited Partners.

### **Chase Construction and Permanent Loan Documents**

- (a) Promissory Note executed by the Partnership in favor of Chase;
- (b) Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing, executed by the Partnership as trustor, to the trustee named therein for the benefit of Chase;
- (c) Construction and Permanent Loan Agreement executed by the Partnership and Chase;
- (d) Payment and Performance Guaranty executed by the Authority, in its capacity as guarantor, in favor of Chase;
- (e) Environmental Indemnity Agreement executed by the Authority, in its capacity as guarantor, Chase, and the Corporation as Managing General Partner;
- (f) Collateral Assignment of Rights to Tax Credits & Partnership Interest executed by the Partnership in favor of Chase;
- (g) Deposit Account Agreement executed by Partnership in favor Chase;
- (h) Collateral Assignment and Pledge of Development Fees executed by the Authority and acknowledged by the Partnership in favor of Chase;
- (i) Assignment of Construction and Design Agreements executed by the Partnership in favor of Chase;
- (j) Assignment of Management Agreement and Consent and Subordination of Manager executed by the Partnership and the Authority in favor of Chase;
- (k) Assignment of Rental Assistance Contract executed by the Partnership and Chase;
- (l) Subordination Agreement(s) executed by the County, USDA, the Partnership and Chase; and



- (m) Such other documents as reasonably required by Chase.

#### **USDA Documents**

- (a) Consolidated Seller and Purchaser Written Statements (Esperanza Commons) by and between the Authority and the Partnership;
- (b) Repair Agreement (Esperanza Commons) by and between the Authority and the Partnership;
- (c) Loan Approval Conditions acknowledged by the Partnership;
- (d) Assumption Agreement by and between the Partnership and USDA;
- (e) Rental Assistance Agreement executed by the Partnership;
- (f) Multiple Family Housing Transfer of Rental Assistance executed by USDA;
- (g) USDA Multiple Family Housing Promissory Note executed by the Partnership;
- (h) USDA Loan Agreement executed by the Partnership;
- (i) Security Agreement (Multi-Family Housing) executed by the Partnership;
- (j) Restrictive Use Covenant – Transferees Assuming Agency Loans executed by the Partnership; and
- (k) And such other documents as reasonably required by USDA.

#### **County PLHA Loan Documents**

- (a) Agreement between the County and the Partnership;
- (b) Deed of Trust and Assignment of Rents and Financing Statement by the Partnership in favor of the County;
- (c) Promissory Note by the Partnership in favor of the County; and
- (d) PLHA Regulatory Agreement and Declaration of Restrictive Covenants by the Partnership in favor of the County.

#### **Acquisition Documents**

- (a) Land Option Agreement (Esperanza Commons); and
- (b) Grant Deed by the Authority in favor of Partnership.



### **Management Agent Documents**

- (a) USDA Management Plan – Farm Labor Housing by the Partnership, the Authority and USDA; and
- (b) Mendota Esperanza Commons Property Management Agreement between the Partnership and the Authority.

## BOARD MEMO

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

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

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

**TO:** Boards of Commissioners  
Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams  
CEO/Executive Director  
**AGENDA ITEM:** 8b  
**AUTHOR:** Emily De La Guerra  
**SUBJECT:** Consideration of General Delegation of Signature Authority

---

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to grant general signature authority to Tyrone Roderick Williams, as Chief Executive Officer (CEO), on behalf of both the Housing Authority of the City of Fresno and the Housing Authority of Fresno County.

The by-laws for both the Housing Authority of the City of Fresno and Fresno County establishes that the CEO/Executive Director of the Housing Authority “shall have general supervision over the administration of its business and affairs, subject to direction of the Authority, and shall be charged with the management and projects of the Authority”. As such, the Board of Commissioners is authorized to empower certain individuals to make, execute, endorse and deliver in the name of and on behalf of the Housing Authority of the County of Fresno, but shall not be limited to, any and all written instruments, agreements, policies, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by Fresno Housing.

All actions and duties completed by, delegated or assigned by the CEO must conform with the Board-approved Internal Control Policy, Delegation of Authority Policy, Conflict of Interest Policy, and any other applicable federal, state and local laws, rules and/or regulations.

### Recommendation

It is recommended that the Boards of Commissioners adopt the attached resolutions granting general signature authority to Tyrone Roderick Williams, as Chief Executive Officer.

### Fiscal Impact

There is no fiscal impact.

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

**BEFORE THE BOARDS OF COMMISSIONER OF THE  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

**GENERAL DELEGATION OF SIGNATURE AUTHORITY TO TYRONE RODERICK  
WILLIAMS AS CHIEF EXECUTIVE OFFICER**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Fresno named Tyrone Roderick Williams as its Chief Executive Officer effective November 1, 2021; and

WHEREAS, the job duties and responsibilities of the Chief Executive Officer include, but are not limited to, acting as the Secretary of the Boards of Commissioners, ensuring compliance with all federal, state and local laws regarding public and non-profit board management and governance, and ensuring that all contracts and legal instruments are executed appropriately, as directed by resolution of the Board; and

WHEREAS, the Board of Commissioners is authorized to empower certain individuals, including the Chief Executive Officer and Secretary of the Boards of Commissioners, to make, execute, endorse and deliver in the name of and on behalf of the Housing Authority of the City of Fresno, but shall not be limited to, any and all written instruments, agreements, policies, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by the Housing Authority of the City of Fresno so long as such actions comply with federal, state and local law as well as Authority bylaws, policies and procedures (collectively, the "Agency Signature Authority"); and

WHEREAS, the Board of Commissioners desires to authorize Tyrone Roderick Williams in his capacity as Chief Executive Officer with Agency Signature Authority subject to the limitations provided herein.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorizes Tyrone Roderick Williams in his capacity as Chief Executive Officer with Agency Signature Authority.

PASSED AND ADOPTED THIS 16th DAY OF November, 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:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

**BEFORE THE BOARDS OF COMMISSIONER OF THE  
HOUSING AUTHORITY OF FRESNO COUNTY**

**GENERAL DELEGATION OF SIGNATURE AUTHORITY TO TYRONE RODERICK  
WILLIAMS AS CHIEF EXECUTIVE OFFICER**

WHEREAS, the Board of Commissioners of the Housing Authority of Fresno County named Tyrone Roderick Williams as its Chief Executive Officer effective November 1, 2021; and

WHEREAS, the job duties and responsibilities of the Chief Executive Officer include, but are not limited to, acting as the Secretary of the Boards of Commissioners, ensuring compliance with all federal, state and local laws regarding public and non-profit board management and governance, and ensuring that all contracts and legal instruments are executed appropriately, as directed by resolution of the Board; and

WHEREAS, the Board of Commissioners is authorized to empower certain individuals, including the Chief Executive Officer and Secretary of the Boards of Commissioners, to make, execute, endorse and deliver in the name of and on behalf of the Housing Authority of Fresno County, but shall not be limited to, any and all written instruments, agreements, policies, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by the Housing Authority of the City of Fresno so long as such actions comply with federal, state and local law as well as Authority bylaws, policies and procedures (collectively, the "Agency Signature Authority"); and

WHEREAS, the Board of Commissioners desires to authorize Tyrone Roderick Williams in his capacity as Chief Executive Officer with Agency Signature Authority subject to the limitations provided herein.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorizes Tyrone Roderick Williams in his capacity as Chief Executive Officer with Agency Signature Authority.

PASSED AND ADOPTED THIS 16th DAY OF November, 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:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

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

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

## EXECUTIVE DIRECTOR'S REPORT

---

**TO:** Boards of Commissioners  
Fresno Housing  
**DATE:** November 10, 2021  
**BOARD MEETING:** November 16, 2021  
**FROM:** Tyrone Roderick Williams  
CEO/Executive Director  
**AGENDA ITEM:** 9b  
**AUTHOR:** Staff  
**SUBJECT:** November 2021 Executive Director's Report

---

### 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
------------------	-------------	---------	-------------	------------------

The Villages at Paragon	Lease-Up	4041 Plaza Drive West Fresno, CA	28	100%
Linnaea Villas	Under Construction	2530 Sierra Street Kingsburg, CA	47	99%
The Villages at Broadway	Under Construction	1828 Broadway Street Fresno, CA	26	99%
The Monarch @ Chinatown	Under Construction	1101 F Street Fresno, CA	57	46%
Alegre Commons	Under Construction	130 W Barstow Avenue Fresno, CA	42	69%
Esperanza Commons ( <i>fka Mendota Farm Labor</i> )	Pre-Development 1 <sup>st</sup> Round 2021 TCAC Awarded December 2021 Closing	241 Tuft Street Mendota, CA	60	N/A
Corazón del Valle Commons ( <i>fka Huron RAD</i> )	Pre-Development MHP Awarded 2 <sup>nd</sup> Round 2021 TCAC Awarded April 2022 Closing	Fresno and 12 <sup>th</sup> Street Huron, CA	61	N/A
The Arthur @ Blackstone ( <i>fka Blackstone/Simpson</i> )	Pre-Development NPLH, IIG, HOME Awarded 2 <sup>nd</sup> Round 2021 TCAC Pending	3039 N Blackstone Avenue Fresno, CA	41	N/A
La Joya Commons ( <i>fka Firebaugh Family</i> )	Pre-Development 2021 Joe Serna, Jr. Pending Pending MHP Application	1501 Clyde Fannon Road Firebaugh, CA	68	N/A
Avalon Commons Phase I ( <i>fka Chestnut/Alluvial</i> )	Pre-Development Pending MHP Application HOME Funds Awarded	7521 N. Chestnut Ave. Fresno, CA	60	N/A
Citrus Gardens	Pre-Development 2021 Joe Serna, Jr. Pending	201 Citrus & 451 10 <sup>th</sup> St. Orange Cove, CA	30	N/A
Step Up on 99 ( <i>fka Motel 99</i> )	Pre-Development Homekey Awarded Pending MHP Application	1240 & 1280 Crystal Ave Fresno, CA	63	N/A
Sun Lodge ( <i>fka Day's Inn</i> )	Pre-Development Homekey Awarded Pending MHP Application	1101 N. Parkway Drive Fresno, CA	64	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A



Florence & Plumas	Pre-development PLHA Awarded HOME Funds Awarded	Southwest Fresno-TBD	33	N/A
Plaza Motel	Predevelopment Planning Tentative Funding from City of Fresno	1940 Broadway Street Fresno, CA 93721	32	N/A

## Project Highlights

None at this time.

## Executive Summary

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 10/01/2021 – 10/31/2021			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1108	21	97.74 %
COUNTY OF FRESNO			
County of Fresno	1262	40	96.59%%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	193	99	48.70%

## Property Management

Residents have started moving into Villages at Paragon as of November 1, 2021. To date, 20 of 27 units are occupied. Staff from various departments worked together on move-in day to prepare units. They made the beds, added dishes and cookware and various household supplies to help residents feel at home.

Property Management Staff continues to work with HCV Staff and Department of Behavioral Health to fill the remaining units. Our goal is to be 100% occupied by November 30<sup>th</sup>. We have now started working on applications for Villages at Broadway which is expected to open in mid-December.

Property Management Staff is working with Resident Services to provide Thanksgiving Meals at each of our Permanent Supportive Housing properties. Events will be held from November 15<sup>th</sup> through November 19<sup>th</sup> at each of the following sites: Santa Clara, Alta Monte, Trinity, Parc Grove Vets and Villages @ Paragon.

Staff from Blossom Trail Commons and Resident Services participated in the City of Sanger Police & Fire Departments 2021 National Night out on October 29<sup>th</sup>, 2021 at Sanger Park. They hosted a booth and gave away books, school supplies and backpacks.

To date, over 80 tenants within the City and County have taken advantage of the Emergency Rental Assistance program. The program has provided over \$260,000 in emergency rental assistance to our families. We'd like to thank our staff and partners for assisting our residents with the application process. We will continue to provide our residents with information and resources for as long as the programs are available to them.

The SE Fresno Safety Officer has been working with 2 youth that struggle with a variety of mental health issues. Officer Delgado purchased yoga/exercise items for the 2 youth to use to help with their concentration, calmness and confidence.

## 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.*

Our efforts here are ongoing. We will report the outcomes as they are achieved.

## 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.*

Our efforts here are ongoing. We will report the outcomes as they are achieved.

## PARTNERSHIP

### Overview

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

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

Project	Organization	Role
The Villages at Paragon	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Villages at Broadway	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Alegre Commons (fka Barstow Commons/The Villages at Barstow)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Arthur @ Blackstone (fka Blackstone/Simpson)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations

Project Homekey	City of Fresno Turning Point Fresno County	Partner in application to the Homekey program and operational funding to provide housing to populations most vulnerable to COVID-19
Plaza Motel	City of Fresno Fresno City College	Potential partnership to acquire, repair the property to provide transitional housing options for transitional aged youth attending Fresno City College

## 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.*

### Accounting and Finance

For the month of November, Accounting staff is working toward the year-end closing preparation for 2021 by establishing checklists and open items.

Finance staff continue to meet with management in reviewing 2021 year-to-date financial results and to discuss the 2022 budgetary needs and expectations. The second draft of the 2022 budget will be presented to the Boards of Commissioners in November.

Accounting leadership continues to work closely with Human Resources in the recruitment of a Fiscal Services Coordinator.

### Information Technology and Information Systems

The Innovation and Technology (IT) department released an updated Customer Service survey to staff in November. The Agency made extensive technology enhancements in response to COVID and staff feedback is incredibly important in evaluating the impact of those enhancements. IT staff will evaluate the results of the survey and update best practices accordingly.

### Human Resources

The Agency's Annual Benefits Open Enrollment period began Monday, November 15th and continues through Wednesday, November 24th with the new benefits taking effect on January 1, 2022. Virtual Open Enrollment Informational workshops were held by the department in partnership with the Agency's Benefit Broker, Barthuli & Associates, throughout the first week of November.

In addition, the Human Resources department is conducting 17 recruitments for the job titles noted below across the Property Management, Housing Choice, Housing Programs, Accounting/Finance, Human Resources, Administrative Services and Real Estate Development departments. Over the last month, 41 interviews have been conducted.

<u>Working Title</u>	<u>Internal/External?</u>	<u>Vacancies</u>	<u>Department</u>
Administrative Services Coordinator	Both	1	Administrative Services
Area Manager	Both	1	Property Management
Asset Manager	Both	1	Real Estate Development
Community Coordinator	Both	1	Property Management
Compliance Coordinator	Both	1	Property Management
Construction Manager/Owner's Representative	Both	1	Real Estate Development
Finance Manager	Both	1	Accounting/Finance
Fiscal Services Coordinator	Both	1	Accounting/Finance
Housing Choice Financial Analyst	Both	1	Housing Choice
Housing Specialist	Both	2	Housing Choice
Maintenance Technician - Broadway/Paragon	Both	1	Property Management
Maintenance Technician - Cedar Courts	Both	1	Property Management
Maintenance Technician - Fairview	Both	1	Property Management
Procurement Analyst	Both	1	Administrative Services
Program Integrity Specialist	Both	1	Housing Choice
Property Specialist II (Broadway)	Both	1	Property Management
Property Specialist II - OnSite (Paragon)	Both	1	Property Management

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

<b>Type</b>	<b>Date of Hire</b>	<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Location</b>
New	11/01/2021	Tyrone Roderick Williams	Chief Executive Officer	Executive Office	Central Office
New	11/02/2021	Juliebeth Lopez-Flores	Resident Services Coordinator	Housing Programs	Central Office
New	11/09/2021	Jesse Sanchez	Accountant	Accounting/Finance	Central Office
New	11/09/2021	Armando Williams	Maintenance Technician	Property Management	Central Office
New	11/16/2021	Erendira Garfias	Property Specialist II	Property Management	Pacific Gardens

There are no promotions or transfers to announce at this time.

### **Diversity, Equity and Inclusion (DEI)**

Marc' Bady, Chief Diversity Officer, continues his effort in engaging with every individual staff member. In addition, he has scheduled his first New Hire Diversity, Equity, and Inclusion Orientation workshop. This workshop will be held with every new employee to discuss Fresno Housing's mission, vision, goals and initiatives in relation to DEI.

In the month of November, Marc' and Assistant Manager – Resident Services, Lucinda Walls, will host a workshop with Professor Rodney Murphy from Fresno City College who will be presenting on Mental Health Resources through the lens of underrepresented populations and resources to support our residents. The workshop, in addition to the New Hire DEI Orientation, align with two of four Agency DEI Goals:

1. Increase the power and influence of diversity through all dimensions of diversity across the organization, specifically at the leadership level; and
2. Building inclusive excellence: increase DEI communication, accountability, data and awareness.

In addition to ongoing meetings with the newly-formed DEI Workgroup, Marc' is also meeting with all department leads within the agency to provide updates and feedback regularly. The conversations correspond with the DEI framework and our continued efforts/initiatives in building out equitable practices that further enhance our work inside and outside the Agency.

November is "National Native American Heritage Month". It started in 1915 by Dr. Arthur C. Parker, a Seneca Indian and Director of the Museum of Arts in Rochester, New York as a day to recognize the significant contributions the first Americans made to the establishment and growth of the United States. In 1990, then President George W. Bush approved the designation of the full month for what is also known as "American Indian and Alaska Native Heritage Month". During the first week of November, various families and community members nationwide as well as in other parts of the world celebrate "Day of the Dead" or "Dia de los Muertos" which is a series of commemorative days dedicated to those who have died. It coincides with the Catholic holy days of All Saints which Falls on November 1st and All Souls which is on November 2nd. Day of the Dead is divided into two distinct days, the first being "Dia de los Inocentes", which is dedicated to children on November 1st, and "Dia de los Muertos" on November 2nd, which is the actual Day of the Dead. Both days taken together are collectively referred to as the "Day of the Dead", and celebrations can begin as early as October 31st (also known as "Halloween"). Another important date in this month to recognize, November 25th, is "International Day for the Elimination of Violence Against Women", which was designated in 1999 by the United Nations General Assembly. This same date also happens to fall on the Thanksgiving holiday which is celebrated by various families and community members in the United States.

## **Structure**

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

Our efforts here are ongoing. We will report the outcomes as they are achieved.

## **Strategic Outreach**

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

Our efforts here are ongoing. We will report the outcomes as they are achieved.



# 2022 Agency Budget – 2<sup>nd</sup> Draft

*Boards of Commissioners Meeting*

*November 16, 2021*



# Overview

---

- 2022 Operating Budget – 2<sup>nd</sup> Draft
- 2021 Projections
- Unrestricted Reserves
- Next Steps



# 2022 Operating Budget – 2<sup>nd</sup> Draft

	Core/Admin	Real Estate Development	Housing Choice Voucher	Resident Empowerment	Homeless Initiatives	Housing Management	Total 2022 Budget
NET TENANT INCOME	45,000	-	-	-	-	7,947,089	7,992,089
TOTAL INTEREST INCOME	24,000	505,008	-	-	-	-	529,008
TOTAL OTHER INCOME	153,996	649,992	-	755,844	-	349,744	1,909,576
TOTAL ADMIN & MANAGEMENT FEE INCOME	8,547,450	-	-	-	-	-	8,547,450
TOTAL DEVELOPER FEE INCOME	-	3,651,672	-	-	-	-	3,651,672
TOTAL HUD GRANT INCOME	-	-	9,991,068	66,408	2,509,080	5,818,688	18,385,244
TOTAL OTHER GRANT INCOME	-	3,163,764	-	-	619,992	1,315,000	5,098,756
<b>TOTAL INCOME</b>	<b>8,770,446</b>	<b>7,970,436</b>	<b>9,991,068</b>	<b>822,252</b>	<b>3,129,072</b>	<b>15,430,521</b>	<b>46,113,795</b>
TOTAL PAYROLL EXPENSES	7,667,342	1,909,992	6,447,940	1,360,524	949,296	2,911,260	21,246,355
TOTAL ADMINISTRATIVE EXPENSES	2,500,848	3,462,984	4,920,060	211,536	429,312	2,226,211	13,750,951
TOTAL TENANT SERVICES EXPENSES	50,004	-	-	720,000	2,209,128	365,000	3,344,132
TOTAL UTILITY EXPENSES	213,348	537,504	-	-	-	2,296,398	3,047,250
TOTAL MAINTENANCE EXPENSES	405,972	128,076	81,972	3,996	4,692	2,574,520	3,199,228
TOTAL TAXES & INSURANCE EXPENSES	79,008	42,048	7,344	-	-	604,501	732,901
<b>TOTAL EXPENSES</b>	<b>10,916,522</b>	<b>6,080,604</b>	<b>11,457,316</b>	<b>2,296,056</b>	<b>3,592,428</b>	<b>10,977,890</b>	<b>45,320,817</b>
<b>NET OPERATING INCOME</b>	<b>(2,146,076)</b>	<b>1,889,832</b>	<b>(1,466,248)</b>	<b>(1,473,804)</b>	<b>(463,356)</b>	<b>4,452,631</b>	<b>792,978</b>
TOTAL NON-OPERATING EXPENSES	-	15,000	-	-	-	1,607,646	1,622,646
<b>NET INCOME</b>	<b>(2,146,076)</b>	<b>1,874,832</b>	<b>(1,466,248)</b>	<b>(1,473,804)</b>	<b>(463,356)</b>	<b>2,844,985</b>	<b>(829,668)</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(2,146,076)</b>	<b>1,571,724</b>	<b>-</b>	<b>(1,473,804)</b>	<b>(463,356)</b>	<b>805,339</b>	<b>(1,706,173)</b>



# 2022 Operating Budget – 2<sup>nd</sup> Draft

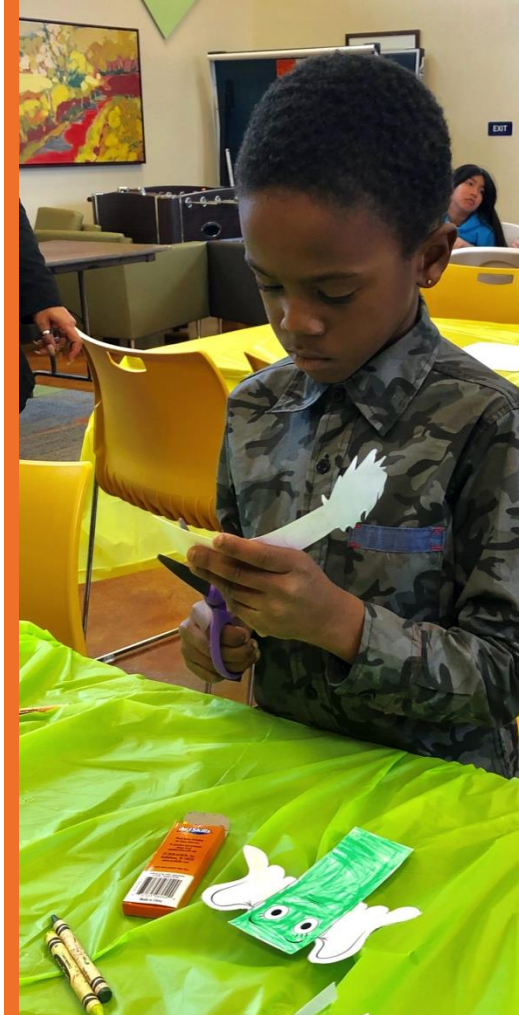
- 1<sup>st</sup> Draft: \$2.59M draw on unrestricted reserves
- 2<sup>nd</sup> Draft: \$1.70M draw on unrestricted reserves
  - HomeKey properties
  - 1<sup>st</sup> Round 2022 TCAC Award
  - 253 FTE's (+15)
  - Strategic Initiatives
    - *DEI*
    - *CNI*
    - *Resident Safety Initiatives*



# 2021 Projections

Agency	2021 Budget	2021 Projections	2022 Budget
Total Income	43.6	41.7	46.1
Total Expenses	42.3	39.7	45.3
Net Income	1.3	2.0	0.8
Unrestricted Net Income	(0.7)	(1.1)	(1.7)

- 2021 Budget: \$1.3M in Net Income, (\$728k) draw on unrestricted reserves
- 2021 Projections: \$2.0M in Net Income, (\$1.1M) draw on unrestricted reserves
- 2022 Budget: \$830k in Net Income, (\$1.7M) draw on unrestricted reserves



# Unrestricted Reserves

Unrestricted Reserves	\$ Change	Balance
2013 Financial Results	1,570,359	1,570,359
2014 Financial Results	1,368,730	2,939,089
2015 Financial Results	153,228	3,092,317
2016 Financial Results	261,439	3,353,756
2017 Financial Results	920,239	4,273,995
2018 Financial Results	1,545,106	5,819,101
2019 Financial Results	197,958	6,017,059
2020 Financial Results	1,758,190	7,775,249
2021 <i>Projected Results</i>	(1,104,355)	6,670,894
2022 <i>Budget - Second Draft</i>	(1,706,173)	4,964,720
<b>Total Unrestricted Reserves</b>	<b>4,964,720</b>	

- Based on current draft of budget, would end 2022 with \$4.96M in unrestricted reserves



# Next Steps

## 2022 Budget - Second Draft (1,706,173)

DEI Initiative	100,000
Heaton Initiative	103,000
Homeownership Initiative	175,000
Youth Enrichment Initiative	110,000
Adult Literacy Initiative	100,000
Workforce Development Initiative	210,000
Timing of New Hires	250,000
Travel, Training & Events	110,000
Sponsorships, Memberships	50,000

## Total Changes 1,208,000

Potential Unrestricted Draw (498,173)

- Budget Reductions for Final Draft
  - New Strategic Initiatives
    - *Focus on partnerships, rather than internal programming*
    - *Grant writer to explore funding opportunities*
  - Delay hiring new & replacement positions
  - Administrative Expenses
- Final Budget presented at Dec. 14<sup>th</sup> Board Meeting

**Questions or Comments?**





# Development Update

*November 16, 2021*



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



# Project Updates:

- The Arthur at Blackstone
  - Pending Award 11/17/2021!!!
- GCCM RFP's Released
  - Rehabilitation/Adaptive Reuse – Sun Lodge and Citrus Gardens
  - New Construction – Avalon Commons Phase I and La Joya Commons
- Possible Motel Conversions
  - Ongoing conversations with the City of Fresno
- Esperanza Commons Agenda Item 8a
  - Financial closing scheduled in December 2021



# Esperanza Commons Action Item

(fka Mendota Farm Labor)

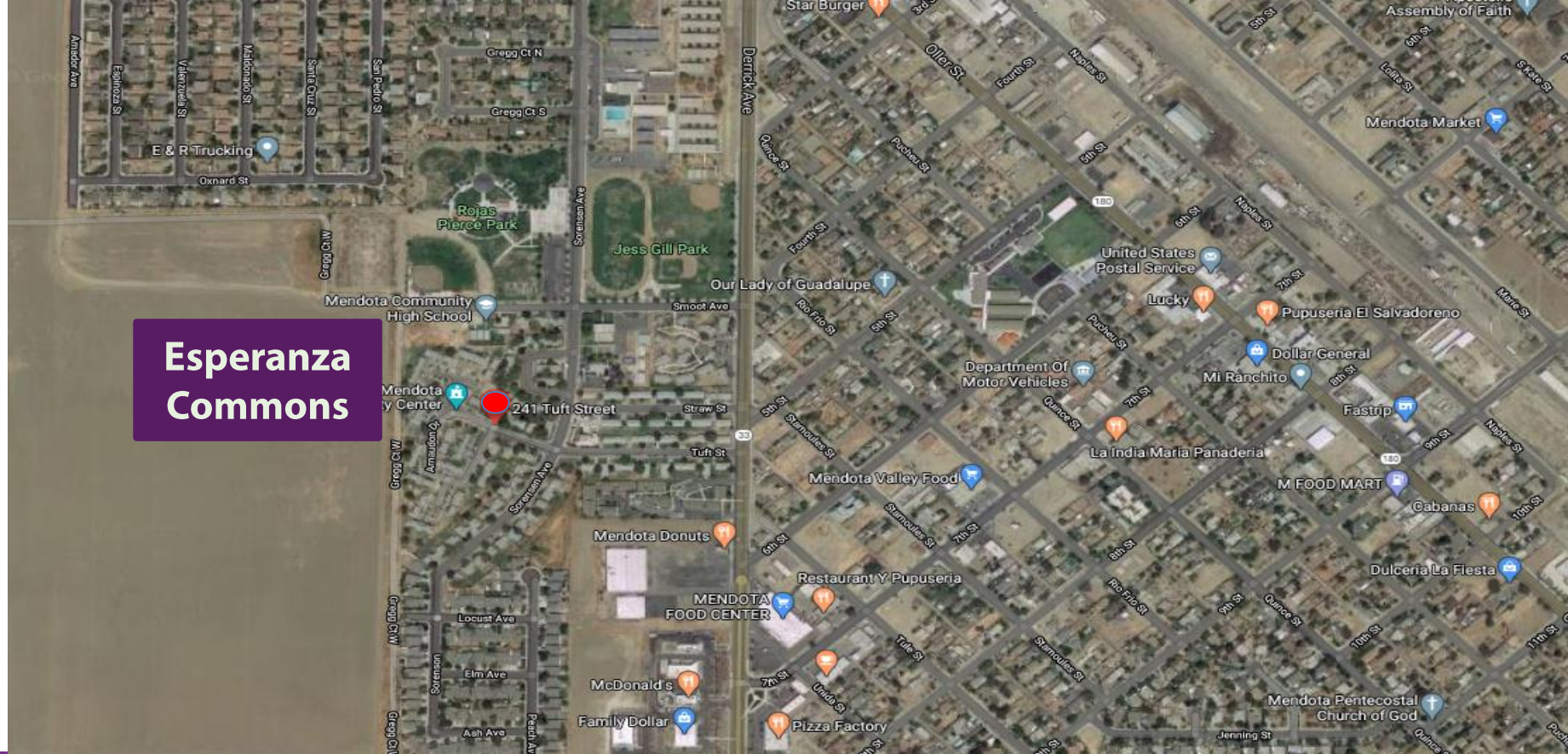
- Project is an existing 60-unit multifamily USDA development located in Mendota, CA
- Proposed for rehabilitation and refinancing utilizing 9% tax credits
- Staff has been working with Anne Phillips Architecture on rehab scope
- *Awarded 2021 9% LIHTC application*
- *Action Items: Approval of Omnibus Resolution*



FRESNO HOUSING



# Esperanza Commons Aerial



**Esperanza  
Commons**

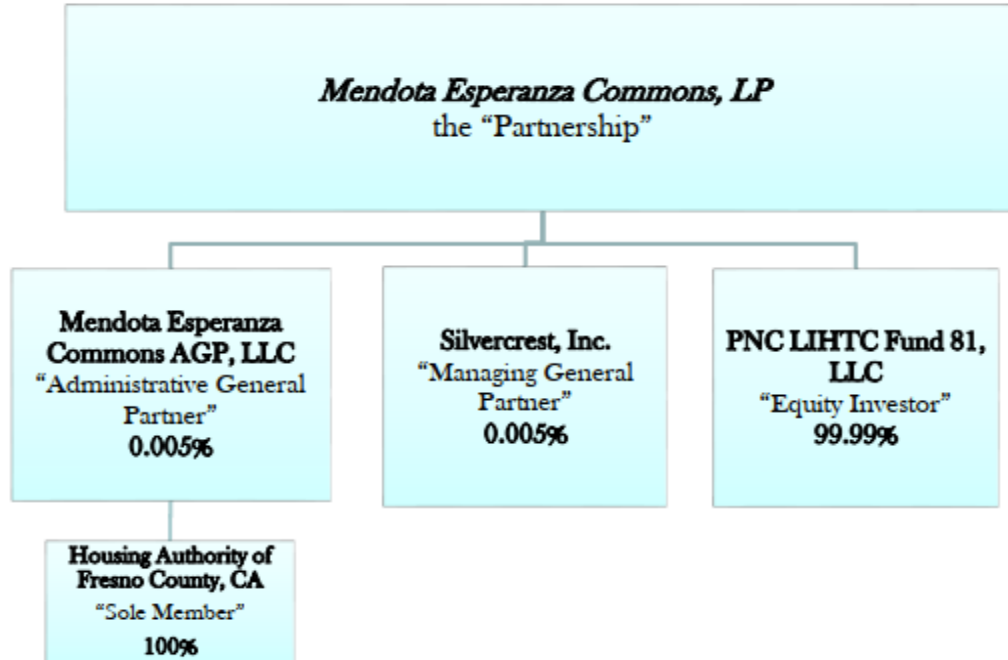
**FRESNO HOUSING**





# Esperanza Commons Org Chart

## Ownership Structure Esperanza Commons



# Esperanza Financing Highlights

- USDA – Recast of existing loan and rental subsidy contract renewal for additional 33 years
- County of Fresno – PLHA financing
- PNC Bank - LIHTC Equity investment
- J.P. Morgan Chase Bank – Construction & Permanent Financing
- Over \$7m of construction improvements
- \*Financial close scheduled for Dec. 10, 2021



**Questions?**

# Esperanza Commons Sources & Uses

## EXHIBIT C

### Esperanza Commons Pro Forma

#### Residential

Development Sources and Uses		
Sources of Funds	Amount on February 2021	Amount on November 2021
Conventional Perm Loan	\$ 913,000	\$ 893,000
USDA 514 Recast Loan	\$ 557,907	\$ 530,865
Project Reserves	\$ 701,699	\$ -
Donated Land & Building*	\$ 4,242,093	\$ 4,269,135
County of Fresno PLHA Loan	\$ -	\$ 1,561,181
LIHTC Equity	\$ 11,481,649	\$ 11,821,789
<b>Total Sources of Funds</b>	<b>\$ 17,896,348</b>	<b>\$ 19,075,970</b>
Uses of Funds	Amount	Amount
Acquisition Costs (Land/Building)	\$ 4,800,000	\$ 4,800,000
Construction Costs**	\$ 7,451,934	\$ 7,399,000
Hard/Soft Cost Contingencies	\$ 904,360	\$ 1,518,839
Permits/Impact Fees/etc.	\$ 45,000	\$ 45,000
Professional Fees	\$ 711,100	\$ 996,800
Relocation	\$ 900,000	\$ 1,100,000
Loan Fees and other Soft Costs	\$ 850,000	\$ 900,102
Reserves	\$ 706,461	\$ 760,019
Developer Fee	\$ 1,527,493	\$ 1,556,210
<b>Total Uses of Funds</b>	<b>\$ 17,896,348</b>	<b>\$ 19,075,970</b>

Draft as of 11/09/2021

\*Total land and building acquisition cost (\$4,800,000) less remaining USDA debt (\$530,865)

\*\*Construction subject to State Prevailing Wage

#### Non-Residential

Development Sources and Uses		
Sources of Funds	Amount on February 2021	Amount on November 2021
LIHTC Equity	\$ 115,000	\$ 115,000
<b>Total Sources of Funds</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>
Uses of Funds	Amount	Amount
Day Care Facility Rehab	\$ 100,000	\$ 100,000
Day Care Facility Contingency	\$ 15,000	\$ 15,000
<b>Total Uses of Funds</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>