



Board of Commissioners Meeting

July 25, 2023

AGENDA

Regular Joint Meeting of the Boards of Commissioners of Fresno Housing

5:00 PM • JULY 25, 2023

This Board Meeting will be held via video and audio conferencing, and in person. The meeting can be accessed by members of the public as follows:

Meeting Location: 1260 Fulton Street (2nd Floor), Fresno, CA 93721

Via Zoom:

<https://us06web.zoom.us/j/82547656724?pwd=ZHlJTzNrbURpVjJOTUhhTTRsUGJlUT09>

To join via teleconference, call: (669) 900-6833. Meeting ID: 825 4765 6724.

Passcode: 547565.

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) 443-8493 or ExecutiveOffice@fresnohousing.org, TTY 800-735-2929.

PAGE #

1. Call to Order and Roll Call

2. Approval of agenda as posted

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 of the Authority after the posting of this agenda.

3. Public Comment and Presentations

This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the agenda. The public will have an opportunity to speak on each specific item of business. Comments must be delivered in person or via teleconference when prompted by the chair and must pertain to the specific item of business being heard by the Boards. At the start of your presentation, please state your name and the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

4. Potential Conflicts of Interest

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

5. Governance Matters

- a. CEO's Report – Presented by Tammy Townsend for Tyrone Roderick Williams 10
 - b. Commissioners' Report
-

6. Consent Agenda

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

- a. Governance: Consideration of the Minutes of June 27, 2023
Approval of the minutes of the Board Meeting 17
- b. Vehicle Allowance Policy
Update to the Agency Policy 21
- c. Cal Card Use Policy
Update to the Agency Policy 28
- d. Consideration to Award GCCM Contract
Consideration of contract for general construction services for Parkside Inn 34
- e. Consideration to Award GCCM Contract
Consideration of contract for general construction services for Cordillera Commons 42
- f. Consideration of Approval to Submit Funding Application to the California Tax Credit Allocation Committee
Approval to submit a funding application to CTCAC for Parkside Inn 47
- g. Approval of 2023-2025 Operation and Maintenance Funding Contract for Parlier Migrant Center
Authorization to enter into an operation and maintenance funding contract with the State of California Housing and Community Development Office of Migrant Services to operating temporary housing for migrant workers

7. Information Item

- a. 2024 Agency Plan Update 51
- b. HCV Update 112
- c. Overview of 2022 Financial Results for Mixed Finance Properties 118

8. Action

- a. *No Action Items at This Time*

9. Adjournment

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

Tuesday, June 27, 2023

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, June 27, 2023, at 1260 Fulton Street, Fresno, CA. The public was able to join in person and via teleconference.

1. The regular joint meeting was called to order at 5:12 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
 Isaiah Green
 Ruby Yanez
 Sharon Williams
 Sabrina Kelley

ABSENT: Areli Rios

The regular joint meeting was called to order at 5:12 p.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Cary Catalano, Chair
 Valori Gallaher
 Sophia Ramos
 Amadeo Garcia
 Joey Fuentes

ABSENT: Kyle Chaney

Also, in attendance were the following: Tyrone Roderick Williams, CEO; Ken Price, Baker Manock and Jensen - General Counsel; Tammy Townsend, Deputy Executive Director

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

MOTION PASSED: 5 – 0

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

MOTION PASSED: 5 – 0

There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

There was no public comment.

5. GOVERNANCE MATTERS

a. CEO's Report – Presented by Tyrone Roderick Williams

In addition to the written report, Mr. Williams shared:

- Property Management had zero findings for the tax credit audit for Yosemite Village
- Groundbreaking for Avalon Commons was a success. An existing development, Blossom Trails entered into a contract with Sun Run to use solar tax credits for solar energy on units saving residents on utility bills. Fresno Housing is leading the state in using these tax credits. La Joya Commons, a farm worker's housing development closed.

- Christina Husbands will be the new Vice President for the SW Region Division and will hold this appointment for 2 years. Additionally, Christina sits on the National Board of Governors.
- Agency Goals Overview:
 - Each department is reviewing its mid-year budget with Nicole and her team.
 - Fresno Housing received the Certificate of Achievement for Excellence in Financial Reporting for 2021 which is the highest award of its kind.
 - Fresno Housing, led by Tiffany Mangum, hosted the Rothstein's at Parc Grove.
 - Leadership development opportunities – 1) Aspire Academy is for non-supervisory employees aspiring to become a supervisor (Or leadership role). 2) Supervisor Academy helps to develop internal growth opportunities for supervisors.
 - Ethics Training is being offered for Commissioners through NAHRO which helps them to understand their roles as Commissioners.

There was no public comment.

b. Commissioners' report - Presented by Chair Adrian Jones

- Chair Jones reported as follows:
- Vice Chair Sharon Williams received a certificate of recognition from the City of Fresno.
- 2 candidates have been presented to move forward to City Council on July 20th.
- Commissioner Kelley advised she was interested in creating a scholarship to support residents. Commissioner Isaiah Green also expressed interest in supporting a scholarship for residents.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on June 27, 2023.
Approval of the minutes of the Board Meeting
- b. Consideration of Time Away from Work Policy
- c. Consideration of the Family and Medical Leave Policy

*Joint Board Meeting
Action Minutes: 06.27.23 Minutes
Adopted:*

- d. Consideration of Approval to Submit Funding Applications to the California Department of Housing & Community Development Super NOFA
- e. Consideration of Approval to Submit Funding Applications to the City of Fresno Affordable Housing NOFA

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

MOTION PASSED: 5 – 0

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

MOTION PASSED: 5 – 0

There was no public comment.

7. INFORMATION ITEMS

- a. Agency Annual Plan Timeline

Aurora Ibarra, Assistant Director Housing Choice Voucher, presented on this item

- b. California Public Employees Retirement Systems Update

Tammy Townsend, Deputy Executive Director, presented on this item

- c. HCV Update

Brandy Woodard, Chief of Housing Choice Programs and Initiatives, presented on this item.

- d. Real Estate Update

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

There was no public comment.

8. CLOSED SESSION

a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 1823 W. Hedges Ave, Fresno, CA 93728 (APN's 449-231-34, 449-231-35, 449-231-29, 449-231-28)

Agency Negotiator: Tyrone Roderick Williams

Negotiating Parties: Fresno Housing and Rod Alusi Real Estate

Under Negotiating: Price and Terms Payment

The Boards of Commissioners entered closed session at 6:04 p.m.

The Boards of Commissioners returned from the closed session at 6:34 p.m. and resumed the open session.

No report from closed session

9. ACTION

a. Step Up on 99 Omnibus Closing and Funding Approval

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Fuentes to approve the Step Up on 99 Omnibus Closing and Funding.

MOTION PASSED: 5 – 0

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Williams to approve the Step Up on 99 Omnibus Closing and Funding.

MOTION PASSED: 5 – 0

b. Consideration of an Update to the Agency CEO/Executive Director Succession Plan

COUNTY MOTION: Commissioner Ramos moved, seconded by Commissioner Gallaher to approve the Consideration of an Update to the Agency CEO/Executive Director Succession Plan

MOTION PASSED: 5 – 0

CITY MOTION: *Commissioner Green moved, seconded by Commissioner Yanez to approve the Consideration of an Update to the Agency CEO/Executive Director Succession Plan*

MOTION PASSED: 5 – 0

10. 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 6:40 p.m.

Tyrone Roderick Williams, Secretary to 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

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Tyrone Roderick Williams

Chief Executive Officer

SUBJECT: CEO's REPORT

DATE: July 20, 2023

BOARD MEETING: July 25, 2023

AGENDA ITEM: 5a

AUTHOR: Various Staff

Executive Summary

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

PLACE

Overview

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

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

Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Esperanza Commons (<i>fka Mendota Farm Labor</i>)	Under Construction	241 Tuft Street Mendota, CA	60	67%
Corazón del Valle Commons (<i>fka Huron RAD</i>)	Under Construction HCD HOME Awarded	Fresno and 12 th Street Huron, CA	61	82%
The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Under Construction	3039 N Blackstone Avenue Fresno, CA	41	61%
Sun Lodge (<i>fka Day's Inn</i>)	Under Construction	1101 N. Parkway Drive Fresno, CA	64	68%
Citrus Commons (<i>fka Citrus Gardens</i>)	Under Construction	201 Citrus & 451 10 th St. Orange Cove, CA	30	67%
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	15%
La Joya Commons Phase I (<i>fka Firebaugh Family</i>)	Under Construction	1501 Clyde Fannon Road Firebaugh, CA	68	N/A
Manzanilla Commons (<i>fka Step Up on 99, Motel 99</i>)	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	N/A
Heritage Estates (<i>fka Florence & Plumas</i>)	Pre-Development Pending City of Fresno PLHA Award; HOME Funds Award	Southwest Fresno-TBD	33	N/A
Cordillera Commons Phase I (<i>fka San Joaquin Commons</i>)	Pre-Development Pending HCD SuperNOFA Application	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
Parkside Inn/Golden State Triage	Pre-Development Pending HCD SuperNOFA Application Pending City of Fresno Application	1415 W. Olive Avenue, Fresno	39	N/A

North Fulton Development	Pre-Development Pending IIG-C Application Pending City of Fresno Application	1302 Fulton Street, Fresno	TBD	N/A
Avalon Commons Phase II (<i>fka Chestnut/Alluvial</i>)	Pre-Development City of Fresno LHTF Awarded Pending HCD SuperNOFA Application Pending City of Fresno Application	7521 N. Chestnut Ave. Fresno, CA	45	N/A
La Joya Commons Phase II (<i>fka Firebaugh Family</i>)	Pre-Development	1501 Clyde Fannon Road Firebaugh, CA	TBD	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

Project Highlights

The Manzanilla Commons (*fka Step Up on 99*) development successfully closed on financing on July 8, 2023. Phase I of Esperanza Commons is now fully occupied, and Phase II is under construction.

PUBLIC

Overview

Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno’s low-income residents.

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

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 Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	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

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.

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

Human Resources

July is Slips, Trips and Falls training month. Slips, trips, and falls at work can lead to injuries – and even deaths. According to the Bureau of Labor Statistics, 23.9% of workplace injuries are caused by slips, trips and falls. Employees will review simple ways employees can prevent these injuries throughout the course of their day.

The Human Resources department is in varying stages of conducting recruitments for the job titles noted below. Over the last month, **26** interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Area Manager	Both	1	Property Management
Assistant Construction Project Manager	Both	1	Resident Empowerment
Assistant Project Manager	Both	1	Resident Empowerment
Compliance Coordinator	Both	1	Property Management
District Manager	Both	1	Property Management
Maintenance Technician	Both	3	Property Management
Procurement Analyst	Both	1	Administrative Services

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

<u>Type</u>	<u>Date of Hire</u>	<u>Name</u>	<u>Title</u>	<u>Department</u>
New Hire	7/17/2023	Monica Solorio	Compliance Coordinator	Property Management
New Hire	7/17/2023	Vincent Giudici	Maintenance Assistant	Property Management
New Hire	7/17/2023	James Flores	Maintenance Technician	Property Management
New Hire	7/31/2023	Mina Roshan	Fiscal Services Coordinator	Finance
New Hire	7/31/2023	Rebecca Kelley	Procurement Analyst	Admin Services

Structure

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

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

Strategic Outreach

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

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

Resident Empowerment

Summer Reading Program

The Summer Reading Club focuses on elementary school aged youth to provide literacy enrichment activities in preventing summer learning loss. The six (6)-session will encourage youth to participate in completing a summer reading log to collect book bucks to be spent at a scheduled book fair at the end of the program. Fresno Unified's Curriculum, Instruction and Professional Learning Department has provided various back to school items to giveaway at the book fair.

Also scheduled during the program are reading circles with guest readers with our very own CEO, Tyrone R. Williams and Chief of Housing Choice Programs and Initiatives, Brandy Woodard. In addition, making a guest appearance are local authors Dr. Deshunna Monay Ricks reading her "I AM Determined & I AM Valuable" books and Lashawn Toney reading "Don't Bully Me & Journey of a Real Gift Inside Autism".

Program Schedule - July 10 - July 28th

Alegre Commons – (Mondays and Wednesdays) 10am - 12pm

Villa Del Mar (Tuesdays and Thursdays) 10am - 12pm

Granada (Tuesdays and Thursdays) 10am - 12pm

Cueva de Oso (Tuesdays and Thursdays) 10am - 12pm

Fresno Unified Extended Learning – Summer Enrichment Camps

Fresno Housing is hosting two camps in partnership with Fresno Metro Ministry and Educational Leadership Foundation with funds received through the Fresno Unified Extended Learning Office. The Summer Enrichment camps are to support students with the opportunity to engage in new and exciting activities that provide hands-on instruction by promoting critical thinking, increased physical activity and team collaboration.

Garden to Fork Camp @ Yo'Ville

Fresno Metro Ministry will provide gardening and cooking classes to students to teach them how to connect how food gets from the garden to their plate. They will have the opportunity to engage in fun games and activities with hands on gardening at Yo'Ville Farms!

Yo'Ville Community Garden/Yosemite Village – July 10 – 28th (Monday – Friday) 8:00am – 5:00pm

Picture Perfect Camp

Educational Leadership Foundation will engage youth in photography by taking meaningful photos to express a visual of storytelling. They will have the opportunity to learn about Hispanic/Latino culture through different activities. At the end of camp, student will display an Art Exhibit for families to see their amazing work.

Parc Grove Commons – July 10-28th (Monday – Friday) 8am -12pm.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 07/25/2023
AGENDA ITEM: 6b
SUBJECT: Consideration of the Vehicle Allowance Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 07/17/2023

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the revised Vehicle Allowance Policy which was last approved by the Boards in 2005. The policy is being updated to be consistent with current practice and reflect that the vehicle allowance has increased.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Vehicle Allowance Policy.

Fiscal Impact

There is no fiscal impact associated with adoption of the Vehicle Allowance Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel and Finance Policies remain current, the Vehicle Allowance Policy has been reviewed in collaboration with Senior Leaders. In addition to updating the amount of the Vehicle Allowance to \$575 per month the policy is being revised to reflect that mileage reimbursement outside of Fresno County is based on the rate established by the Internal Revenue Service on an annual basis consistent with the Agency Travel and Expense Reimbursement Policy.

Vehicle Allowance Policy

The Agency, upon application, shall consider monthly reimbursement to employees who wish to use their personal vehicle in lieu of an Agency vehicle to conduct Agency business, who meet the following conditions:

- (a) Those individuals who are regularly assigned a vehicle by the Agency for performance of assigned duties related to Agency business and whose regular job duties include or require frequent travel during off-duty hours to conduct Agency business; or,
- (b) Those individuals who are responsible for the review of work sites requiring frequent evening, weekend, and/or early morning travel, or who are responsible to inspect work performed resulting from an emergency.

The monthly reimbursement allowed for vehicle allowance is established at \$575.00 per month.

Individuals who receive a monthly vehicle allowance who take an official Agency business trip in their personal car outside the jurisdiction of the Agency (i.e. Fresno County) shall also be reimbursed for mileage at the pre-determined rate established by the Internal Revenue Service.

The Agency shall not be responsible for any costs of operation, repair, or miscellaneous wear or damage to an individual's vehicle that are beyond payment of the established rates, that is, the monthly allowance, and for approved mileage at the pre-determined rate.

It is the individual's responsibility to provide for service, maintenance, insurance, and related expenses on his/her private vehicle when use of the private vehicle is authorized for Agency business.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION TO APPROVE THE REVISED VEHICLE ALLOWANCE POLICY

WHEREAS, the Board of Commissioners approved the Vehicle Allowance Policy on December 12, 2005; and

WHEREAS, the Vehicle Allowance Policy is being amended to revised to indicate that mileage reimbursement outside of Fresno County is based on the annually established Internal Revenue Service rate and to update the monthly vehicle allowance established in 2005 consistent with current practice .

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the revised Vehicle Allowance Policy.

PASSED AND ADOPTED THIS 25th day of July, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

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

RESOLUTION TO APPROVE THE REVISED VEHICLE ALLOWANCE POLICY

WHEREAS, the Board of Commissioners approved the Vehicle Allowance Policy on December 12, 2005; and

WHEREAS, the Vehicle Allowance Policy is being amended to revised to indicate that mileage reimbursement outside of Fresno County is based on the annually established Internal Revenue Service rate and to update the monthly vehicle allowance established in 2005 consistent with current practice .

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the revised Vehicle Allowance Policy.

PASSED AND ADOPTED THIS 25th day of July, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 07/25/2023
AGENDA ITEM: 6c
SUBJECT: Consideration of the Cal-Card Use Policy and Agreement

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 07/17/2023

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the revised Cal-Card Use Policy and Agreement which was last approved by the Boards in 2014.

In summary, the policy revisions include that specific Cal-Card training is required before a card is issued, clarity regarding proper use of the card, what to do when a card is lost or stolen and the timeline for Cal-Card statement processing.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Cal-Card Use Policy and Agreement.

Fiscal Impact

There is no fiscal impact associated with adoption of the Cal-Card Use Policy and Agreement.

Background Information

As part of the continuing effort to ensure the Agency's Personnel and Financial Policies remain current, the Cal-Card Use Policy and Agreement has been revised in collaboration with Senior Leaders and labor partners. The significant revisions to the Policy include:

- Clarity that the employee who is issued the card is responsible for its protection, custody and proper use. In addition, that the card is only to be used for legitimate business purposes.
- Clarity that the cardholder is to immediately notify their supervisor and Director of Finance if the card is lost or stolen, they must adhere to purchasing limits and restrictions and that they must return the card upon termination or moving to a position that does not require a card.

FRESNO HOUSING

- Clarity that only one card will be issued in an individual's name, cards are not transferrable and a card will not be issued before an employee completes Cal-Card Training following supervisor approval and signing a Cal-Card Agreement.
- Clarity that missing receipts or failure to submit Cal-Card reporting timely may result in suspension of the Cal-Card and misuse or abuse of the Cal-Card will result in cancellation of the card and could lead to discipline up to and including termination.

Cal-Card Use Policy

Introduction

Fresno Housing (the “Agency”) has contracted with US Bank through the State of California CAL-Card program to offer employees a purchasing card as method of payment for official Agency business and travel expenses. This Policy is supported by and supplemented by a variety of existing policies and procedures including personnel, administrative, accounting, conflict of interest, and reporting policies and procedures that further provide a framework to support compliance, stewardship and accountability of public resources. To that end, periodic, random audits of card use and charges for appropriateness will occur.

Purpose

These CAL-Card policies and procedures define eligibility, responsibility, and proper card usage. They are designed to ensure that individual users and those responsible for supervising cardholders comply with all policies and procedures regarding CAL-Card usage and Agency travel.

Employees utilizing Agency CAL-Cards do so with an understanding of and under all conditions set forth in the CAL-Card Use Policy and Procedure documents. CAL-Card users shall sign the included CAL-Card usage agreement (found in the CAL-Card Use Procedure) to indicate their understanding of and adherence to these rules. Failure to comply with the CAL-Card Use Policy and/or Procedure may result in the disciplinary action of an employee up to and including termination.

Public Record

All documents related to the use of any CAL-Card may be fully disclosed as public record to the extent provided for by the California Public Records Act.

Responsibility

Every employee is required to abide by the provisions outlined in the CAL-Card Use Policy. The authorized employee, who is issued a card in their name, is responsible for its protection, custody and proper use to ensure the card is only utilized only for legitimate business purposes. They shall immediately notify their supervisor and the Director of Finance if the card is lost or stolen. Cardholders must adhere to purchasing limits and restrictions. The individual issued a card must return the card to the Agency upon termination or when moving to a position that does not require a card.

The Executive Director or designee is responsible for the administration, interpretation, and application of the CAL-Card Policy and Procedure.

The Boards of Commissioners are responsible for policy adoptions and revisions.

Approved July 25, 2023

Fresno Housing CAL-Card User Agreement

The Purpose of a CAL-Card

Use of a Fresno Housing-issued credit card is intended to enable employees the opportunity to engage in authorized Agency-related financial transactions without incurring a personal financial burden while conducting business on behalf of the Agency as well as making emergency purchases. To minimize the use of Cal-Card, Staff are strongly encouraged to request vendors/ suppliers to provide invoices for payment processing for better cost tracking.

CAL-Card Procedures

CAL-Cards will be issued to employees when a card is requested and the Supervisor and Deputy Executive Director determine that a card is necessary. Only one card will be issued in an individual's name and the cards are non-transferable. The credit limit is established in accordance with the delegation of purchasing authority approved by the Board.

No cards will be issued until an employee has completed CAL-Card training, has signed this agreement, and has received the proper supervisor approval.

All charges shall be reported and submitted via Concur, Agency's credit card reporting software by the 10th of the following month. CAL-Card user's statements shall be downloaded from the website www.usbank.com for the user-specific account on or about the 25th of each month and must be returned with accompanying receipts. (Note: In order to download the statements, a user account and login must be created on the U.S. Bank website by accounting team). It is the responsibility of the card holder to dispute any transactions or billing errors with the vendor directly. All credit card use must be documented with pictures of original receipts. In the case where a receipt is unavailable, the employee shall complete a missing receipt declaration in place of a receipt and include an explanation of the expense to be approved by their supervisor. Three or more incidents of missing receipts or failure to submit CAL-Card reporting timely more than 2 months in a calendar year shall be considered and may result in the suspension of the CAL-Card.

Misuse or abuse of this privilege will result in the cancellation of the card and could lead to disciplinary proceedings up to and including termination from the Agency.

Upon termination of employment, job transfer or promotion to a position which no longer necessitates the use of a CAL-Card, or during any extended absence, the Cardholder will return the CAL-Card to their immediate supervisor or Director of Finance with all necessary documentation. Immediately report lost or stolen CAL-Cards to the immediate supervisor and the Director of Finance at the first opportunity during business hours.

CAL-Cards shall be used only for authorized business expenses incurred as a part of employment with the Agency. All receipts, invoices, packing slips, etc. must accompany each CAL-Card transaction. In the case

of food or drink expenditures, they must include an explanation of the people involved and the business purpose. Use of the CAL-Cards to purchase gift cards, or similar cash equivalents, is specifically prohibited. Further specific restrictions on the use of this card are noted below. Any CAL-Card use outside of these specific restrictions shall be considered to be in violation of this CAL-Card User Agreement.

Specific Restrictions:

My signature below indicates that I have read, understand, and agree to the limitations and expectations associated with the use of the issued CAL-Card. I agree to abide within the terms of the Agency CAL-Card Policy as well as those herein.

Employee Name:		Position:	
Signature:		Dept:	
Supervisor's Signature:		Date:	
Assigned delegate for reporting		Delegate's name	

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE REVISED CAL-CARD USE POLICY AND
AGREEMENT**

WHEREAS, the Board of Commissioners approved the Cal-Card Use Policy and Agreement on June 25, 2014; and

WHEREAS, the Cal-Card Use Policy and Agreement is being amended to ensure clarity regarding proper use of the card, submission of expenses and when card privileges are suspended or discontinued.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the amended Cal-Card Use Policy and Agreement

PASSED AND ADOPTED THIS 25th day of July, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

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

**RESOLUTION TO APPROVE THE REVISED CAL-CARD USE POLICY AND
AGREEMENT**

WHEREAS, the Board of Commissioners approved the Cal-Card Use Policy and Agreement on June 25, 2014; and

WHEREAS, the Cal-Card Use Policy and Agreement is being amended to ensure clarity regarding proper use of the card, submission of expenses and when card privileges are suspended or discontinued.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the amended Cal-Card Use Policy and Agreement

PASSED AND ADOPTED THIS 25th day of July, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tammy Townsend, Deputy Executive Director
MEETING DATE: July 25, 2023
AGENDA ITEM: 6d
SUBJECT: Award of General Contractor/Construction Manager (GCCM) Contract – Parkside Inn Adaptive Reuse and New Construction

AUTHOR: Marian Mikhael
Procurement Analyst
DEPARTMENT: Administrative Services
MEMO DATE: March 15, 2023

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a General Contractor/Construction Manager (GCCM) contract for the Parkside Inn Adaptive Reuse and New Construction.

On January 5th, 2023, staff issued a Request for Proposal (RFP) for General Contractor/Construction Management (GCCM) Services. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder’s Exchange, Fresno Housing’s E-procurement website, and public job walks.

The proposed scope of work included adaptive reuse, pre-construction, partial demolition, and new construction in the City and County of Fresno property containing family housing. The site known as Parkside Inn is an existing 48-room converted motel and lobby building on a 2.6-acre. The motel is located at 1415 West Olive Avenue, Fresno, CA 93728. The team plans to demolish the office, will rehab the existing structures, and construct new residential buildings. Once completed, the location will consist of a mixture of studio apartment units, newly constructed building of 2-story type apartments, a community building, and an outdoor area. The deadline for responses was scheduled for February 23rd, 2023.

The review panel was comprised of Fresno Housing (FH) staff from the Real Estate Development and Property Management departments. After a review of the proposals and going through an interview process, the panel deemed ProWest Constructors to be the most responsive and responsible proposer.

After a comprehensive review, staff is recommending ProWest Constructors for the the Parkside Inn, aka Golden State Triage, Adaptive Reuse, and New Construction project. The proposals were ranked based on the firm’s experience, capacity, fee structure, demonstrated understanding of FH’s desired goals and objectives, and economic opportunities outreach. ProWest Constructors has completed construction projects for Fresno Housing, and has the experience, qualifications and price that is most advantageous to the Agency.

Recommendation

It is recommended that the Boards of Commissioners award the General Contractor/Construction Management Services Contract for the Parkside Inn Adaptive Reuse, New Construction, & Demolition project to ProWest Constructors for an amount not to exceed 12.9% of construction costs for General Contracting services.

It is further recommended to authorize Tammy Townsend, Deputy Executive Director, and/or her designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

FRESNO HOUSING

Fiscal Impact

The proposed contract with ProWest Constructors will be no greater than 12.9% of the total construction costs in the project budget and will be funded by various sources, including a California Tax Credits Allocation.

Background Information

The motel known as Parkside Inn, also known as Golden State Triage Center, is located at 1415 West Olive Avenue, Fresno, CA 93728. The team plans to demolish the office, will rehab the existing structures, and construct new residential buildings. Once completed, the project will meet all accessibility requirements consistent with local law and code requirements associated with a motel to multi-family conversion and TCAC regulations. The indoor community space will likely include a multi-purpose room, a community kitchen, and both management and services offices for tenants. The site will also provide a laundry facility as part of the community space available to tenants. There will be open space and patio seating space for outdoor activities. After the conversion to a multifamily property, it is anticipated the total number of units will be 64, including a manager's unit. The project start date is still unknown but is projected to begin in early 2024.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO CITY, CA

RESOLUTION APPROVING THE CONTRACT FOR GENERAL CONTRACTOR/CONSTRUCTION MANAGEMENT SERVICES WITH PROWEST CONSTRUCTORS FOR PARKSIDE INN ADAPTIVE REUSE AND NEW CONSTRUCTION

WHEREAS, the Housing Authority of Fresno City, California (the "Agency") seeks to expand the development and availability of permanent housing to residents in Fresno City and,

WHEREAS, the City of Fresno was awarded City of Fresno Funds and California Tax Credits for the Parkside Inn (aka Golden State Triage Center) Adaptive Reuse and New Construction located at 1415 West Olive Avenue, Fresno, CA 93728; and

WHEREAS, the Agency released a Request for Proposals for General Contractor/Construction Management ("GCCM") Services; and

WHEREAS, the Request for Proposals was available on the Agency's E-procurement website, advertised in the Fresno Bee, and listed with the local Builders Exchange; and

WHEREAS, the Agency has received two (2) proposals from qualified general contractors for the adaptive reuse and new construction of Parkside Inn; and

WHEREAS, ProWest Constructors was determined to be responsive and responsible and provided qualifications and prices that were most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with ProWest Constructors for general contractor/construction management services for the adaptive reuse and new construction of Parkside Inn for an amount that is not to exceed 12.90% of the total construction costs for the work completed between the project closing and the completion of construction.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Tammy Townsend, Deputy Executive Director, or her designee, to negotiate and execute the contract for the adaptive reuse and new construction of Parkside Inn with ProWest Constructors and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25th DAY OF JULY 2023. 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:

Tammy Townsend for 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 APPROVING THE CONTRACT FOR GENERAL
CONTRACTOR/CONSTRUCTION MANAGEMENT SERVICES WITH PROWEST
CONSTRUCTORS FOR PARKSIDE INN ADAPTIVE REUSE AND NEW CONSTRUCTION

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

WHEREAS, the City of Fresno was awarded City of Fresno Funds and California Tax Credits for the Parkside Inn (aka Golden State Triage Center) Adaptive Reuse and New Construction located at 1415 West Olive Avenue, Fresno, CA 93728; and

WHEREAS, the Agency released a Request for Proposals for General Contractor/Construction Management (“GCCM”) Services; and

WHEREAS, the Request for Proposals was available on the Agency’s E-procurement website, advertised in the Fresno Bee, and listed with the local Builders Exchange; and

WHEREAS, the Agency has received two (2) proposals from qualified general contractors for the adaptive reuse and new construction of Parkside Inn; and

WHEREAS, ProWest Constructors was determined to be responsive and responsible and provided qualifications and prices that were most advantageous to the Agency, pursuant to the Agency’s procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with ProWest Constructors for general contractor/construction management services for the adaptive reuse and new construction of Parkside Inn for an amount that is not to exceed 12.90% of the total construction costs for the work completed between the project closing and the completion of construction.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Tammy Townsend, Deputy Executive Director, or her designee, to negotiate and execute the contract for the adaptive reuse and new construction of Parkside Inn with ProWest Constructors and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25th DAY OF JULY 2023. 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:

Tammy Townsend for Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tammy Townsend, Deputy Executive Director
MEETING DATE: July 25, 2023
AGENDA ITEM: 6e
SUBJECT: Award of General Contractor/Construction Manager (GCCM) Contract – Cordillera Commons New Construction

AUTHOR: Marian Mikhael
Procurement Analyst
DEPARTMENT: Administrative Services
MEMO DATE: March 15, 2023

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a General Contractor/Construction Manager (GCCM) contract for the Cordillera Commons new Construction project.

On January 5th, 2023, staff issued a Request for Proposal (RFP) for General Contractor/Construction Management (GCCM) Services. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder’s Exchange, Fresno Housing’s E-procurement website, and public job walks.

The proposed scope of work is a new construction of a modern multi-family residential housing complex on approximately 3.67 acres; at the location called San Joaquin (aka Colorado Gardens). The lot is currently empty vacant land and is located at the corner of 5th and W. Colorado Ave., San Joaquin, California, 93660. As part of the first phase of construction, the new development will include 51 apartment units and will be served by an approximately 3,800 square foot community building, outdoor amenities, parking facilities, on-site laundry facilities, energy efficient appliances, solar panels and drought resistant landscaping. The deadline for responses was scheduled for February 23rd, 2023.

The review panel was comprised of Fresno Housing (FH) staff from the Real Estate Development and Property Management departments. After a review of the proposals and going through an interview process, the panel deemed Brown Construction to be the most responsive and responsible proposer.

After a comprehensive review, staff is recommending Brown Construction for Cordillera Commons New Construction project. The proposals were ranked based on the firm’s experience, capacity, fee structure, demonstrated understanding of FH’s desired goals and objectives, and economic opportunities outreach. Brown Construction has completed construction projects for Fresno Housing, and has the experience, qualifications and price that is most advantageous to the Agency.

Recommendation

It is recommended that the Boards of Commissioners award the General Contractor/Construction Management Services Contract for Cordillera Commons New Construction, to Brown Construction for an amount not to exceed 13.9% of construction costs for General Contracting services.

It is further recommended to authorize Tammy Townsend, Deputy Executive Director, and/or her designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

FRESNO HOUSING

Fiscal Impact

The proposed contract with Brown Construction will be no greater than 13.9% of the total construction costs in the project budget and will be funded by various sources, including California Tax Credits Allocation Committee.

Background Information

San Joaquin, this is currently an empty lot which will be constructed into a modern multi-family residential housing complex on approximately 3.67 acres. As part of the first phase of construction, the new development will include 51 garden styles walk up apartment units ranging from one to four bedrooms. The new construction property will be served by an approximately 3,800 square foot community center building and will also be host to resident services, outdoor amenities, parking facilities, on-site laundry facilities, energy efficient appliances, solar panels and drought resistant landscaping. The project's central community club house will contain a kitchen, a lounge, offices and a computer lab. Exterior amenities will include a 25,000 s.f. park and landscaped courtyards. Parking will consist of both on-site, a portion of which will be covered by carports, and street parking. The project will focus on energy conservation, with an emphasis on efficient windows and other shell measures. All energy will be sourced from the electrical grid and on-site renewables. Mechanical systems will be individual to each unit. This will be a two-phase project; it will be left to the discretion of FH to award the second phase to the same GCCM or go out for solicitation. The project start date is still unknown but is projected to begin in 2024 or 2025.

RESOLUTION NO. _____

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

**RESOLUTION APPROVING THE CONTRACT FOR GENERAL
CONTRACTOR/CONSTRUCTION MANAGEMENT SERVICES WITH BROWN
CONSTRUCTION, INC FOR SAN JOAQUIN NEW CONSTRUCTION**

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

WHEREAS, the City of Fresno was awarded City of Fresno Funds and California Tax Credits for Cordillera Commons (aka Colorado Gardens) New Construction located at the corner of 5th and W. Colorado Ave., San Joaquin, California, 93660; and

WHEREAS, the Agency released a Request for Proposals for General Contractor/Construction Management (“GCCM”) Services; and

WHEREAS, the Request for Proposals was available on the Agency E-procurement website, advertised in the Fresno Bee and listed with the local Builders Exchange; and,

WHEREAS, the Agency has received four (4) proposals from qualified general contractors for the new construction of Cordillera Commons; and

WHEREAS, Brown Construction was determined to be responsive and responsible and provided qualifications and prices that were most advantageous to the Agency, pursuant to the Agency’s procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Brown Construction for general contractor/construction management services for the new construction of Cordillera Commons for an amount that is not to exceed 13.90% of the total construction costs for the work completed between the project closing and the completion of construction.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize Tammy Townsend, Deputy Executive Director, or her designee, to negotiate and execute the contract for the new construction of Cordillera Commons with Brown Construction and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25th DAY OF JULY 2023. 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:

Tammy Townend for 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 APPROVING THE CONTRACT FOR GENERAL
CONTRACTOR/CONSTRUCTION MANAGEMENT SERVICES WITH BROWN
CONSTRUCTION, INC FOR CORDILLERA COMMONS NEW CONSTRUCTION**

WHEREAS, the Housing Authority of Fresno County, California (the "Agency") seeks to expand the development and availability of permanent housing to residents in Fresno County; and,

WHEREAS, the City of Fresno was awarded City of Fresno Funds and California Tax Credits for Cordillera Commons, San Joaquin, California, 93660; and

WHEREAS, the Agency released a Request for Proposals for General Contractor/Construction Management ("GCCM") Services; and

WHEREAS, the Request for Proposals was available on the Agency's E-procurement website, advertised in the Fresno Bee, and listed with the local Builders Exchange; and

WHEREAS, the Agency has received four (4) proposals from qualified general contractors for new construction of San Joaquin; and

WHEREAS, Brown Construction was determined to be responsive and responsible and provided qualifications and prices that were most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Brown Construction for general contractor/construction management services for the new construction of Cordillera Commons for an amount that is not to exceed 13.90% of the total construction costs for the work completed between the project closing and the completion of construction.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Tammy Townsend, Deputy Executive Director, or her designee, to negotiate and execute the contract for the new construction of Cordillera Commons with Brown Construction and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25th DAY OF JULY 2023. 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:

Tammy Townsend for Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 07/25/2023
AGENDA ITEM: 6f
SUBJECT: Authorization for Funding Application to the California Tax Credit Allocation Committee – Parkside Inn

AUTHOR: Scott Berry
DEPARTMENT: Real Estate Development
MEMO DATE: 07/19/2023

Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the adaptive reuse and new construction of a housing development known as Parkside Inn “The Property”. The subject Property is located at 1415 W Olive Ave, Fresno, California. Staff is requesting authorization to apply for various potential funding sources, notably a Low-Income Housing Tax Credit (LIHTC) application to the California Tax Credit Allocation Committee (CTCAC). LIHTC financing will enable the property to be repositioned and preserve the property and further secure its continued affordability.

In December, 2020, the Boards approved acquisition of the property under the Department of Housing and Community Development’s (HCD) Homekey 1 program. The property is currently operated as a transitional shelter, with plans for potential conversion into permanent affordable housing in the coming years. As part of the next phase in the Parkside Inn development process, it is necessary for the Boards of Commissioners of Fresno Housing to adopt the attached board resolution that will allow for a list of significant actions to take place in order to facilitate the development. In order to fully finance the project, it is necessary to submit a funding application to the California Tax Credit Allocation Committee (CTCAC) for an allocation of 9% Low-Income Housing Tax Credits (LIHTC).

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the necessary actions needed to move forward with funding application submissions for the Parkside Inn project, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the Housing Authority of the City of Fresno to enter into a Memorandum of Understanding with Silvercrest, Inc. to co-develop the project.
2. Authorize the Housing Authority of the City of Fresno to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purposes.

FRESNO HOUSING

3. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee (b) submission of an application for California Housing Finance Agency (CalHFA) funding, (d) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (e) submission of an application for City of Fresno HOME/PLHA/LHTF/ARP funds, and (f) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
4. Authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The \$2,000 CTCAC application fee and other due diligence are budgeted from the current approved predevelopment budget. Predevelopment financing would be necessary until the close of construction/permanent financing should the TCAC application be successful. All predevelopment funds are expected to be fully reimbursed once the permanent financing close occurs.

Background Information

Parkside Inn is currently operating as a City-supported homeless transitional housing site funded by the State of California Department of Housing and Community Development's Homekey program. The proposed lodging-to-dwelling conversion includes 1.) the demolition of the current lobby/on-site manager building; 2.) the adaptive reuse of the existing 48 motel rooms into 39 units (multifamily, special needs, and 1 manager's unit); 3.) the new construction of one building that will contain residential units, a community room, and a leasing office; and 4.) additional landscaping and outdoor community spaces.

Past Board Action

- June 27, 2023 – Approval to Submit an Application for Funding to the City of Fresno Affordable Housing Development NOFA
- June 27, 2023 - Authorization to Apply for HCD's 2023 Super NOFA
- March 28, 2023 – Approval to Submit Application for Funding from the City of Fresno's Local Housing Trust Fund for Development and Financing
- November 17, 2020 – Resolution approving the assignment to and authorization by Silvercrest, Inc., for the acquisition of real property located at 1415 W. Olive Ave, Fresno, CA 93728 (APN: 449-270-56) from Akshar, Inc. and execution of documents from the California Department of Housing and Community

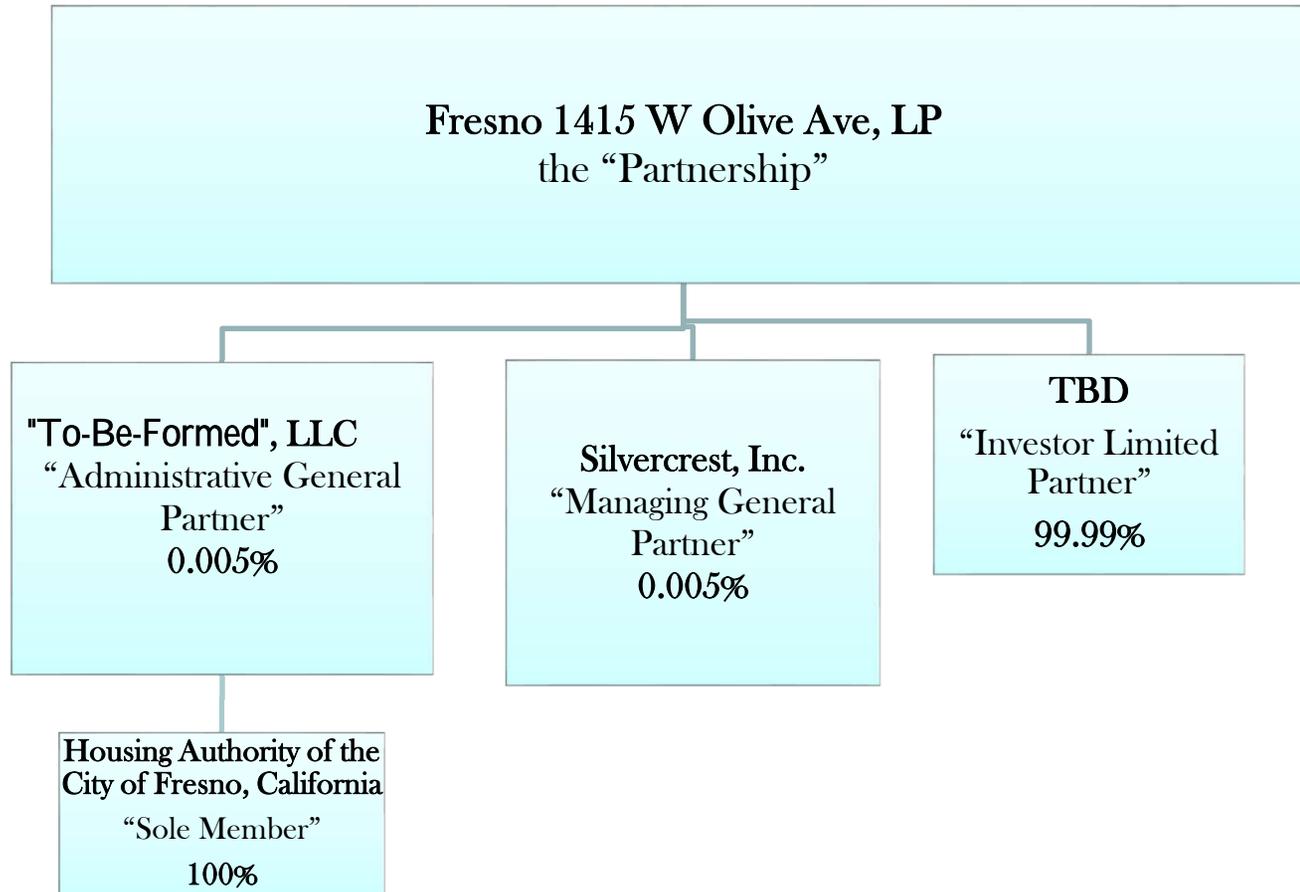
FRESNO HOUSING

Development; Entrance into a grant agreement with Enterprise Community Partners, Inc.

- October 27, 2020 – Resolution approving acceptance of a grand award from the City of Fresno for the operation and provision of services to hotels during the provision of interim housing
- September 9, 2020 – Parkside Inn HCD Resolution update
- August 25, 2020 – Parkside Inn HCD Resolution & Resolution authorizing approval and ratification to enter into a purchase and sale agreement with Akshar, Inc., for real property located at 1415 W Olive Ave, Fresno, CA 93728 (APN:449-270-56)

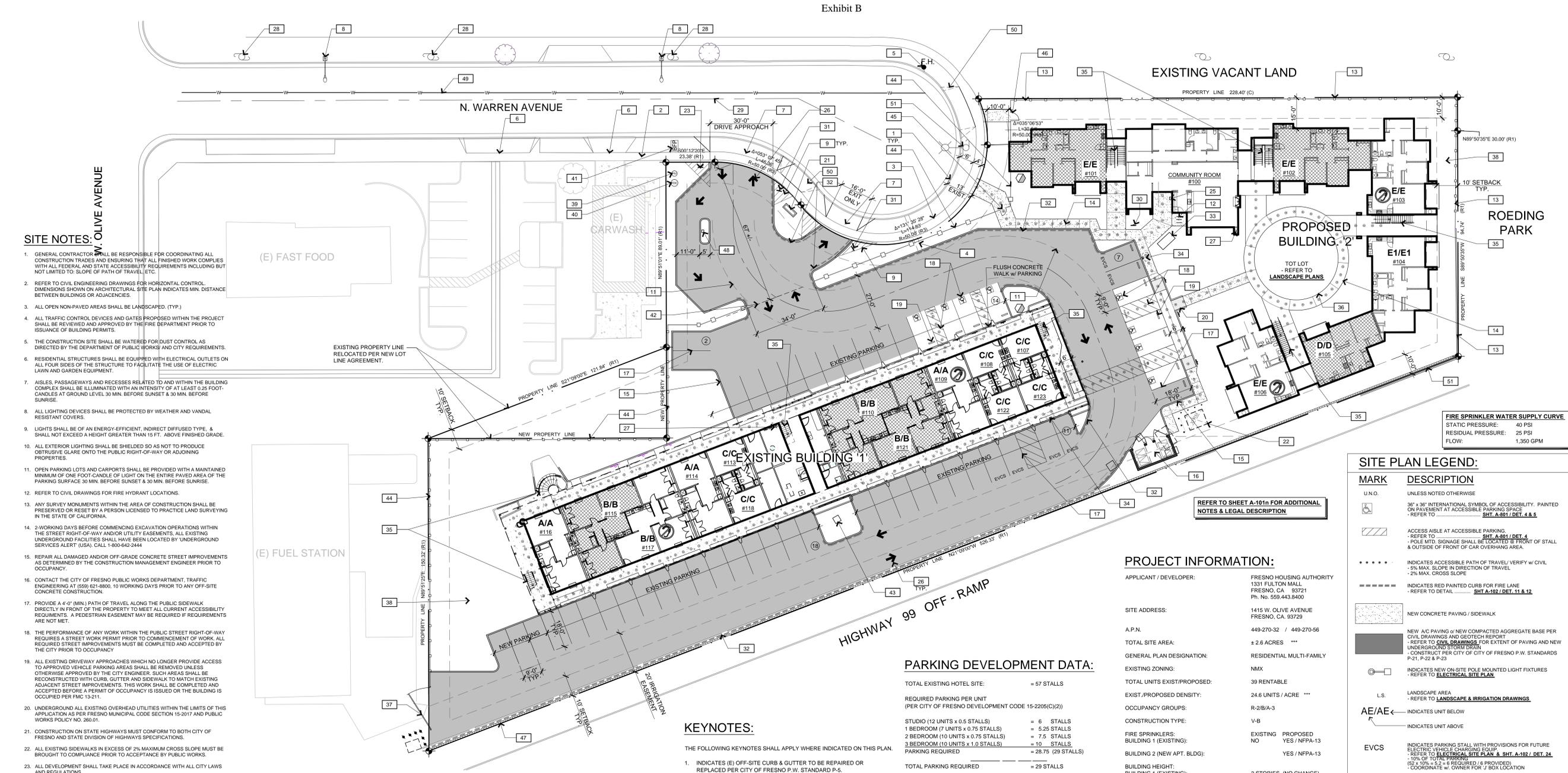
Exhibit A

Ownership Structure Fresno 1415 W Olive Ave, LP



SHEET INDEX

A-101	PROPOSED SITE PLAN
A-101n	SITE NOTES
A-102	SITE DETAILS
A-103	DEMOLITION SITE PLAN
A-201	BUILDING 1 - UNIT FLOOR PLANS
A-202	BUILDING 2 - UNIT FLOOR PLANS
A-203	COMMUNITY BUILDING FLOOR PLAN
A-210	EXISTING BUILDING - MASTER FLOOR PLANS - BASEMENT, 1 & 2
A-211	EXISTING BUILDING - DEMOLITION FLOOR PLAN - BASEMENT, LEVELS 1 & 2
A-212	BLDG 1' - ENLARGED PLANS NORTH SIDE - LEVELS 1 & 2
A-213	BLDG 1' - ENLARGED PLANS SOUTH SIDE - LEVELS 1 & 2
A-221	BLDG 2 - COORDINATION PLAN LEVEL 1
A-222	BLDG 2 - COORDINATION PLAN LEVEL 2
A-223	BLDG 2 - ROOF PLAN
A-300	BLDG 1' - EXTERIOR ELEVATIONS EXISTING WEST ELEVATION
A-301	BLDG 1' - EXTERIOR ELEVATIONS EXISTING EAST ELEVATION
A-302	BLDG 1' - EXTERIOR ELEVATIONS EXISTING NORTH & SOUTH ELEVATIONS
A-321	BLDG 2 - EXTERIOR ELEVATIONS
A-322	BLDG 2 - EXTERIOR ELEVATIONS
A-323	BLDG 2 - EXTERIOR ELEVATIONS



SITE NOTES:

- GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL CONSTRUCTION TRADES AND ENSURING THAT ALL FINISHED WORK COMPLIES WITH ALL FEDERAL AND STATE ACCESSIBILITY REQUIREMENTS INCLUDING BUT NOT LIMITED TO: SLOPE OF PATH OF TRAVEL, ETC.
- REFER TO CIVIL ENGINEERING DRAWINGS FOR HORIZONTAL CONTROL. DIMENSIONS SHOWN ON ARCHITECTURAL SITE PLAN INDICATES MIN. DISTANCE BETWEEN BUILDINGS OR ADJACENCIES.
- ALL OPEN NON-PAVED AREAS SHALL BE LANDSCAPED (TYP).
- ALL TRAFFIC CONTROL DEVICES AND GATES PROPOSED WITHIN THE PROJECT SHALL BE REVIEWED AND APPROVED BY THE FIRE DEPARTMENT PRIOR TO ISSUANCE OF BUILDING PERMITS.
- THE CONSTRUCTION SITE SHALL BE WATERED FOR DUST CONTROL AS DIRECTED BY THE DEPARTMENT OF PUBLIC WORKS AND CITY REQUIREMENTS.
- RESIDENTIAL STRUCTURES SHALL BE EQUIPPED WITH ELECTRICAL OUTLETS ON ALL FOUR SIDES OF THE STRUCTURE TO FACILITATE THE USE OF ELECTRIC LAWN AND GARDEN EQUIPMENT.
- AISLES, PASSAGEWAYS AND RECESSES RELATED TO AND WITHIN THE BUILDING COMPLEX SHALL BE ILLUMINATED WITH AN INTENSITY OF AT LEAST 0.25 FOOT-CANDELES AT GROUND LEVEL 30 MIN. BEFORE SUNSET & 30 MIN. BEFORE SUNRISE.
- ALL LIGHTING DEVICES SHALL BE PROTECTED BY WEATHER AND VANDAL RESISTANT COVERS.
- LIGHTS SHALL BE OF AN ENERGY-EFFICIENT, INDIRECT DIFFUSED TYPE, & SHALL NOT EXCEED A HEIGHT GREATER THAN 15 FT. ABOVE FINISHED GRADE.
- ALL EXTERIOR LIGHTING SHALL BE SHIELDED SO AS NOT TO PRODUCE OBTRUSIVE GLARE ONTO THE PUBLIC RIGHT-OF-WAY OR ADJOINING PROPERTIES.
- OPEN PARKING LOTS AND CARPORTS SHALL BE PROVIDED WITH A MAINTAINED MINIMUM OF ONE FOOT-CANDLE OF LIGHT ON THE ENTIRE PAVED AREA OF THE PARKING SURFACE 30 MIN. BEFORE SUNSET & 30 MIN. BEFORE SUNRISE.
- REFER TO CIVIL DRAWINGS FOR FIRE HYDRANT LOCATIONS.
- ANY SURVEY MONUMENTS WITHIN THE AREA OF CONSTRUCTION SHALL BE PRESERVED OR RESET BY A PERSON LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF CALIFORNIA.
- 2-WORKING DAYS BEFORE COMMENCING EXCAVATION OPERATIONS WITHIN THE STREET RIGHT-OF-WAY AND/OR UTILITY EASEMENTS, ALL EXISTING UNDERGROUND FACILITIES SHALL HAVE BEEN LOCATED BY UNDERGROUND SERVICES ALERT (USA), CALL 1-800-642-2444
- REPAIR ALL DAMAGED AND/OR OFF-GRADE CONCRETE STREET IMPROVEMENTS AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY.
- CONTACT THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT, TRAFFIC ENGINEERING AT (559) 621-8800, 10 WORKING DAYS PRIOR TO ANY OFF-SITE CONCRETE CONSTRUCTION.
- PROVIDE A 4'-0" (MIN) PATH OF TRAVEL ALONG THE PUBLIC SIDEWALK DIRECTLY IN FRONT OF THE PROPERTY TO MEET ALL CURRENT ACCESSIBILITY REQUIREMENTS. A PEDESTRIAN EASEMENT MAY BE REQUIRED IF REQUIREMENTS ARE NOT MET.
- THE PERFORMANCE OF ANY WORK WITHIN THE PUBLIC STREET RIGHT-OF-WAY REQUIRES A STREET WORK PERMIT PRIOR TO COMMENCEMENT OF WORK. ALL REQUIRED STREET IMPROVEMENTS MUST BE COMPLETED AND ACCEPTED BY THE CITY PRIOR TO OCCUPANCY.
- ALL EXISTING DRIVEWAY APPROACHES WHICH NO LONGER PROVIDE ACCESS TO APPROVED VEHICLE PARKING AREAS SHALL BE REMOVED UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER. SUCH AREAS SHALL BE RECONSTRUCTED WITH CURB, GUTTER AND SIDEWALK TO MATCH EXISTING ADJACENT STREET IMPROVEMENTS. THIS WORK SHALL BE COMPLETED AND ACCEPTED BEFORE A PERMIT OF OCCUPANCY IS ISSUED OR THE BUILDING IS OCCUPIED PER FMC 13-211.
- UNDERGROUND ALL EXISTING OVERHEAD UTILITIES WITHIN THE LIMITS OF THIS APPLICATION AS PER FRESNO MUNICIPAL CODE SECTION 15-2017 AND PUBLIC WORKS POLICY NO. 280.01.
- CONSTRUCTION ON STATE HIGHWAYS MUST CONFORM TO BOTH CITY OF FRESNO AND STATE DIVISION OF HIGHWAYS SPECIFICATIONS.
- ALL EXISTING SIDEWALKS IN EXCESS OF 2% MAXIMUM CROSS SLOPE MUST BE BROUGHT TO COMPLIANCE PRIOR TO ACCEPTANCE BY PUBLIC WORKS.
- ALL DEVELOPMENT SHALL TAKE PLACE IN ACCORDANCE WITH ALL CITY LAWS AND REGULATIONS

FIRE DEPARTMENT CONDITIONS:

- INSURE THAT ALL INSTALLED POLICE/FIRE BYPASS LOCKS ARE (BEST PADLOCK MODEL 218700 SERIES OR ELECTRIC CYLINDER SWITCH MODEL 1W7B) ON DRIVE ACCESS GATES. ALL ELECTRIFIED GATES SHALL BE EQUIPPED WITH THE BEST ELECTRIC CYLINDER LOCK 1W7B. A KNOX PADLOCK MAY NOT BE USED IN PLACE OF THE BEST PADLOCK MODEL 218700 THESE LOCKS CAN BE PURCHASED ONLY THROUGH SIERRA LOCK & GLASS, 1560 N. PALM AVENUE, FRESNO, CA 93728
- ELECTRIC GATES WHERE USED SHALL BE PROVIDED WITH BATTERY BACK-UP.
- ALL TYPES OF VEHICLE ACCESS SHALL MAINTAIN A MINIMUM OF 13 FEET 6 INCH VERTICAL CLEARANCE OVER THE ENTIRE WIDTH OF THE ACCESS. (FFD DEVELOPMENT POLICY 403.002)
- EMERGENCY VEHICLE ACCESS SHALL BE DESIGNATED BY PAINTING THE CURB RED (TOP AND SIDE) AND STENCILING "FIRE LANE NO PARKING" IN 3-INCH WHITE LETTERS ON THE MOST VERTICAL CURB, AT LEAST EVERY 50 FEET. IF NO CURB IS PRESENT, A MINIMUM 6-INCH WIDE RED STRIPE SHALL BE PAINTED ALONG THE EDGE OF THE ROADWAY WITH "FIRE LANE" IN 3-INCH WHITE LETTERS AT LEAST EVERY 50 FEET. (FFD DEVELOPMENT POLICY 403.005)
- SIGNS MAY BE USED IN CONJUNCTION WITH, OR IN LIEU OF, CURB PAINTING. (FFD DEVELOPMENT POLICY 403.005)
 - THE CURBSIDE SIGNS SHALL BE AT A MINIMUM: THE SIGN SHALL BE AT A MINIMUM 12 X 18 INCH SIGN WITH A WHITE REFLECTIVE BACKGROUND. THE SIGN SHALL READ "FIRE LANE NO PARKING" IN MINIMUM 3-INCH RED LETTERS.
 - SIGNS SHALL BE PLACED AT THE BEGINNING AND END OF THE DESIGNATED FIRE LANE AND BE AT 40 FOOT INTERVALS. DIRECTIONAL ARROWS SHALL BE PLACED ON THE SIGNS TO INDICATE THE EXTENT AND DIRECTION OF THE FIRE LANES.
 - SIGNS SHALL BE SET AT LEAST 18 INCHES BUT NOT MORE THAN 24 INCHES FROM THE CURB AND MUST HAVE A FINISHED HEIGHT OF 7 FEET TO THE BOTTOM OF THE SIGN WHEN ADJACENT TO SIDEWALKS. SIGNS SHALL NOT BE OBSTRUCTED BY LANDSCAPING OR STREET FIXTURES AND SHALL BE READILY VISIBLE FROM A VEHICLE.
- PROVIDE SIGNS (17'X27" MINIMUM) AT ALL PUBLIC ENTRANCE DRIVES TO THE PROPERTY WHICH STATE "WARNING - VEHICLES STOPPED, PARKED OR LEFT STANDING IN FIRE LANES WILL BE IMMEDIATELY REMOVED AT OWNER'S EXPENSE - 22838(A) CALIFORNIA VEHICLE CODE - FRESNO FIRE DEPARTMENT 621-2300."
- FIRE HYDRANTS AND ACCESS ROADS SHALL BE INSTALLED, TESTED AND APPROVED AND SHALL BE MAINTAINED SERVICEABLE PRIOR TO AND DURING ALL PHASES OF DEVELOPMENT. THE 1/2 INCH OUTLET SHALL FACE THE ACCESS LANE.
- FIRE DEPARTMENT CONNECTIONS (FDCS) SHALL BE LOCATED WITHIN FORTY (40) FEET OF A FIRE APPARATUS ACCESS LANE. (FFD DEVELOPMENT POLICY 405.025)
- THE MINIMUM SIZE OF ALL FIRE DEPARTMENT CONNECTIONS SHALL BE BASED UPON THE SYSTEM TYPE. NO CONNECTION SHALL BE LESS THAN 2 1/2 INCH IN SIZE. (FFD DEVELOPMENT POLICY 405.025)

(E) FAST FOOD

(E) FUEL STATION

KEYNOTES:

- THE FOLLOWING KEYNOTES SHALL APPLY WHERE INDICATED ON THIS PLAN.
- INDICATES (E) OFF-SITE CURB & GUTTER TO BE REPAIRED OR REPLACED PER CITY OF FRESNO P.W. STANDARD P-5. - REFER TO **CIVIL DRAWINGS**.
 - APPROX. EXTENT OF (E) SIDEWALK AT ADJACENT PROPERTY ON WEST WARREN AVENUE.
 - INDICATES EXISTING 4'-0" WIDE PUBLIC CONCRETE SIDEWALK BEHIND LANDSCAPE STRIP.
 - DRAINAGE TUBES UNDER SIDEWALK - REFER TO **CIVIL DRAWINGS**
 - INDICATES LOCATION OF EXISTING OFF-SITE FIRE HYDRANT TO REMAIN
 - APPROXIMATE LOCATION OF (E) DRIVE APPROACH TO REMAIN AT ADJACENT PROPERTY
 - INDICATES NEW CONCRETE DRIVE APPROACH PER CITY OF FRESNO PUBLIC WORKS STANDARDS P-2, P-6, AND P-48. (WIDTH PER PLAN) - REMOVE (E) CURB PER CITY OF FRESNO STANDARD P-16 - REFER TO **CIVIL DRAWINGS**.
 - INDICATES (E) STREET LIGHT. REFER TO SITE NOTE 'AQ'.
 - HATCHED AREA INDICATES 12' VISIBILITY TRIANGLE AT DRIVE APPROACH.
 - HATCHED AREA INDICATES 5' PEDESTRIAN EASEMENT DEDICATION BEHIND DRIVE APPROACH & PROPERTY LINE PER CITY OF FRESNO P.W. STANDARD P-2
 - INDICATES FIRE TRUCK / TRASH TRUCK TURNING SPACE - 44'-0" RADIUS OF CENTERLINE OF TRUCK SPACE
 - INDICATES TENTATIVE LOCATION OF (3) NEW 2-SPACE BIKE RACKS - REFER TO **SHT. A-102 / DET. 18**
 - INDICATES NEW 4'-6" HIGH WOOD FENCE ALONG PROPERTY LINE
 - INDICATES ON-SITE CONCRETE FLATWORK, (4'-0" MIN. WIDE, U.N.O.) - FOR CONCRETE JOINTS REFER TO **SHT. A-102 / DET. 14**
 - CONSTRUCT NEW CONTINUOUS 6" HIGH CONCRETE CURB, TYPICAL. - HAVE A MAX. OF 2% CROSS SLOPE (1/4"/FT.) - HAVE DETECTABLE WARNINGS WHERE THE PATH OF TRAVEL CROSSES/ADJOINS A VEHICULAR ROUTE - WHERE NECESSARY TO CHANGE ELEVATION AT A SLOPE EXCEEDING 5% (6:1) SHALL HAVE ACCESSIBLE RAMP - CHANGES IN LEVEL BETWEEN 1/4 INCH (MIN.) AND 1/2 INCH (MAX.) SHALL BE BEVELED WITH A SLOPE NOT GREATER THAN 1:2
 - PROVIDE 4" WIDE WHITE PAINTED PARKING STRIPES PER CITY OF FRESNO PARKING MANUAL AT ALL PARKING STALLS. TYPICAL STRIPES SHALL EXTEND THE FULL DEPTH OF STALL
 - PROVIDE STRIPING FOR NEW ACCESSIBLE PARKING STALL(S). - POLE MOUNTED SIGNAGE SHALL BE LOCATED BEHIND THE ADJACENT SIDEWALK AND OUTSIDE OF THE FRONT OF CAR OVERHANG AREA. - REFER TO **SHT. A-801 / DET. 4**
 - INDICATES NEW 6" HIGH PRECAST CONCRETE TIRE STOP - REFER TO **SHT. A-102 / DET. 19** - PLACE 3'-0" FROM FACE OF CURB TO CENTER OF TIRE STOP

PARKING DEVELOPMENT DATA:

TOTAL EXISTING HOTEL SITE:	= 57 STALLS
REQUIRED PARKING PER UNIT (PER CITY OF FRESNO DEVELOPMENT CODE 15-2205(C)(2))	
STUDIO (12 UNITS x 0.5 STALLS)	= 6 STALLS
1 BEDROOM (7 UNITS x 0.75 STALLS)	= 5.25 STALLS
2 BEDROOM (10 UNITS x 0.75 STALLS)	= 7.5 STALLS
3 BEDROOM (10 UNITS x 1.0 STALLS)	= 10 STALLS
PARKING REQUIRED	= 28.75 (29 STALLS)
TOTAL PARKING PROVIDED	= 52 STALLS
THE NUMBER OF ACCESSIBLE STALLS IS DETERMINED AS FOLLOWS:	
11B-208.2.3.1 PARKING FOR RESIDENTS (1) ACCESSIBLE STALL / MOBILITY UNIT	= 6 STALLS REQ'D
11B-208.2.3.2 ADDITIONAL PARKING FOR RESIDENTS (52 TOTAL - 39 STALLS (1 STALL / UNIT))	= 13 STALLS
2% x 13 STALLS	= 1 STALL REQ'D
TOTAL ACCESSIBLE STALLS REQUIRED	= 8 ACCESSIBLE STALLS
TOTAL ACCESSIBLE STALLS PROVIDED	= 8 STALLS

BICYCLE PARKING:

SHORT-TERM BICYCLE PARKING REQ'D. = 3 (52 PARKING STALLS x 0.5) (PER CAL. GREEN BUILDING CODE SECTION 5.108.4)
 SHORT-TERM BICYCLE PARKING PROVIDED = 6
 (3) 2-BIKE RACKS PROVIDED
 (1) LONG TERM BICYCLE STORAGE REQUIRED (CAL. GREEN BUILDING CODE SECTION 5.108.4.1.2)
 - WALL MOUNTED RACK IN STORAGE ROOM

SITE ACCESSIBILITY NOTES:

- EXTERIOR ACCESSIBLE PATHS OF TRAVEL SHALL BE CONTINUOUSLY ACCESSIBLE AND HAVE MAXIMUM 1/4" VERTICAL CHANGE IN ELEVATION WITHOUT EDGE TREATMENT
 - BE A MINIMUM OF 48" IN WIDTH
 - HAVE A MAX. OF 5% SLOPE IN DIRECTION OF TRAVEL
 - HAVE A MAX. OF 2% CROSS SLOPE (1/4"/FT.)
 - HAVE DETECTABLE WARNINGS WHERE THE PATH OF TRAVEL CROSSES/ADJOINS A VEHICULAR ROUTE
 - WHERE NECESSARY TO CHANGE ELEVATION AT A SLOPE EXCEEDING 5% (6:1) SHALL HAVE ACCESSIBLE RAMP
 - CHANGES IN LEVEL BETWEEN 1/4 INCH (MIN.) AND 1/2 INCH (MAX.) SHALL BE BEVELED WITH A SLOPE NOT GREATER THAN 1:2
- REFER TO **SHEET G2** FOR ADDITIONAL REQUIREMENTS.
- REFER TO **SHEETS A-800, A-801, A-802, A-803 & A-804** FOR TYPICAL DETAILS PERTAINING TO ACCESSIBLE ELEMENTS OF THE PROJECT.
- ALL GROUND FLOOR UNITS SHALL BE EITHER ADAPTABLE PER CBC CHAPTER 11A OR SHALL BE CONSTRUCTED W/ MOBILITY FEATURES PER CBC CHAPTER 11B.

PROJECT INFORMATION:

APPLICANT / DEVELOPER:	FRESNO HOUSING AUTHORITY 1331 FULTON MALL FRESNO, CA 93721 Ph. No. 559.443.8400
SITE ADDRESS:	1415 W. OLIVE AVENUE FRESNO, CA. 93729
A.P.N.	449-270-32 / 449-270-56
TOTAL SITE AREA:	± 2.6 ACRES ***
GENERAL PLAN DESIGNATION:	RESIDENTIAL MULTI-FAMILY
EXISTING ZONING:	NMX
TOTAL UNITS EXIST/PROPOSED:	39 RENTABLE
EXIST./PROPOSED DENSITY:	24.6 UNITS / ACRE ***
OCCUPANCY GROUPS:	R-2(B)/A-3
CONSTRUCTION TYPE:	V-B
FIRE SPRINKLERS:	EXISTING: NO BUILDING 1 (EXISTING): YES / NFPA-13 BUILDING 2 (NEW APT. BLDG): YES / NFPA-13
BUILDING HEIGHT:	BUILDING 1 (EXISTING): 2 STORIES (NO CHANGE) BUILDING 2 (NEW APT. BLDG): 2 STORY

UNIT TYPE BREAKDOWN:

'A' UNITS - 1 BD RM, 1 BATH	= 7
'B' UNITS - 2 BD RM, 1 BATH	= 8
'C' UNITS - STUDIO	= 12
'D' UNITS - 2 BD RM, 1 BATH	= 2
'E' UNITS - 3 BD RM, 1 BATH	= 8
'E1' UNITS - 3 BD RM, 1 BATH	= 2
TOTAL UNITS	= 39

(INCL. 4 (10% MODIFIED FOR MOBILITY ACCESSIBILITY) & 2 (4% FOR COMMUNICATION FEATURES AS INDICATED ON SITE PLAN)

BUILDING TYPE BREAKDOWN:

BUILDING #1	1st	2nd	TOTAL
'A' UNITS (712 S.F.)	3	7	7 (4,984 S.F.)
'B' UNITS (1,153 S.F.)	4	4	8 (8,524 S.F.)
'E1' UNITS (356 S.F.)	6	6	12 (4,272 S.F.)
SUBTOTAL			27 (17,808 S.F.)
LAUNDRY ROOM:			341 S.F.
STORAGE ROOMS:			331 S.F.
MECHANICAL ROOMS:			465 S.F.
ANCILLARY UNCONDITIONED SPACE: LOWER FLOOR - UPPER FLOOR -			4,847 S.F. 4,847 S.F.
BUILDING #1 TOTAL AREA:			± 28,639 S.F.

BUILDING #2 TOTAL AREA:

BUILDING #2	1st	2nd	TOTAL
'D' UNITS (825 S.F.)	1	1	2 (1,650 S.F.)
'B' UNITS (1,153 S.F.)	4	4	8 (8,524 S.F.)
'E1' UNITS (1,194 S.F.)	1	1	2 (2,388 S.F.)
SUBTOTAL			12 (13,262 S.F.)
STORAGE:			214 S.F.
ANCILLARY UNCONDITIONED SPACE: COMMUNITY ROOM (INCL. OFFICES / RESTROOMS / KITCHEN)			1,042 S.F. 2,300 S.F.
BUILDING #2 TOTAL AREA:			± 16,818 S.F.

SITE PLAN LEGEND:

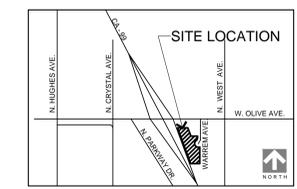
MARK	DESCRIPTION
U.N.O.	UNLESS NOTED OTHERWISE
	36" x 36" INTERNATIONAL SYMBOL OF ACCESSIBILITY. PAINTED ON PAVEMENT AT ACCESSIBLE PARKING SPACE - REFER TO SHT. A-801 / DET. 4 & 5
	ACCESS AISLE AT ACCESSIBLE PARKING. - REFER TO SHT. A-801 / DET. 4 - POLE MTD. SIGNAGE SHALL BE LOCATED IN FRONT OF STALL & OUTSIDE OF FRONT OF CAR OVERHANG AREA.
	INDICATES ACCESSIBLE PATH OF TRAVEL. VERIFY W/ CIVIL. - 5% MAX. SLOPE IN DIRECTION OF TRAVEL - 2% MAX. CROSS SLOPE
	INDICATES RED PAINTED CURB FOR FIRE LANE - REFER TO DETAIL SHT. A-102 / DET. 11 & 12
	NEW CONCRETE PAVING / SIDEWALK
	NEW A/C PAVING w/ NEW COMPACTED AGGREGATE BASE PER CIVIL DRAWINGS AND GEOTECH REPORT - REFER TO CIVIL DRAWINGS FOR EXTENT OF PAVING AND NEW UNDERGROUND UTILITIES PER CITY OF FRESNO P.W. STANDARDS P-21, P-22 & P-23
	INDICATES NEW ON-SITE POLE MOUNTED LIGHT FIXTURES - REFER TO ELECTRICAL PLAN
L.S.	LANDSCAPE AREA - REFER TO LANDSCAPE & IRRIGATION DRAWINGS
AE/AE	INDICATES UNIT BELOW
	INDICATES UNIT ABOVE
EVCS	INDICATES PARKING STALL WITH PROVISIONS FOR FUTURE ELECTRICAL VEHICLE CHARGING EQUIP. - REFER TO ELECTRICAL SITE PLAN & SHT. A-102 / DET. 24 - 5% OF TOTAL UNITS REQUIRED (4 PROVIDED) - REFER TO CBC CHAPTER 11B-233.1.1 - COORDINATE W/ OWNER FOR J BOX LOCATION
	TCAC REQUIREMENT: INDICATES 15% OF TOTAL UNITS TO BE CONSTRUCTED WITH MOBILITY ACCESSIBILITY FEATURES PER CBC CHAPTER 11B-233.1.1 (39 x 15% = 5.85 = 6 TOTAL UNITS PROVIDED) w/ MOBILITY FEATURES - T.B.D.
	TCAC REQUIREMENT: INDICATES 10% OF TOTAL UNITS TO BE CONSTRUCTED WITH COMMUNICATION ACCESSIBILITY FEATURES PER 2019 CBC CHAPTER 11B-233.1.1 (39 x 10% = 3.9 = 4 TOTAL UNITS PROVIDED) w/ HEARING IMPAIRED PROVISIONS) UNITS - T.B.D.
###	INDICATES UNIT ADDRESS @ 1ST FLR. - UNITS ABOVE 1ST FLOOR HAVE SIMILAR ADDRESS (E.G. 101, 201, 301)
	- PROVIDE ADDRESS SIGN @ EACH UNIT ENTRY DOOR - REFER TO SHT. A-801 / DET. 4
	INDICATES NEW FIRE HYDRANTS, PER CITY OF FRESNO PW STDS. - REFER TO CIVIL PLANS
	INDICATES FIRE DEPARTMENT IDENTIFICATION SIGN - REFER TO SHT. A-801 / DET. 17

NOTE:

REFER TO **LANDSCAPE PLANS** FOR LANDSCAPE REQUIREMENTS

REFER TO CIVIL PLANS FOR ALL EXISTING PROPERTY LINES, SITE DATA, GRADES, HORIZONTAL CONTROL AND BUILDING LOCATIONS, ETC.

REFER TO SHEET A-101n FOR ADDITIONAL PLANNING & DEVELOPMENT NOTES



VICINITY MAP: FRESNO, CA

RESOLUTION NO. _____

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING
TAX CREDIT (“LIHTC”) APPLICATION AND OTHER VARIOUS FINANCING SOURCES
FOR THE DEVELOPMENT OF PARKSIDE INN, 39 UNITS OF AFFORDABLE
MULTIFAMILY AND SPECIAL NEEDS HOUSING LOCATED AT 1415 W OLIVE
AVE (APN 449-270-32) IN FRESNO, CA**

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

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

WHEREAS, the Authority desires to facilitate the redevelopment of real property located at 1415 W Olive Ave, Fresno, CA, 93728 (APN 449-270-32) and the improvements located thereon into a 39-unit apartment complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the Housing Authority of the City of Fresno, CA to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purpose
2. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee for 9% LIHTC, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home

Loan Bank of San Francisco, (c) submission of an application for City of Fresno HOME/PLHA/LHTF/ARP funds, and (d) grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.

3. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
4. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 25th DAY OF July 2023. 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

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 07/25/2023
AGENDA ITEM: 6g
SUBJECT: Consideration of Parlier Migrant Center 2023-2025 Operation and Maintenance Funding Contract No. 23-OMS-17845

AUTHOR: Hilda Reeves
DEPARTMENT: Assistant Director, PM
MEMO DATE: Property Management
07/18/2023

Executive Summary

The purpose of this memo is to request the Board of Commissioners' approval of the 2023/2024 and 2024/2025 Operation and Maintenance Contract and Broadband funding also known as Standard Agreement No. 23-OMS-17845, from the California Department of Housing and Community Development (HCD), Office of Migrant Services (OMS). The Operation and Maintenance Contract provides funding for the operation of the Parlier Migrant Center. The Broadband funding will provide broadband installation and broadband service for 3 years to residents residing at Parlier Migrant Center which is a 131-unit housing complex for migrant farmworker families in Parlier, CA.

Approval of this contract will provide operational funding for two consecutive years; July 1, 2023 – June 30, 2024 at up to \$1,187,958 and July 1, 2024 - June 30, 2025 at up to \$1,140,382. The contract will also provide broadband installation and broadband service for 3 years at up to \$600,000. A two-year operational and broadband amount of up to \$2,928,340. The total two-year contract is not to exceed \$2,928,340 and is being negotiated with California Department of Housing and Community Development (HCD) Office of Migrant Services (OMS). The prior two-year contract, in the amount of \$1,242,250 ended on June 30, 2023.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolution approving the Parlier Migrant Center 2023/2024 – 2024/2025 operations and broadband contract No. 23-OMS-17845, in an amount not to exceed \$2,928,340, and authorizing Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees, to negotiate and execute the finalized standard agreement and any amendments to said contract from the California Department of Housing and Community Development.

Fiscal Impact

Approval of this contract for the amount not to exceed \$2,928,340 enables receipt of funding from the California Department of Housing and Community Development (HCD) as the two-year operation and maintenance contract as well as broadband installation and broadband services for 3 years for the Parlier Migrant Center as outlined in the attached.

FRESNO HOUSING

Background Information

The Parlier Migrant Center (PMC) located at 8800 S. Academy Ave. in Parlier, CA is a 131-unit migrant farm worker housing complex. The facility is open seasonally to migrant farm workers and their families who have permanent residence over 50 miles from the center's location and who receive at least 50% of their income from agricultural employment. The annual operation and maintenance contract for PMC is funded through a contract with HCD, Office of Migrant Services (OMS). This center is the largest in the state, and has been in operation for over 32 years.

RESOLUTION NO. _____

RESOLUTION [ENTER #] APPROVING THE 2023-2025 FISCAL YEAR OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF FRESNO COUNTY

CONTRACT #23-OMS-17845

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract, also known as a Standard Agreement, for the **2023-2025** Fiscal Year for the Parlier Migrant Center; and

WHEREAS, the Housing Authority of Fresno County, acting through its Board of Commissioners, having the authority to enter into this contract, desires to approve this Operation and Maintenance Contract for the **2023-2025** operation of the Parlier Migrant Center.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of Fresno County, hereby approves the Operation and Maintenance Contract #23-OMS-17845 in an amount **not to exceed \$2,928,340.00** and authorizes the Chief Executive Officer, the Deputy Executive Director, or the Chief Real Estate Officer to execute said contract, and any amendments to said contract, on behalf of the Housing Authority of Fresno County.

PASSED AND ADOPTED this 27th day of June 2023, by the following votes:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Cary Catalano, Chairperson of the Board

County _____
ATTEST:
Hyasha Anderson, Clerk of the Board

APPROVED AS TO LEGAL FORM:

By: _____
Valori Gallaher
Vice-Chair of Said Board

By: _____
Ken Price, County Counsel

(SEAL)

The Clerk of the Board of Commissioners attests or certifies, as a witness to a board meeting held on June 27, 2023 and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

Signed: _____
Hyasha Anderson, Clerk of the Board of the Housing
Authority of Fresno County

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 07/25/2023
AGENDA ITEM: 7a
SUBJECT: 2024 Agency Plan Update

AUTHOR: Aurora Ibarra
DEPARTMENT: Housing Choice
MEMO DATE: 07/13/2023

Executive Summary

The purpose of this memo is to provide the Boards of Commissioners with materials that will facilitate the review of the proposed changes to the 2024 Agency Plans. As reported to the Boards at the June Boards of Commissioners meeting, the Agency is in the process of completing the required annual updates to these Agency Plans. The Agency Plans consist of the three prevailing policies and administrative documents that govern our major programs, including the Annual Plans, the Administrative Plans, and the Admissions and Occupancy Policies (ACOP). Both the County and City Public Housing Authorities (PHAs) have one of each of the documents below:

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

Process and Timeline

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

- June 27: Present Timeline to the Boards of Commissioners
- July 25: Present proposed changes and accept Board feedback before posting for public comment.

FRESNO HOUSING

- July 28: Official Public Comment Period begins. All documents will be available on the FH website for official public comment from July 28, 2023, through September 11, 2023, for the 45-day HUD-required comment period outlined.
- August 9: Housing Choice Voucher Resident Advisory Board (RAB) Meeting
- August 10: Public Housing Resident Advisory Board (RAB) Meeting
- August 22: A public hearing will take place during the August Board Meeting where we will be available to receive public comment. We will also provide an update on comments received so far.
- September 7: Housing Choice Voucher Resident Advisory Board (RAB) Meeting
- September 7: Public Housing Resident Advisory Board (RAB) Meeting
- September 11: Official 45-day Public Comment period closes.
- September 26: An agenda will allow for presentation of comments, additional Board discussion, and Board Adoption.
- October 17: Final submission required to HUD.

45-Day Comment Period

The 45-day public comment period for the PHA Agency Plans is announced in the Fresno Bee, FH social media platforms, and the FH website. The notice instructs the public on how they may access, review, and comment on the proposed plans. Staff will meet with the Resident Advisory Boards (RAB), and additional meetings are scheduled to discuss proposed amendments to the Plans. Comments received from the public and the RABs are presented to the Commissioners throughout the process, with a final deadline for comments on September 11, 2023. The Commissioners will be asked to adopt the 2024 PHA Agency Plans at the September board meeting for submission to HUD by October 17, 2023.

Documents for Review

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

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

Documents Attached in Packet

- **Summary of Proposed Changes to Admin Plan and ACOP:** This is a summary of all material changes to the plans that include all changes required by HUD, all significant changes to the Plan (which impact the eligibility and admissions policies of the programs), and changes recommended by staff that are discretionary at the local level. The summary

FRESNO HOUSING

also provides context for why the changes are being recommended. To review the full 2024 Admin Plan and ACOP, please follow the link provided below.

- **Excel Spreadsheets for the Admin Plan and the ACOP:** These provide more detail and reference the current language in the plans and the recommended changes. The document is an easy reference to the specific language in the 2024 documents and the proposed 2024 language without having to refer to the plans, each of which is several hundred pages long. In some instances where there are extensive revisions, the current and proposed policy will be explained.
- **Links to the Draft Annual Plans, Draft Administrative Plans, and Draft ACOPs:** Links have been provided to the documents so that the Commissioners and the public can access the source documents.

NOTE

Please follow the link to view the attachments: <https://fresnohousing.org/about-us/plans-policies/>

ATTACHMENTS

Annual Plans

- Attachment A1 – 2024 Annual Plan – Housing Authority of the City of Fresno (Draft)
- Attachment A2 – 2024 Annual Plan – Housing Authority of Fresno County (Draft)

Administrative Plans

- Attachment B1 – Summary of 2024 Proposed Changes HCV Admin Plan (Draft)
- Attachment B2 – Summary of 2024 Proposed Changes HCV Admin Plan (Excel)
- Attachment B3 – 2024 Administrative Plan – Housing Authority of the City of Fresno (Draft)
- Attachment B4 – 2024 Administrative Plan – Housing Authority of Fresno County (Draft)

Admissions and Continued Occupancy Policies (ACOPs)

- Attachment C1 – Summary of 2024 Proposed Changes ACOP (Draft)
- Attachment C2 – Summary of 2024 Proposed Changes ACOP (Excel)
- Attachment C3 – 2024 ACOP – Housing Authority of the City of Fresno (Draft)
- Attachment C4 – 2024 ACOP – Housing Authority of Fresno County (Draft)

Recommendations

This item is informational. No action is necessary.



Changes to the 2024 Agency Plans

July 25, 2023

Boards of Commissioners Meeting



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



Presentation Overview

- General Annual Plan Overview
- 2024 Annual Plan Timeline
- 2024 Administrative Plan & ACOP
 - Proposed Changes to Admin and ACOP Plan
 - *Required Changes (HUD)(Green)*
 - *Significant Changes (Yellow)*
 - *Other Staff Recommendations (Blue)*
- Discussion and Guidance from Board

General Annual Plan Overview

- The Agency Plan informs HUD and the public of PHA policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals.
 - **PHA Plan:** a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals.
 - *PHA Content: New Activities (Development); Progress report on Mission & Goals as described in the 5-Year Plan; Other Documentation and Certifications*
 - *PHA Steps: Obtaining resident and public involvement*
 - *Consistency with Consolidated Plan*
 - **Administrative Plan** is specific to the regulatory and discretionary policies governing the administration of the HCV program.
 - **Admissions & Continued Occupancy Policy (ACOP)** is specific to the regulatory and discretionary policies, governing the administration of the LIPH program.



Timeline

- June 27: Presented Timeline to the Board.
- **July 25: Present proposed changes and/or accept Board feedback prior to posting for Public Comment.**
- **July 28: 45-day Public Comment period begins. Post Agency Plan on website for inspection.**
- August 9: Housing Choice Voucher Resident Advisory (RAB) Meeting
- August 10: Public Housing Resident Advisory Board (RAB) Meeting
- August 22: Board Meeting: Update on public comments
- September 7: Housing Choice Voucher & Public Housing Resident Advisory (RAB) Meetings
- September 11: Official 45-day Public Comment period closes



Timeline

- September 26: Public Hearing and update on RAB and public comments
- September 26: Boards of Commissioners Meeting. Staff requests Board Adoption.
- October 17: Final Submission to HUD



2024 Administrative Plan & ACOP

- Recommended Regulatory and Discretionary Changes
 - Administrative Plans
 - Admissions & Occupancy Plans



A photograph of a modern residential building with a walkway and a purple overlay containing the text 'Administrative Plan'. The building features light-colored siding, dark brown accents, and white decorative brackets under the eaves. A red door is visible on the right side of the building. A young tree is planted in the foreground, supported by wooden stakes. The sky is clear and blue.

Administrative Plan

Administrative Plan

Significant Changes (Yellow)

– Chapter 2: Applications and Interest List

- *Purging the Interest List or Waiting List – Last year HCV staff's recommendation to administer a Single Interest/waiting list was approved; therefore this section is no longer required. (Staff Recommended) (Section 2.9.1)*



Administrative Plan

HUD Mandated (Green)

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

- Section 1.8- Violence Against Women Act (VAWA) 2013- Due to the amendment and reauthorization of VAWA, the section name and overview has been updated to “Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022).”
- Section 1.19- Use of Housing Choice Voucher (HCV) and Mainstream Voucher Administrative Fees for Other Expenses to Assist Families to Lease Units- Section added to provide guidance on the use of HCV and Mainstream vouchers ongoing administrative fees in the future. PIH Notice 2022-18.

- **Chapter 6: Income and Rent Determinations**

- Section 6.2- Annual Income- HOTMA - Name updated to Annual Income Inclusions. Section condensed due to HOTMA removing the examples of INCLUDED income sources and provides a broader definition. It now includes an expanded and clarified list of income EXCLUSIONS.
- Section 6.2.1-Annual Income Exclusions- HOTMA - Previously Section 6.2. This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.



Administrative Plan

HUD Mandated (Green)

- **Chapter 7: Verification Procedures**

- Section 7.7- Verification of Assets- HOTMA - Added net family assets equal to or less than \$50,000 can be self-certified and must be verified every third year as explained in HOTMA final rule.
- Section 7.8.2- Medical Expenses- HOTMA - Name updated to Health and Medical Care Expenses. HUD is revising the definition “medical expenses” in § 5.603 to “health and medical care expenses” consistent with the language used in HOTMA. HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
- Section 7.8.3- Disability Assistance Expenses- HOTMA - Guidance for deduction for Disability Assistance Expenses updated from 3% to 10% to be phased in over 2 years.

- **Chapter 11: Payment Standards and Rent Reasonableness, and Owner Rents**

- Section 11.9- Rent Adjustments/Modifications- Added new rent increase policy: Rent increases may not exceed more than 5% plus the percentage change in the cost of living (CPI), as defined, or 10%, whichever is lower (Civil Code section 1947.12).



Administrative Plan

HUD Mandated (Green)

- **Chapter 2: Reexaminations**

- Section 12.8- Section Two: Interim Reexaminations- Update to Interim Reexaminations based on HOTMA guidance. Percentage thresholds have been added for PHAs to determine whether to process a change reported by the family. In addition, effective dates for implementing reported changes have been clarified.

- **Chapter 16: Family Self-Sufficiency (FSS) Program**

- Throughout this chapter: Replaced “Head of Household” with “Head of FSS Family” and replaced “interest list” with “waiting list” to remain consistent with the FSS Action Plan.
- Full Chapter updated to remain consistent with FSS Action Plan and mandatory HUD changes.

- **Chapter 28: Violence Against Women Act (VAWA)**

- Added new definitions as listed in VAWA 2022 and updated VAWA forms

- **Glossary:**

- Added definitions as listed in HOTMA



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 2: Applications and Interest List**

- Section 2.1 – Introduction – Random lottery draws will be used as the methodology to select applicants from the interest list to create the waiting list, as needed. A final draw/purge may be completed as needed.
- Section 2.5.6-Separate Interest List for Housing Authority Programs- In accordance with HUD regulations (24 CFR 982.205 (a)(2)(ii)) at the time an applicant is applying for HCV assistance, if pre-applications are being accepted for its public housing or PBV program, the family must be offered an opportunity to apply for the other program. FH will notify these applicants by the same means it would use when opening its interest list.
- Section 3.5- Full Application Completion- For the HCV and PBV programs, applicants may be given up to 30 calendar days to complete the intake online or to submit the intake application via paper packet.



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 3: Selection from the Interest List for Admission**

- Section 3.5- Full Application Completion- For the HCV and PBV programs, applicants may be given up to 30 calendar days to complete the intake online or to submit the intake application via paper packet.
- Section 3.8- Final Eligibility Determination- 10 business days to supply information/documents during the initial process has been changed to 10 calendar days.

- **Chapter 4: Eligibility for Admission**

- Section 4.4.4- Definitions Related to Family Composition- The length of time a family is given to replace a live-in aide is increasing from 30 to 60 days.



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 4: Eligibility for Admission**

- Section 4.4.4- Definitions Related to Family Composition- The length of time a family is given to replace a live-in aide is increasing from 30 to 60 days.
- Section 4.19- Additional Prohibitions- Added bullet based on HOTMA guidelines to include Restrictions on assistance to families based on assets 24 CFR 5.618. New asset restriction
- Section 4.20-Screening for Admission- Evicted from Federally Assisted Housing: Current FH policy prohibits admission of applicants for three years from date of eviction from federally assisted housing for drug-related criminal activity. FH will now allow admission if applicant can provide verification that the member who was engaged in such activity has completed supervised drug-rehab or is no longer in the household.



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 6: Income and Rent Determinations**

- Section 6.13.6 - Energy Efficient Utility Allowances for Tax Credit Properties - This section is outdated and has served its purpose, therefore, will be deleted from the Admin Plan.

- **Chapter 7: Verification Procedures**

- Section 7.9.1-Verification of Legal Identity- Name updated to Verification of Legal Identity and Documentation of Age. Added clarification to the list of acceptable documents for verifying legal identity and the age of all household members.
- Section 7.9.2 – Adding Household Members – added clarity to when adult members could be added to the household.



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 8: Voucher Issuance and Briefings**

- Section 8.5- Term of Voucher- Updated to: FH may set the voucher term at 60 days or longer depending on market conditions, vacancy rates and time to lease (leasing success rates). Policy must be responsive to market conditions and leasing success rates.

- **Chapter 9: RFTA and Contract Execution**

- Section 9.3.2-Special Housing Types – Requests for Tenancy Approvals will be accepted for special housing types to expand housing opportunities. Reasonable Accommodations will no longer be required with the exception of Cooperative Housing.
- Section 9.13-Change in Ownership- Included a requirement for the new owner to sign a written agreement to comply with the terms of the HAP contract to ensure new owners are aware of the HAP contract requirements.



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 10: Housing Quality Standards and Inspections**

- Section 10.2 –Guidelines/Types of Inspections: FH-Owned units- The independent agency will notify FH of the inspection results and FH will notify the family and owner of the inspection results. Previously, stated the independent agency will contact the family and FH.
- Section 10.5- Consequences if Family is Responsible- A failed item that is caused by the tenant may be listed as the responsibility of the owner to repair. It is at the owner’s discretion to charge the tenant for the cost to correct the failed item.

- **Chapter 19: Reviews, Hearing and Other Appeals**

- Chapter Name Change, Distinguished difference between Reviews and Hearings
- Section added to ensure accessibility for persons with disabilities and LEP



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 21: S8 Homeownership**

- Chapter Name Change to “Special Housing Types”
- Special Housing Types added to expand housing options for individuals and families searching for housing. Reasonable Accommodation no longer required (Except Cooperative Housing)
- Housing Type Definitions have been expanded
 - *Single Room Occupancy; Congregate Housing; Group Homes; Shared Housing; Cooperative Housing; Manufactured Homes; Homeownership*



Administrative Plan

Staff Recommendations (Blue)

- **Chapter 27: Targeted Programs**

- Chapter Name Change to “Special Purpose Vouchers”
- Chapter was revamped to clearly outline the following programs:
 - *Family Unification Program (FUP)*
 - *Foster Youth to Independence (FYI)*
 - *Veterans Affairs Supportive Housing (VASH)*
 - *Mainstream Voucher Program*
 - *Non-elderly Disabled Voucher Program (NED)*





Admissions & Continued Occupancy Plan (ACOP)

Admissions & Continued Occupancy Plan (ACOP)

Significant Changes (Yellow)

- Please Note: For the year 2023, staff is not proposing any significant changes (yellow). This may change during the Public Comment Period.

Admissions & Continued Occupancy Plan (ACOP)

HUD Mandated (Green)

- **Violence Against Women Act (VAWA)**
 - Definition Change: VAWA definition now includes protections for economic and technological abuse
- **Chapter 6**
 - Section 6.22 – Added “alternate non-public housing rent” to TTP Formulas
 - Section 6.7 – Removed grandfathered Lifetime Limitation language for EID.
 - Section 13.7 - Over-income families can only request interim redetermination of rent during the initial 24 month period following initial over-income determination

Admissions & Continued Occupancy Plan (ACOP)

- HUD Mandated (Green)
- **Housing Opportunities Through Modernization Act (HOTMA)**
 - Section 6.0- Annual Income- HOTMA . name and section updated to Annual Income Inclusions. Section condensed due to HOTMA removing the examples of INCLUDED income sources and provides a broader definition. It now includes an expanded and clarified list of income EXCLUSIONS.
 - Section 6.2-Calculation of Income- HOTMA - Name and section updated to Calculation of Income. 1st paragraph removed and updated guidelines on calculating annual income. The current policy does not allow the PHA to use other sources of income in the determination of program eligibility. HOTMA allows the PHA the discretion to determine the family's income using determinations made by agencies listed.
 - Section 6.3 Other Income determinations-HOTMA added section to align with HOTMA regarding the use of other programs' determination of income.

Admissions & Continued Occupancy Plan (ACOP)

HUD Mandated (Green)

- **Housing Opportunities Through Modernization Act (HOTMA)**
 - Section 6.4 -Added language regarding De Minimis Errors- HOTMA – Added section. PHA will not be considered out of compliance due to De Minimis errors in calculating family income where the determination of family’s income varies by no more than \$30 per month in monthly adjusted income.
 - Section 6.6-Annual Income Exclusions- HOTMA – updated this Section to Annual income Exclusions. This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.
 - Section 6.7-Earned Income Disallowance-HOTMA, Earned Income Disallowance will no longer be an option effective 1/1/2024. EID will be available only to families that are eligible for and already participating in the program on the effective date of the final rule; no new families may be added.

Admissions & Continued Occupancy Plan (ACOP)

HUD Mandated (Green)

- **Housing Opportunities Through Modernization Act (HOTMA)**
 - 6.9 Assets -. Added Restriction on Assistance to families based on assets language consisted with HOTMA 24 CFR 5.618
 - 6.14-Adjusted Income- HOTMA - Updated section with a more detailed list of deductions, allowances, and expenses based on HOTMA guidance.
 - Section 6.19 -Unreimbursed medical expenses may be deducted to the extent that, in combination with exceed ten percent instead of three percent of annual income.
 - Section 6.19-Updated Name and section to health and medical care expense deduction. Health and medical is permitted only for families in which the head, spouse, or co-head is at least 62 or is a person with disabilities. If a family is eligible for a medical expense deduction, the medical expenses of all family members are counted.

Admissions & Continued Occupancy Plan (ACOP)

HUD Mandated (Green)

- **Housing Opportunities Through Modernization Act (HOTMA)**
 - Section 6.20- Disability Assistance Expenses- HOTMA - Guidance for deduction for Disability Assistance Expenses updated from 3% to 10% to be phased in over 2 years
 - Section 7.6 and 7.7 Verification of Assets FH may accept a family's declaration if the amount of assets is equal to or less than \$50,000 instead of \$5,000
 - Section 9.18- Section Two: Interim Reexaminations- Update to Interim Reexaminations based on HOTMA guidance. Percentage thresholds have been added for PHAs to determine whether to process a change reported by the family. In addition, effective dates for implementing reported changes have been clarified.
 - Glossary: Added definitions as listed in HOTMA

Admissions & Continued Occupancy Plan (ACOP)

Staff Recommendations (Blue)

- **Violence Against Women Act (VAWA)**
 - VAWA 2022 does not include protections against Human Trafficking. Several PIH Notices issued in 2022 include this protection and HUD continues to use that language. We have updated the ACOP to mirror that language. (PIH Notices 2022-6, 2022-22, and 2022-24)
- **Housing Opportunities Through Modernization Act (HOTMA)**
 - Section 13.7 - Option A – Family stays as a non-public housing resident.
 - *Family will sign a new market lease*
 - *FH will no longer receive admin fees or operating subsidy*
 - *Family no longer eligible for rent determination*

Admissions & Continued Occupancy Plan (ACOP)

Staff Recommendations (Blue)

- **Housing Opportunities Through Modernization Act (HOTMA)**
 - Section 13.7 - Option B – Termination of tenancy for families' over-income for 24 consecutive months (Pending decision).
 - *HUD will allow FH to grant an additional 6 month of housing beyond the consecutive 24-month period after initial determination*
- **Chapter 6.22 – TTP Formula [24 CFR 5.628]; staff proposes to change minimum rent from \$50 to \$25 [24 CFR 5.628]**
- **Chapter 9: Introduction**
 - HOTMA Option A – Over-income families will not be required to complete annual certifications after the initial 24-month period

Admissions & Continued Occupancy Plan (ACOP)

Staff Recommendations (Blue)

- **Chapter 9**
 - Section 9.9 – Added language related to deadlines for completing annual certifications.

A photograph of a modern residential building with a walkway and a purple text overlay. The building features dark brown siding, white trim, and a red door. A young tree is planted in the foreground. The text "Questions or Feedback?" is overlaid in white on a purple background.

Questions or Feedback?

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

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

A.	PHA Information.
A.1	<p>PHA Name: <u>Housing Authority of the City of Fresno</u> PHA Code: <u>CA006</u> PHA Type: <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>453*</u> Number of Housing Choice Vouchers (HCVs) <u>7,412</u> Total Combined: <u>7,865</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission *329 LIPH, 122 ACC/Tax Credit (2HOP)</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Public Document Location: https://fresnohousing.org/about-us/plans-policies/</p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each element below:

(c) The PHA must submit its Deconcentration Policy for Field Office Review.

See Attachment 1.

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

	<p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>See Attachment 2.</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>See Attachment 3.</p>
<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See Attachment 3.</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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A.	PHA Information.
A.1	<p> PHA Name: <u>Housing Authority of Fresno County</u> PHA Code: <u>CA028</u> PHA Type: <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units: <u>472</u> Number of Housing Choice Vouchers (HCVs): <u>5,816</u> Total Combined: <u>6,288</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> Public Document Location: https://fresnohousing.org/about-us/plans-policies/ </p>

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- Significant Amendment/Modification

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- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

	<p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>See Attachment 2.</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>See Attachment 3.</p>
<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See Attachment 3.</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

**Proposed Summary of Changes
2024 Housing Choice Voucher (HCV) Administrative Plan
Effective January 1, 2024**

Below is a summary of changes incorporated into the 2024 HCV Administrative Plan. The changes in **green** text represent HUD regulation and/or regulatory changes. Changes highlighted in **Yellow** represent significant proposed changes. Significant changes are those that impact the eligibility and admissions policies as delineated by HUD. Changes in **Blue** represent additional changes recommended by staff and are discretionary at the local level, permitted by HUD, which can be adopted by the Boards of Commissioners. Changes in **Orange** will later represent additional changes received during the comment period.

Chapter 1: Statement of Policies and Objectives

1. **Section 1.8- Violence Against Women Act (VAWA) 2013-** Due to the amendment and reauthorization of VAWA, the section name and overview has been updated to “Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022).”
2. **Section 1.19- Use of Housing Choice Voucher (HCV) and Mainstream Voucher Administrative Fees for Other Expenses to Assist Families to Lease Units-** Section added to provide guidance on the use of HCV and Mainstream vouchers ongoing administrative fees in the future. PIH Notice 2022-18.

Chapter 2: Applications and Interest List

3. **Section 2.1 – Introduction** – Random lottery draws will be used as the methodology to select applicants from the interest list to create the waiting list, as needed. A final draw/purge may be completed **as needed**.
4. **Section 2.5.6-Separate Interest List for Housing Authority Programs-** In accordance with HUD regulations (24 CFR 982.205 (a)(2)(ii)) at the time an applicant is applying for HCV assistance, if pre-applications are being accepted for its public housing or PBV program, the family must be offered an opportunity to apply for the other program. **FH will notify these applicants by the same means it would use when opening its interest list.**
5. **Section 2.9.1-Purging the Interest List or Waiting List** – Due to no longer administering 2 separate wait lists, this section has been removed.

Chapter 3: Selection From the Interest List for Admission

6. **Section 3.5- Full Application Completion-** For the HCV and PBV programs, applicants may be given up to 30 calendar days to complete the intake online or to submit the intake application via paper packet.

7. **Section 3.8- Final Eligibility Determination-** 10 business days to supply information/documents during the initial process has been changed to 10 calendar days.

Chapter 4: Eligibility for Admission

8. **Section 4.4.4- Definitions Related to Family Composition-** The length of time a family is given to replace a live-in aide is increasing from 30 to 60 days.
9. **Section 4.19- Additional Prohibitions-** Added bullet based on HOTMA guidelines to include Restrictions on assistance to families based on assets 24 CFR 5.618. New asset restriction
10. **Section 4.20-Screening for Admission-** Evicted from Federally Assisted Housing: Current FH policy prohibits admission of applicants for three years from date of eviction from federally assisted housing for drug-related criminal activity. FH will now allow admission if applicant can provide verification that the member who was engaged in such activity has completed supervised drug-rehab or is no longer in the household.

Chapter 6: Income and Rent Determinations

11. **Section 6.2- Annual Income-** HOTMA - Name updated to Annual Income Inclusions. Section condensed due to HOTMA removing the examples of INCLUDED income sources and provides a broader definition. It now includes an expanded and clarified list of income EXCLUSIONS.
12. **Section 6.2.1-Annual Income Exclusions-** HOTMA - Previously Section 6.2. This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.
13. **Section 6.2.3-Anticipating Annual Income-** HOTMA - Name and section updated to 6.2.2 Calculation of Income. 1st paragraph removed and updated guidelines on calculating annual income. The current policy does not allow the PHA to use other sources of income in the determination of program eligibility. HOTMA allows the PHA the discretion to determine the family's income using determinations made by agencies listed.
14. **Section 6.2.4 De Minimis Errors-** HOTMA – PHA will not be considered out of compliance due to De Minimis errors in calculating family income where the determination of family's income varies by no more than \$30 per month in monthly adjusted income.
15. **Section 6.4- Income from Assets-** HOTMA - Name and section updated to 6.5 Restriction on Assistance to Families Based on Assets. Added list of restrictions as listed in 24 CFR 5.618
16. **6.10-Adjusted Income-** HOTMA - Updated section with a more detailed list of deductions, allowances, and expenses based on HOTMA guidance.

17. [Section 6.13.6 - Energy Efficient Utility Allowances for Tax Credit Properties](#) - This section is outdated and has served its purpose, therefore, will be deleted from the Admin Plan.

Chapter 7: Verification Procedures

18. [Section 7.7- Verification of Assets](#)- HOTMA - Added net family assets equal to or less than \$50,000 can be self-certified and must be verified every third year as explained in HOTMA final rule.
19. [Section 7.8.2- Medical Expenses](#)- HOTMA - Name updated to Health and Medical Care Expenses. HUD is revising the definition “medical expenses” in § 5.603 to “health and medical care expenses” consistent with the language used in HOTMA. HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
20. [Section 7.8.3- Disability Assistance Expenses](#)- HOTMA - Guidance for deduction for Disability Assistance Expenses updated from 3% to 10% to be phased in over 2 years.
21. [Section 7.9.1-Verification of Legal Identity](#)- Name updated to Verification of Legal Identity and Documentation of Age. Added clarification to the list of acceptable documents for verifying legal identity and the age of all household members.
22. [Section 7.9.2 – Adding Household Members](#) – added clarity to when adult members could be added to the household.

Chapter 8: Voucher Issuance and Briefings

23. [Section 8.5- Term of Voucher](#)- Updated to: FH may set the voucher term at 60 days or longer depending on market conditions, vacancy rates and time to lease (leasing success rates). Policy must be responsive to market conditions and leasing success rates.

Chapter 9: RFTA and Contract Execution

24. [Section 9.3.2-Special Housing Types](#) – Requests for Tenancy Approvals will be accepted for special housing types to expand housing opportunities. Reasonable Accommodations will no longer be required with the exception of Cooperative Housing.
25. [Section 9.13-Change in Ownership](#)- Included a requirement for the new owner to sign a written agreement to comply with the terms of the HAP contract to ensure new owners are aware of the HAP contract requirements.

Chapter 10: Housing Quality Standards and Inspections

26. [Section 10.2 –Guidelines/Types of Inspections: FH-Owned units](#)- The independent agency will notify FH of the inspection results and FH will notify the family and

owner of the inspection results. Previously, stated the independent agency will contact the family and FH.

27. [Section 10.5- Consequences if Family is Responsible](#)- A failed item that is caused by the tenant may be listed as the responsibility of the owner to repair. It is at the owner's discretion to charge the tenant for the cost to correct the failed item.

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

28. [Section 11.9- Rent Adjustments/Modifications](#)- Added new rent increase policy: Rent increases may not exceed more than 5% plus the percentage change in the cost of living (CPI), as defined, or 10%, whichever is lower (Civil Code section 1947.12).

The owner/agent must provide a copy of the written 60-day notice to increase rent to both the family and FH. The effective date of the rent increase will be the first day of the month following 60 days after FH's receipt of the owner's request, or the date specified by the owner, whichever is later.

Chapter 12: Reexaminations

29. [Section 12.8- Section Two: Interim Reexaminations](#)- Update to Interim Reexaminations based on HOTMA guidance. Percentage thresholds have been added for PHAs to determine whether to process a change reported by the family. In addition, effective dates for implementing reported changes have been clarified.
30. [Section 12.9- Changes in Family and Household Composition](#)- Combined section 12.9.1 with 12.9. Determinations made on the additional family members FH "will" and "may" approve.

Chapter 16: Family Self-Sufficiency (FSS) Program

Throughout this chapter: Replaced "Head of Household" with "Head of FSS Family" and replaced "interest list" with "waiting list" to remain consistent with the FSS Action Plan.

Full Chapter updated to remain consistent with FSS Action Plan and mandatory HUD changes.

Chapter 19: Reviews, Hearings and Other Appeals

Chapter name changed to Informal Reviews and Hearings. Streamlined chapter to coincide with Nan McKay version and clarified processes.

Clarified the difference between a hearing and review and the types of decisions that can be appealed.

Reviews and hearings will now be conducted virtually unless an in-person request is made by the family.

Section added to ensure accessibility for persons with disabilities and LEP individuals.

Hearing decision now 10 business days, formerly 14 calendar days.

Chapter 21: S8 Homeownership

Chapter name changed to Special Housing Types

Special Housing types added to expand housing options for individuals and families searching for housing. Reasonable accommodation no longer required (except Cooperative Housing) and expanded definitions.

- Single Room Occupancy
- Congregate Housing
- Group Homes
- Shared Housing
- Cooperative Housing (RA only)
- Manufactured Homes (including manufactured home space rental) (RA only)
- Homeownership

Chapter 27: Targeted Programs

The chapter name has been changed to *Special Purpose Vouchers*. The chapter has also been completely rewritten to add meaningful content that clearly outlines the following programs: Family Unification Program (FUP), Foster Youth to Independence Program (FYI), Veterans Affairs Supportive Housing (VASH), Mainstream Voucher Program, Non-Elderly Disabled Voucher Program (NED).

Chapter 28: Violence Against Women Act (VAWA)

This chapter has been renamed to *Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022)*. Federal Register 6330-N-01.

31. Added new definitions as listed in VAWA 2022.

Appendix A:

32. Added updated VAWA forms.

Glossary:

33. Added definitions as listed in HOTMA.

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
1	1.18	VIOLENCE AGAINST WOMEN ACT (VAWA) 2013	Updated name to: VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022)	HUD Regulation and/or regulatory change	Yes	Due to the amendment and reauthorization of VAWA, the section name and overview has been updated to “Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022).”
1	1.18	VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022) The Violence Against Women Act of 2013 (VAWA) was signed into law. The Act is intended to protect the rights of victims of domestic violence, dating violence, sexual assault, or stalking. The legislation imposes several important requirements on public housing agencies that operate a Housing Choice Voucher (HCV) program.	Overview updated: The Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022) is a federal law that protects individuals who are survivors of domestic violence, dating violence, sexual assault, and stalking regardless of sex, sexual orientation, or gender identity. VAWA includes protections for survivors who are applying for or residing in covered housing programs. The legislation imposes several important requirements on public housing agencies that operate a Housing Choice Voucher (HCV) program.	HUD Regulation and/or regulatory change	Yes	Due to the amendment and reauthorization of VAWA, the section name and overview has been updated to “Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022).”
1	1.19	None	Added: 1.19 Use of Housing Choice Voucher (HCV) and Mainstream Voucher Administrative Fees for Other Expenses to Assist Families to Lease Units	HUD Regulation and/or regulatory change	Yes	Allows PHA to use its administrative fees to support these other activities, including to recruit and retain owners to participate in the HCV program, should it have the resources available to do so. A PHA must first adopt a policy in the PHA administrative plan that governs the terms and conditions of the activity, including any limitations or eligibility criteria for these activities
2	2.1	INTRODUCTION: Random lottery draws will be used as the methodology to select applicants from the interest list to create the waiting list, as needed. A final draw/purge of the interest list will take place annually.	Random lottery draws will be used as the methodology to select applicants from the interest list to create the waiting list, as needed. A final draw/purge of the interest list may take place as needed.	Staff Suggestion	Yes	We have not been completing final draws every year. Do not want to commit.
2	2.5.6	Separate Interest Lists for Housing Authority Programs: In accordance with HUD regulations (24 CFR 982.205 (ii)) at the time an applicant is applying for HCV assistance, if pre-applications are being accepted for its Public Housing or Project-Based program, the family must be offered an	Add following sentence at end: FH will notify these applicants by the same means it would use when opening its interest list.	Staff Suggestion	Yes	Consistency. To make it clear we don't have to notify each applicant, individually.
2	2.9.1	Purging the Interest List or Waiting List: In order to eliminate duplicate processing of pre-applications for applicants who applied on both the City and County HCV lists, applicants are given the choice to remove their pre-application from the list from which they were not selected if they were successfully leased up in the other HCV program.	Remove this since we do not have two interests list now.	Significant Change	Yes	FH will no longer be administering 2 separate wait lists
3	3.5	FULL APPLICATION COMPLETION: Applicants will be required to complete an Application for Initial Occupancy packet which may be mailed to the applicant in advance to complete.	Applicants will be required to complete an online intake application or to fill out a paper intake application. For the HCV and PBV programs, applicants may be given up to 30 calendar days to complete the intake application online or to submit the paper intake application. An invitation to attend an interview does not constitute admission to the program. The head of household and spouse may both be required to attend the interview.	Staff Suggestion	Yes	Paper packets are not usually mailed. Intake applications are initiated online.

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
3	3.8	FINAL ELIGIBILITY DETERMINATION: Each applicant will be interviewed by FH staff to review the information on the application for Initial Occupancy Packet . If FH determines at or after the interview that additional information or document(s) are needed, FH will request the document(s) or information in writing. The family will be given 10 business days to supply the information. Extensions beyond 10 business days may be permitted upon approval of the intake staff member. If the information is not supplied in this time period, FH will provide the family a notification of denial for assistance	Each applicant will be interviewed by FH staff to review the information on the intake application . If FH determines at or after the interview that additional information or document(s) are needed, FH will request the document(s) or information in writing. The family will be given 10 calendar days to supply the information. Extensions beyond 10 calendar days may be permitted upon approval of the intake staff member. If the information is not supplied in this time period, FH will provide the family a notification of denial for assistance	Staff Suggestion	Yes	Intake application is the current name. We no longer do business days
4	4.4.4	Live-In Aide: Once a live-in aide is approved, the family must identify a person as the live-in aide within 30 calendar days of the approval to allow FH to conduct a background check.	Change to 60 calendar days.	Staff Suggestion	Yes	The length of time a family is given to replace a live-in aide is increasing from 30 to 60 days
4	4.20	SCREENING FOR ADMISSION: FH must prohibit admission to the program of an applicant for three years from the date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity.	The PHA will admit an otherwise- eligible family who was evicted from federally assisted housing within the past three years for drug-related criminal activity if the PHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program, or the person who committed the crime, is no longer living in the household.	Staff Suggestion	Yes	Current FH policy prohibits admission of applicants for three years from date of eviction from federally assisted housing for drug-related criminal activity. FH will now allow admission if applicant can provide verification that the member who was engaged in such activity has completed supervised drug-rehab or is no longer in the household.
6	6.2	ANNUAL INCOME [24 CFR 5.609] The general regulatory definition of annual income shown below is from 24 CFR 5.609. •Annual income means all amounts, monetary or not, which: •Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; •Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and •Which are not specifically excluded in Section 6.2.2, Annual Income Exclusions in this chapter. •Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.	ANNUAL INCOME INCLUSIONS [24 CFR 5.609] Annual income includes, with respect to the family: 1) All amounts, not specifically excluded in section 6.2.1 (paragraph (b) of this section), received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and 2) When the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD.	HUD Regulation and/or regulatory change	Yes	Name updated to Annual Income Inclusions. Section condensed due to HOTMA removing the examples of INCLUDED income sources and provides a broader definition. It now includes an expanded and clarified list of income EXCLUSIONS.
6	6.2.1	ANNUAL INCOME INCLUSIONS This section is comprised of examples for "included income sources" contained in 24 CFR 5.609 (b).	ANNUAL INCOME EXCLUSIONS This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.	HUD Regulation and/or regulatory change	Yes	This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.
6	6.2.3	ANTICIPATING ANNUAL INCOME (now 6.2.2)	Updated to: 6.2.2 CALCULATION OF INCOME (5.609 (c)) This section will no be comprised to include 24 CFR 5.609 (c) for "The PHA or owner must calculate family income as follows:"	HUD Regulation and/or regulatory change	Yes	Name and section updated to 6.2.2 Calculation of Income. 1 st paragraph removed and updated guidelines on calculating annual income. The current policy does not allow the PHA to use other sources of income in the determination of program eligibility. HOTMA allows the PHA the discretion to determine the family's income using determinations made by agencies listed.

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
6	6.2.3	The current policy does not allow the PHA to use other sources of income in the determination of program eligibility.	HOTMA allows the PHA the discretion to determine the family's income ... based on income determinations made within the previous 12-month period for purposes of the following means-tested forms of Federal public assistance: TANF, Medicaid, SNAP, etc. The PHA or owner must obtain such documentation using the appropriate third-party verification . . . The verification must indicate the tenant's family size and composition and state the amount of the family's annual income. The verification must also meet all HUD requirements related to the length of time that is permitted before the third-party verification is considered out-of-date and is no longer an eligible source of income verification. This section is now 6.2.3	HUD Regulation and/or regulatory change	Yes	Use of other programs' determination of income. (i) The PHA or owner may , using the verification methods in paragraph (c)(3)(ii) of this section, determine the family's income prior to the application of any deductions applied in accordance with § 5.611 based on income determinations made within the previous 12-month period for purposes of the following means-tested forms of Federal public assistance: (A) The Temporary Assistance for Needy Families block grant (42 U.S.C. 601, et seq.). (B) Medicaid (42 U.S.C. 1396 et seq.). (C) The Supplemental Nutrition Assistance Program (42 U.S.C. 2011 et seq.). (D) The Earned Income Tax Credit (26 U.S.C. 32). (E) The Low-Income Housing Credit (26 U.S.C. 42). (F) The Special Supplemental Nutrition Program for Woman, Infants, and Children (42 U.S.C. 1786). (G) Supplemental Security Income (42 U.S.C. 1381 et seq.). (H) Other programs administered by the Secretary. (I) Other means-tested forms of Federal public assistance for which HUD has established a memorandum of understanding. (J) Other Federal benefit determinations made in other forms of means-tested Federal public assistance that the Secretary determines to have comparable reliability and announces through the Federal Register. (ii) If a PHA or owner intends to use the annual income determination made by an administrator for allowable forms of Federal means-tested public assistance under this paragraph (c)(3), the PHA or owner must obtain it using the appropriate third-party verification. If the appropriate third-party verification is unavailable, or if the family disputes the determination made for purposes of the other form of Federal means-tested public assistance, the PHA or owner must calculate annual income in accordance with 24 CFR part 5, subpart F. The verification must indicate the tenant's family size and composition and state the amount of the family's annual income. The verification must also meet all HUD requirements related to the length of time that is permitted before the third-party verification is considered out-of-date and is no longer an eligible source of income verification.
6	6.2.4	No previous guidance	6.2.4 DE MINIMIS ERRORS The PHA or owner will not be considered out of compliance with the requirements in this paragraph (c) solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA or owner determination of family income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (\$360 in annual adjusted income) per family. (i) The PHA or owner must still take any corrective action necessary to credit or repay a family if the family has been overcharged for their rent or family share as a result of the de minimis error in the income determination, but families will not be required to repay the PHA or owner in instances where a PHA or owner has miscalculated income resulting in a family being undercharged for rent or family share. (ii) HUD may revise the amount of de minimis error in this paragraph (c)(4) through a rulemaking published in the Federal Register for public comment.	HUD Regulation and/or regulatory change	Yes	PHA will not be considered out of compliance due to De Minimis errors in calculating family income where the determination of family's income varies by no more than \$30 per month in monthly adjusted income.

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
6	6.4	<p>Restriction on Assistance to Families Based on Assets Section: When the total cash value of family assets is \$5,000 or less, the actual income derived from assets is included in annual income. When the total cash value of family assets exceeds \$5,000, the amount added to annual income is the greater of:</p>	<p>a) Restrictions based on net assets and property ownership. (1) A dwelling unit in the public housing program may not be rented, and assistance under the Section 8 (tenant-based and project-based) programs may not be provided, either initially or upon reexamination of family income, to any family if: (i) The family's net assets (as defined in § 5.603) exceed \$100,000, which amount will be adjusted annually by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers; or (ii) The family has a present ownership interest in, a legal right to reside in, and the effective legal authority to sell, based on State or local laws of the jurisdiction where the property is located, real property that is suitable for occupancy by the family as a residence, except this real property restriction does not apply to: (A) Any property for which the family is receiving assistance under 24 CFR 982.620; or under the Homeownership Option in 24 CFR part 982; (B) Any property that is jointly owned by a member of the family and at least one non-household member who does not live with the family, if the non-household member resides at the jointly owned property; (C) Any person who is a victim of domestic violence, dating violence, sexual assault, or stalking, as defined in this part 5 (subpart L); or (D) Any family that is offering such property for sale. (2) A property will be considered "suitable for occupancy" under paragraph (a)(1)(ii) of this section unless the family demonstrates that it: (i) Does not meet the disability-related needs for all members of the family (e.g., physical accessibility requirements, disability-related need for additional bedrooms, proximity to accessible transportation, etc.); (ii) Is not sufficient for the size of the family; (iii) Is geographically located so as to be a hardship for the family (e.g., the distance or commuting time between the property and the family's place of work, school, or other activities); or (iv) Is otherwise determined to be unsuitable by the PHA.</p>	HUD Regulation and/or regulatory change	Yes	Updated section with a more detailed list of deductions, allowances, and expenses based on HOTM

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
6	6.10	SECTION TWO: ADJUSTED INCOME: 1. Dependent Allowance: \$480 for each family member who is under 18 years of age, is disabled, or is a full-time student (see Glossary). 2. Elderly/Disabled Allowance: \$400 per family whose head of household or spouse is at least 62 years of age or disabled (see Glossary). 3. Medical Expenses: Deducted for all family members of an eligible elderly/disabled family for out of pocket medical expenses not covered by an outside source. (After expenses exceed 3% of annual income, which is referred to as the medical threshold.) When it is unclear the most current IRS Publication 502, Medical and Dental Expenses, will be used as a reference to determine the costs that qualify as medical expenses. 4. Child Care Expenses: Reasonable childcare expenses not covered by an outside source may be deducted for the care of children under 13 when childcare is necessary to allow an adult member to work, attend school, or actively seek employment. • Childcare to work or actively seek employment: The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The person "enabled to work" will be the adult member of the household who earns the least amount of income from working. When an adult is "actively seeking employment", it will be established by acceptable documentation or the child care expense cannot be given. Acceptable	Adjusted income means annual income (as determined under § 5.609) of the members of the family residing or intending to reside in the dwelling unit, after making the following deductions: (a) Mandatory deductions. (1) \$480 for each dependent, which amount will be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, rounded to the next lowest multiple of \$25; (2) \$525 for any elderly family or disabled family, which amount will be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, rounded to the next lowest multiple of \$25; (3) The sum of the following, to the extent the sum exceeds ten percent of annual income: (i) Unreimbursed health and medical care expenses of any elderly family or disabled family; and (ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member who is a person with a disability) to be employed. This deduction may not exceed the combined earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and (4) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education. (b) Additional deductions. (1) For public housing, the Housing Choice Voucher (HCV) and the Section 8 moderate rehabilitation programs (including the moderate rehabilitation Single-Room Occupancy (SRO) program), a PHA may adopt additional deductions from annual income. (2) Public housing PHA that adopts additional deductions will be limited to	HUD Regulation and/or regulatory change	Yes	Updated section with a more detailed list of deductions, allowances, and expenses based on HOTMA
7	7.7	VERIFICATION OF ASSETS: FH will accept a family's declaration of the amount of assets of less than \$5,000 and the amount of income expected to be received from those assets. The documentation in the annual reexamination packet, which has the signatures of all adult family members, can serve as the declaration.	Add: Verification of assets. For a family with net family assets (as the term is defined in § 5.603) equal to or less than \$50,000, which amount will be adjusted annually by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, an owner may accept, for purposes of recertification of income, a family's declaration under § 5.618(b), except that the owner must obtain third-party verification of all family assets every 3 years.	HUD Regulation and/or regulatory change	Yes	HOTMA final rule: For a family with net family assets (as the term is defined in § 5.603 of this title) equal to or less than \$50,000, which amount will be adjusted annually by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, a PHA may accept, for purposes of recertification of income, a family's declaration under § 5.618(b) of this title, except that the PHA must obtain third-party verification of all family assets every 3 years
7	7.8.2	Medical Expenses: are expenses anticipated for the 12 months following the certification or recertification, which are not covered by an outside source such as insurance and not reimbursed by an outside source, and which exceed three percent of the gross annual income of the family.	Health and medical care expenses are expenses anticipated for the 12 months following the certification or recertification, which are not covered by an outside source such as insurance and not reimbursed by an outside source, and which exceed ten percent (phased in over 2 years) of the gross annual income of the family.	HUD Regulation and/or regulatory change	Yes	HUD is revising the definition "medical expenses" in § 5.603 to be "health and medical care expenses" consistent with the language used in HOTMA. HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
7	7.8.3	Disability Assistance Expenses: Families may deduct anticipated expenses for attendant care and any auxiliary apparatus for disabled family members if they: • Exceed 3 percent of annual income;	Families may deduct anticipated expenses for attendant care and any auxiliary apparatus for disabled family members if they: • Exceed ten percent of annual income (phased in over 2 years).	HUD Regulation and/or regulatory change	Yes	HOTMA - Guidance for deduction for Disability Assistance Expenses updated from 3% to 10% to be phased in over 2 years
7	7.9.1	VERIFICATION OF LEGAL IDENTITY	VERIFICATION OF LEGAL IDENTITY & DOCUMENTATION OF AGE: Added clarification to the list of acceptable documents for verifying legal identity and the age of all household members	Staff Suggestion	Yes	Clarifying why documentation is needed and Updating the list of acceptable documents allowable to verify legal identity of adults and minors & included "Documentation of Age"

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
7	7.9.2	<p>VERIFICATION OF MARITAL STATUS Certification by the head of household is normally sufficient verification. If the PHA has reasonable doubts about a separation or divorce, the PHA will require the family to provide documentation of the divorce or separation. Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer. Verification of a separation may be a copy of court-ordered maintenance or other records. Verification of marriage status is a marriage certificate</p>	<p>This section "Verification of Marital Status" will be changed to a new heading called "FAMILIAL RELATIONSHIPS." A clarifying introduction will be added: <i>The relationship of each household member may affect the determination of adjusted income and must be verified.</i> Examples would be when the person designated as spouse of the head is working and under 18, or if the head is not elderly or disabled but the person designated as spouse of the HOH is disabled. It could also affect the family's eligibility for the program, depending on the PHA's definition of family. There may be times when documentation is needed when staff doubt the validity of the marital relationship. The section under Marital Status also spoke of "divorce and separation" rather than marriage, so that is also corrected.</p>	Staff Suggestion	Yes	Adopting wording provided in NanMcKay's Model Administrative Plan to add clarity as to when adult members could be added to the household.
8	8.5	<p>TERM OF VOUCHER: FH will set the voucher term at 60 days. If more search time is needed the family may request an extension, according to the policies in this chapter.</p>	<p>FH may set the voucher term at 60 days or longer depending on market conditions, vacancy rates and time to lease (leasing success rates).</p>	Non-programmatic update	Yes	Policy must be responsive to market conditions and leasing success rates. It's taking families longer to locate affordable housing.
9	9.3.2	<p>Special Housing Types: Now allowed, previously were RA only: Single Room Occupancy, Congregate Housing, Group Homes & Shared Housing</p>	<p>Updated entire section</p>	Staff Suggestion	Yes	Allowing for more leasing opportunities
9	9.13	<p>CHANGE IN OWNERSHIP</p>	<p>Include a requirement for the new owner to sign a written Agreement to comply with the terms of the HAP contract. And that the new owner is not a prohibited relative.</p>	Staff Suggestion	Yes	To ensure new owners are aware of the HAP Contract requirements.
10	10.2	<p>GUIDELINES/TYPES OF INSPECTIONS-FH- Owned units: The independent agency must communicate the results of each inspection to the family and FH.</p>	<p>The independent agency will notify FH of the inspection results and FH will notify the family and owner of the inspection results.</p>	Staff Suggestion	Yes	The independent agency will notify FH of the inspection results and FH will notify the family and owner of the inspection results. Previously, stated the independent agency will contact the family and FH.
10	10.5	<p>CONSEQUENCES IF FAMILY IS RESPONSIBLE: The inspector will make a determination of owner or family responsibility during the inspection.</p>	<p>Add before the last sentence: A failed item that is caused by the tenant may be listed as the responsibility of the owner to repair. It is at the owner's discretion to charge the tenant for the cost to correct the failed item.</p>	Staff Suggestion	Yes	A failed item that is caused by the tenant may be listed as the responsibility of the owner to repair. It is at the owner's discretion to charge the tenant for the cost to correct the failed item.
11	11.9	<p>RENT ADJUSTMENTS/MODIFICATIONS: The owner/agent can request a rent adjustment to increase the contract rent after the initial lease term or after one year has lapsed from the most recent effective date of the HAP contract.</p>	<p>Added new rent increase policy: Rent increases may not exceed more than 5% plus the percentage change in the cost of living (CPI), as defined, or 10%, whichever is lower (Civil Code section 1947.12). The owner/agent must provide a copy of the written 60-day notice to increase rent to both the family and FH. The effective date of the rent increase will be the first day of the month following 60 days after FH's receipt of the owner's request, or the date specified by the owner, whichever is later.</p>	HUD Regulation and/or regulatory change	Yes	Compliance with Civil Code section 1947.12 - Tenant Protection Act

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
12	12.8	SECTION TWO: INTERIM REEXAMINATIONS: OVERVIEW: Family circumstances may change throughout the period between annual reexaminations. HUD and FH policies dictate what kinds of information about changes in family circumstances must be reported, and under what circumstances FH must process interim reexaminations to reflect those changes. HUD regulations also permit FH to conduct interim reexaminations of income or family composition at any time. When an interim reexamination is conducted, only those factors that have changed are verified and adjusted. FH must attempt to complete the interim within 30 days from the receipt of the family's written request and all required documents	Added: INTERIM REEXAMINATIONS (1) A family may request an interim determination of family income or composition because of any changes since the last determination. The PHA must conduct any interim reexamination within a reasonable period of time after the family request or when the PHA becomes aware of an increase in family adjusted income under paragraph (3) below. What qualifies as a "reasonable time" may vary based on the amount of time it takes to verify information, but generally should not be longer than 30 days after changes in income are reported. (2) The PHA may decline to conduct an interim reexamination of family income if the PHA estimates the family's adjusted income will decrease by an amount that is less than ten percent of the family's annual adjusted income. (3) The PHA must conduct an interim reexamination of family income when the PHA becomes aware that the family's adjusted income (as defined in § 5.611 of this title) has changed by an amount that the PHA estimates will result in an increase of ten percent or more in annual adjusted income or such other amount established by HUD through notice, except: (i) The PHA may not consider any increase in the earned income of the family when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction under paragraph (c)(1) of this section during the certification period; and (ii) The PHA may choose not to conduct an interim reexamination in the last three months of a certification period. EFFECTIVE DATE OF RENT CHANGES (i) If the family has reported a change in family income or composition in a timely manner according to the PHA's policies, the PHA must provide the family with 30 days advance notice of any family share and family rent to owner increases, and such increases will be effective the first day of the	HUD Regulation and/or regulatory change	Yes	Update to Interim Reexaminations based on HOTMA guidance. Percentage thresholds have been added for PHAs to determine whether to process a change reported by the family. In addition, effective dates for implementing reported changes have been clarified.
12	12.9.1	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION: The addition of a family member as a result of birth, adoption, or court-awarded custody does not require FH approval. However, the family is required to promptly notify FH of the addition [24 CFR 982.551(h)(2)]. The family must inform FH of the birth, adoption or court-awarded custody of a child within 30 calendar days or the next day the agency is open after the 30th calendar day.	Added line: FH "will" approve additional family members in the following cases: •The addition of a family member as a result of birth, adoption, or court-awarded custody does not require FH approval. However, the family is required to promptly notify FH of the addition [24 CFR 982.551(h)(2)]. The family must inform FH of the birth, adoption or court-awarded custody of a child within 30 calendar days or the next day the agency is open after the 30th calendar day. •The addition of a minor child through a designated full-time custody arrangement granted through notarized, written permission from the parent or legal guardian of the child This section is now 12.9	Staff Suggestion	Yes	Combined section 12.9.1 with 12.9. Determinations made on the additional family members FH "will" and "may" approve.
12	12.9.1	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION:	Add: FH "may" approve additional family members in the following cases: * The addition of a spouse or registered domestic partner The addition of an elderly person or person with a disability who is a parent, grandparent or adult child of the HOH, spouse or registered * The biological parent of a minor child already in the household domestic partner of the HOH. This section is now 12.9	Staff Suggestion	Yes	Combined section 12.9.1 with 12.9. Determinations made on the additional family members FH "will" and "may" approve.

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
12	12.9.2	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION: Except for additions of adults as mentioned above, additions of other adults to the household may be approved no more than once in a twelve-month period from the last recertification effective date.	Except for additions of adults as mentioned above, the addition of an adult to the household may be approved, however, the same adult may not be added more than once in a twelve-month period from the last approved certification effective date. This section is now 12.9	Staff Suggestion	Yes	Combined with 12.9 to provide clarification
16	16.5	Denial of participation: Cannot re-enroll in FSS if the participant had exit or graduated from program	Denial of participation: Cannot re-enroll in FSS within 2 years of exit or graduation date	Staff Suggestion	Yes	Consistency with FSS Action Plan
16	16.6	Designated Head of Household must sign the FSS Contract of Participation	Head of the FSS Family must sign the FSS Contract of Participation. No longer just the HOH, now can be designated by the FSS family	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
16	16.6	Term of the COP is 5 years from the date of enrollment	Term of COP is now 5 years after the first recertification of income after execution of COP.	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
16	16.6.3	Termination of the Contract	Adding in if the FSS Family does not comply with Contract due to failure of contact with FH and failure to work on contract/ITSP. Also, including that the Termination of Contract if the participant's housing assistance is terminated	Staff Suggestion	Yes	Consistency with FSS Action Plan
16	16.6.4	Completion of the Contract - The thirty (30) percent of the FSS family's monthly adjusted income is equal to or exceeds the published Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on FH occupancy standards.	HUD has removed this policy: The thirty (30) percent of the FSS family's monthly adjusted income is equal to or exceeds the published Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on FH occupancy standards.	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
16	16.6.5	Individual Training and Services Plan - Indicates Full-Time Employment	ITSP - Removed Full-Time employment to Suitable Employment	Staff Suggestion	Yes	Consistency with FSS Action Plan
16	16.6.5	Interim goal must include the requirement to be off welfare assistance for 12 consecutive months prior to completion /expiration of the contract, including extensions	Interim Goal must include the requirement to be off welfare assistance at the time of completion of contract, including extensions	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
16	16.6.5	Changing ITSP goals	Will not be allowed to change ITSP goals within 12 months from the end of the term	Staff Suggestion	Yes	Consistency with FSS Action Plan
16	16.6.6	Change in Head of Household	Changed language to Head of FSS Family	Staff Suggestion	Yes	Consistency with FSS Action Plan
16	16.7	FSS Escrow Account - obtaining suitable employment as a full-time no less than 30 hours per week or exceeds the state minimum wage multiplied by 1950. Also, seasonal employment does not meet standards for suitable employment	Removing the language on what FH constitutes suitable employment	Staff Suggestion	Yes	Consistency with FSS Action Plan
16	16.7	Certified that all members of the household have not received welfare assistance for 12 consecutive months prior to the expiration of the term of the contract, including extensions thereof	the requirement is to certify that the FSS Family is to be off welfare assistance at the time of completion of contract, including extensions	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
16	16.7	Escrow Account Disbursement - The thirty (30) percent of the FSS family's monthly adjusted income is equal to or exceeds the published Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on FH occupancy standards.	Removed Policy Per HUD	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
16	16.8	Grievance notification 10 days	Grievance notification changed to 14 days	Staff Suggestion	Yes	Consistency with FSS Action Plan
27		Chapter 27: Targeted Programs	Name Change: Special Program Vouchers	Staff Suggestion	Yes	

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
28	Title	Chapter 28: VIOLENCE AGAINST WOMEN ACT & DOMESTIC VIOLENCE	Name updated: VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022)	HUD Regulation and/or regulatory change	Yes	VAWA has been reauthorized and amended
28	28.1.2	The definitions in this Section apply only to this policy.	Added line: The definitions in this Section apply only to this policy. For the full list of terms defined in the VAWA Final Rule see 24 CFR 5.2003	non-programmatic update	Yes	Definitions listed on PIH notice 2017-08 but not currently in the Admin Plan
28	28.1.2	VAWA definitions	Add: *Bifurcate means to divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants. * Covered housing provider refers to the individual or entity under a covered housing program and as defined by each program in its regulations, that has responsibility for the administration and/or oversight of VAWA protections and includes PHAs, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities.	non-programmatic update	Yes	Definitions listed on PIH notice 2017-08 but not currently in the Admin Plan
		VAWA definitions	* Updated definition of Domestic Violence * Added definitions: Economic Abuse: In the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person’s ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to—(A) restrict a person’s access to money, assets, credit, or financial information; (B) unfairly use a person’s personal economic resources, including money, assets, and credit, for one’s own advantage; or (C) exert undue influence over a person’s financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty. * Technological Abuse: An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.	non-programmatic update	Yes	Definitions listed on PIH notice 2017-08 but not currently in the Admin Plan

		HUD regulation and/or regulatory change. Additional changes suggested by staff.	Significant proposed changes. **Descriptor: Not actual language in Admin Plan**	Public Comment		
Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
28		VAWA definitions: Immediate Family Member: A spouse, parent, brother or sister, or child of a victim or an individual to whom the affiliated individual; or any other person living in the household of the victim and related to the victim by blood or marriage. Perpetrator: A person who commits an act of domestic violence, dating domestic violence or stalking against a victim. Safe Unit: refers to a unit that the victim of domestic violence, dating violence, sexual assault, or stalking believes is safe. Sexual Abuse: To cause substantial emotional or physical harm to the victim, an affiliated individual of the victim or the spouse or intimate partner of the victim. Bona Fide Claim: A bona fide claim of domestic violence, dating violence or stalking must include incidents that meet the terms and conditions in the above definitions.	Remove not listed on PIH Notice 2017-08	non-programmatic update	Yes	Definitions listed in Admin Plan but not on PIH Notice 2017-08

Proposed Summary of Changes
2024 Admissions and Continued Occupancy Policy (ACOP)
City and County
Effective January 1, 2024

Below is a summary of changes to be incorporated into the 2024 Admissions and Continued Occupancy Policy (ACOP). The changes in **Green** text represent HUD regulation and/or regulatory changes mandated per HUD's Public and Indian Housing (PIH) Notices or regulatory changes. Changes in **Blue** represent additional changes suggested by staff. Staff recommendations are discretionary at the local level, permitted by HUD, and can be adopted by the Boards of Commissioners. Changes in **Orange** represent significant changes proposed by staff. *These recommendations may change during Public Comment.*

Required Changes – Green

VAWA Definition

1. VAWA definition now includes protections for **economic** and **technological** abuse

Required Changes – Blue

VAWA Protections

1. VAWA 2022 does not include protections against Human Trafficking. Several PIH Notices issued in 2022 include this protection and HUD continues to use that language. We have updated the ACOP to mirror that language. (PIH Notices 2022-6, 2022-22, and 2022-24)

Required Changes – HOTMA Decision Point

Chapter 13

1. **Section 13.7 - Option A** – Family stays as a non-public housing resident.
 - a. Family will sign a new market lease
 - b. FH will no longer receive admin fees or operating subsidy
 - c. Family no longer eligible for rent determination
2. **Section 13.7 - Option B** – Termination of tenancy for families' over-income for 24 consecutive months (Pending decision).
 - a. HUD will allow FH to grant an additional 6 month of housing beyond the consecutive 24 month period after initial determination

Chapter 6

1. **Section 6.22** – Added “alternate non-public housing rent” to TTP Formulas
2. **Section 6.7** – Removed grandfathered Lifetime Limitation language for EID.
3. **Section 13.7** - Over-income families can only request interim redetermination of rent during the initial 24 month period following initial over-income determination

Chapter 9

1. **Introduction** – HOTMA Option A – Over income families will not be required to complete annual certifications after the initial 24 month period.

Staff Recommendations

Chapter 6

1. **Section 6.22** – TTP Formula [24 CFR 5.628] – Staff proposes to change minimum rent from \$50 to \$25 [24 CFR 5.630]

Chapter 9

2. **Section 9.9** – Added language related to deadlines for completing annual certifications

Required Changes-HOTMA

1. **Section 6.0- Annual Income-** HOTMA . name and section updated to Annual Income Inclusions. Section condensed due to HOTMA removing the examples of INCLUDED income sources and provides a broader definition. It now includes an expanded and clarified list of income EXCLUSIONS.
2. **Section 6.2-Calculation of Income-** HOTMA - Name and section updated to Calculation of Income. 1st paragraph removed and updated guidelines on calculating annual income. The current policy does not allow the PHA to use other sources of income in the determination of program eligibility. HOTMA allows the PHA the discretion to determine the family’s income using determinations made by agencies listed.
3. **Section 6.3 Other Income determinations-**HOTMA added section to align with HOTMA regarding the use of other programs’ determination of income.
4. **Section 6.4 -Added language regarding De Minimis Errors-** HOTMA – Added section. PHA will not be considered out of compliance due to De Minimis errors in calculating family income where the determination of family’s income varies by no more than \$30 per month in monthly adjusted income.
5. **Section 6.6-Annual Income Exclusions-** HOTMA – updated this Section to Annual income Exclusions. This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.

6. **Section 6.7-Earned Income Disallowance**-HOTMA, Earned Income Disallowance will no longer be an option effective 1/1/2024. EID will be available only to families that are eligible for and already participating in the program on the effective date of the final rule; no new families may be added.
7. **6.9 Assets** -. Added Restriction on Assistance to families based on assets language consisted with HOTMA 24 CFR 5.618
8. **6.14-Adjusted Income**- HOTMA - Updated section with a more detailed list of deductions, allowances, and expenses based on HOTMA guidance.
9. **Section 6.19** -Unreimbursed medical expenses may be deducted to the extent that, in combination with exceed **ten** percent instead of **three** percent of annual income.
10. **Section 6.19**-Updated Name and section to health and medical care expense deduction. **Health and medical** is permitted only for families in which the head, spouse, or co-head is at least 62 or is a person with disabilities. If a family is eligible for a medical expense deduction, the medical expenses of all family members are counted.
11. **Section 6.20- Disability Assistance Expenses**- HOTMA - Guidance for deduction for Disability Assistance Expenses updated from 3% to 10% to be phased in over 2 years
12. **Section 7.6 and 7.7** Verification of Assets FH may accept a family's declaration if the amount of assets is equal to or less than \$50,000 instead of \$5,000
13. **Section 9.18- Section Two: Interim Reexaminations**- Update to Interim Reexaminations based on HOTMA guidance. Percentage thresholds have been added for PHAs to determine whether to process a change reported by the family. In addition, effective dates for implementing reported changes have been clarified.

Glossary

1. **Added definitions as listed in HOTMA.**

Seasonal worker 24 CFR 5.603(b): An individual who is hired for a short-term position where employment begins about the same time each year, typically they are hired to address seasonal demands.

Day laborer 24 CFR 5.603(b): An individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future.

Independent contractor 24 CFR 5.603(b): An individual who qualifies as an independent contractor, instead of an employee, under IRS federal income tax requirements and whose earnings are subject to the self-employment tax.

Income Definitions—24 CFR 5.609 (a): Income is now defined broadly with an expanded and clarified list of income exclusions. Annual income includes all amounts received from all sources by each adult family member 18 years or older or the head of household or their

spouse, plus unearned income by or on behalf of each dependent under 18 years, plus income from assets.

- **Income Exclusions—24 CFR 5.609(b):** See the [Income and Exclusions Resource Sheet](#) for the list of all excluded amounts.
- **Student Financial Assistance—24 CFR 5.609(b)(9):** See the [Student Financial Assistance Resource Sheet](#) for information on deductions, exclusions, and calculating exclusions.

Income from Assets—24 CFR 5.609(a): In general, income from assets is considered income. If it is possible to calculate actual returns from an asset, the PHA should use that amount. If it is not possible to calculate an actual return on an asset, the PHA must impute income from assets based on the current passbook savings rate as determined by HUD when the family has net assets over \$50,000 (adjusted annually by CPI-W). See the [Asset Resource Sheet](#) for the list of all excluded amounts.

Calculation of Income — 24 CFR 5.609(c): For initial occupancy/assistance and interim reexaminations, the PHA must estimate the family income for the upcoming 12-month period using current income. For all annual reexaminations, the PHA must determine the family income for the previous 12-months **unless** using a streamlined income determination, taking into account any redetermination from an interim reexamination and any unaccounted for income changes.

Interim Income Reexaminations — 24 CFR 960.257(b), 982.516(c), and 882.515(b): A family may request an interim reexamination because of family income or composition changes since the last examination. An interim reexamination should be conducted when a family’s adjusted income decreases by 10% or more (or lower threshold per HUD or PHA policy). An interim reexamination should also be conducted when a family’s adjusted income increases by 10% or more; however, the PHA may not consider any increase in the *earned* income of the family when estimating or calculating whether the family’s adjusted income has increased, unless the family has previously received an interim reduction during the certification period. See the [Interim Reexaminations Fact Sheet](#).

Safe Harbor: Income Determinations from Other Programs—24 CFR 5.609(c)(3): The PHA may determine a family’s pre-deduction income based on income determinations made by other means-tested federal public assistance programs within the previous 12-months. PHAs are not required to use this method.

Eliminates the Earned Income Disregard: Only families already participating in EID on the effective date of the final rule may continue receiving the benefits up to 2 years from that date. Families receiving the Jobs Plus Earned Income Disregard pursuant to the FY2022 NOFO or earlier may continue to receive the EID under the terms of the NOFO.

Mandatory Deductions — 24 CFR 5.611 (a)(1)-(a)(2): Changes the mandatory deduction amounts to \$480 per dependent and \$525 per elderly and disabled family. These amounts are 2024 figures, adjusted annually for inflation and rounded to the next lowest multiple of \$25.

Health and Medical Expense Deduction — 24 CFR 5.611(a)(3): Increases the threshold for the deduction of unreimbursed health and medical care expenses plus unreimbursed reasonable attendant care and auxiliary apparatus expenses that enable employment to 10% of annual income.

Permissive Deductions — 24 CFR 5.611(b): A PHA may adopt, through written policies, additional deductions from annual income. PHAs will not be eligible for additional HUD funding based on application of these deductions.

Hardship Exemptions to the Health and Medical Expenses Deduction — 24 CFR 5.611(c)(1)-(c)(2): There are two categories of hardship exemptions to the new 10% threshold for unreimbursed health and medical expenses: a phase-in for families already receiving a deduction for expenses over 3% of their income and a general hardship exemption.

Exemption to Continue the Child Care Expense Deduction — 24 CFR 5.611(d): A family whose eligibility for the child care expense deduction is ending may request a financial hardship exemption to continue the deduction.

Limitation on Assets — 25 CFR 5.618(a): The new rule restricts families from receiving public housing or Section 8 benefits if their net family assets exceed \$100,000 (as adjusted annually) or if the family owns real property deemed suitable for the family to live in.

Exclusion from Assets — 24 CFR 5.603(b)(3): There are new exclusions from assets, including related to necessary items of personal property, non-necessary items of personal property when the total value does not exceed \$50,000 (as adjusted), and real property that the family does not have the legal authority to sell.

See the [Assets, Asset Exclusions, and Limitation on Assets Resource Sheet](#) for a complete list and more information on exclusions and real property.

Summary of 2024 Proposed Changes ACOP						
Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
3	3.3	When a family on the interest list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the interest list is open.	If the family breakup results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, or human trafficking, the PHA must ensure that the victim retains assistance. (For documentation requirements and policies related to domestic violence, dating violence, sexual assault, and stalking, and human trafficking, see section 16-VII.D of this plan.)	HUD Language	Yes	Alignment
6	6.22	<ul style="list-style-type: none"> A minimum rent \$50 [24 CFR 5.630] 	<p>Should we lower our minimum rent. It can be "0" for Public Housing and possibly \$25 for PBV/Renaissance</p> <p>§ 5.630 Minimum rent.</p> <p>(a) Minimum rent.</p> <p>(1) The PHA must charge a family no less than a minimum monthly rent established by the responsible entity, except as described in paragraph (b) of this section.</p> <p>(2) For the public housing program and the section 8 moderate rehabilitation, and certificate or voucher programs, the PHA may establish a minimum rent of up to \$50.</p> <p>(3) For other section 8 programs, the minimum rent is \$25.</p>	CFR	Yes	Staff Recommendation
9	9.9	If the head of household or any adult member of the household is unable to attend the interview the appointment will be rescheduled as outlined in <i>Reexamination Notice Timeline</i> of this Chapter	If the head of household or any adult member of the household is unable to attend the interview the appointment will be rescheduled as outlined in <i>Reexamination Notice Timeline</i> of this Chapter, but in all cases the appointment must occur no less than 30 days before the effective date. Failure to comply with the reexamination requirement will be material breach of the lease and may result in termination of tenancy.	Policy	Yes	Staff Recommendation
13	Into	Part II: Termination by FH - Mandatory. This part describes the policies that govern how, and under what circumstances, a mandatory lease termination by the FH occurs. This part also includes nonrenewal of the lease for noncompliance with community service requirements	Part II: Termination by FH - Mandatory. This part describes the policies that govern how, and under what circumstances, a mandatory lease termination by the FH occurs. This part also includes nonrenewal of the lease for noncompliance with community service requirements and families that have been over the income limit for 24 consecutive months.	HOTMA	Yes	Required
13	13.7	N/A	For families whose income exceeds the over-income limit for 24 consecutive months, the PHA will terminate the tenancy of the family no more than six months after the final notification of the family's over-income status. During the period before termination, the over-income family will continue to be a public housing program participant until their tenancy is terminated. The PHA will continue to charge the family rent in accordance with public housing regulations, will offer the family the choice between income-based and flat rent as required by the regulations, and will prorate rent for mixed families. The PHA will give appropriate notice of lease tenancy termination (notice to vacate) in accordance with state and local laws.	HOTMA	Yes	Decision Point

Chapter	Chapter/ Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
13	13.7	N/A	<p>If a family's income exceeds the applicable over-income limit for 24 consecutive months, the PHA will notify the family in writing of the determination within 10 business days of the date of the determination. The notice will state that the family will be charged the alternative non-public housing rent in accordance with PHA continued occupancy policies and HUD regulations and provide the family's new rent amount. The notice will also include a new non-public housing lease and inform the family that the lease must be executed by the family and the PHA no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner. The family will continue to be a public housing program participant until the family executes the new non-public housing lease. The notice will also state that failure to execute the lease within this time period stated in the notice will result in termination of tenancy no more than six months after the date of the notice. The PHA will permit an over-income family to execute a lease beyond this time period, but before termination of tenancy, if the over-income family pays the PHA the total difference between the alternative non-public housing rent and their public housing rent dating back to the point in time that the over-income family was required to execute the new lease. Once the family signs the new non-public housing lease, the family will no longer be a public housing participant family. The family will no longer be subject to income examinations, are precluded from participating in the resident council, and cannot participate in any programs that are only for public housing or low-income families. The non-public housing over-income lease will contain all required provisions listed at 24 CFR 960.509. The initial term of the lease will be for one year. Upon expiration of the initial lease term, the lease will not renew automatically, and subsequent leases will state renewal terms. At any time, the PHA may terminate tenancy in accordance with 24 CFR</p>	HOTMA	Yes	Decision Point

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 07/25/2023
AGENDA ITEM: 7b
SUBJECT: Housing Choice Voucher Update

AUTHOR: Brandy Woodard
Chief of Housing Choice
Vouchers
DEPARTMENT: HCV
MEMO DATE: 07/19/2023

Executive Summary

Staff will provide an update on Housing Choice Vouchers.

Recommendation

None at this time.



Housing Choice Voucher (HCV) Program Updates

Presentation by Brandy Woodard

July 25, 2023



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



What I will Cover Today:

- The Opening of the Interest List
 - Updates
 - Final Numbers
- The Voucher Incentive Program



Interest List Opening

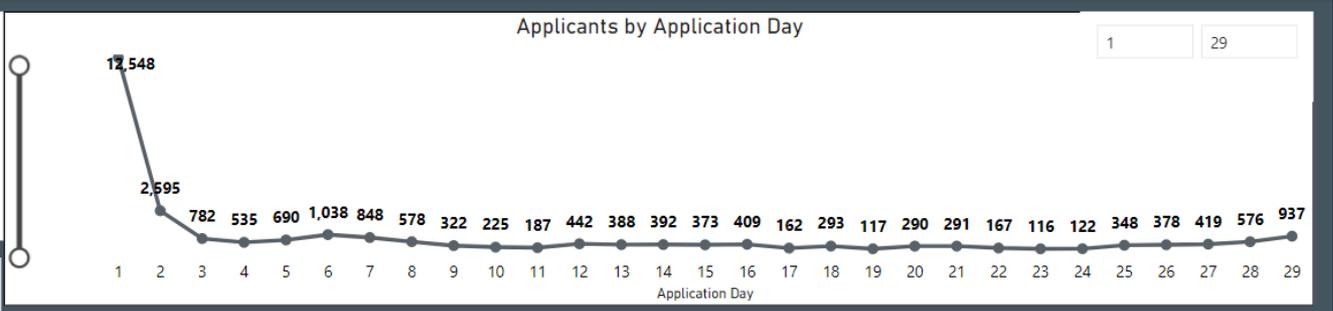
- 26,568 Applications received
- 2,281 applicants served in the lobby
- 16,415 phone calls received
- 9,602 emails received

Year Applied

- 2018
- 2019
- 2020
- 2021
- 2022
- 2023

Applicants

26,568

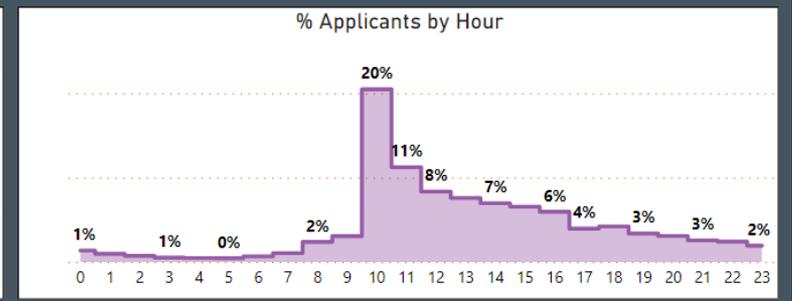
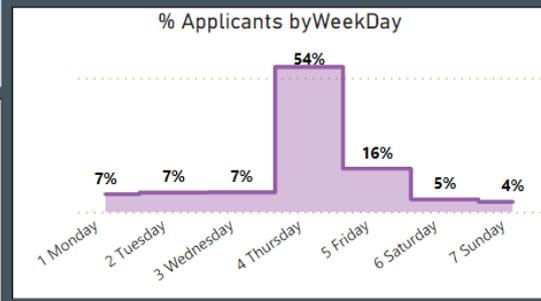


Unique Applicants

26,568

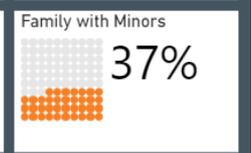
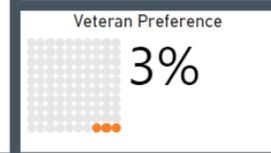
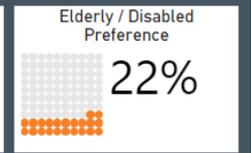
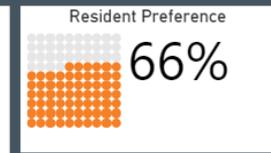
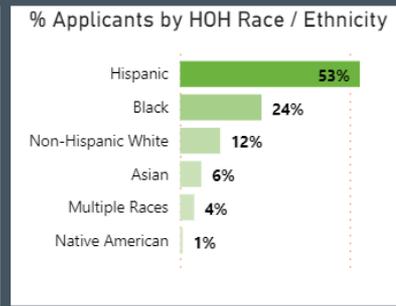
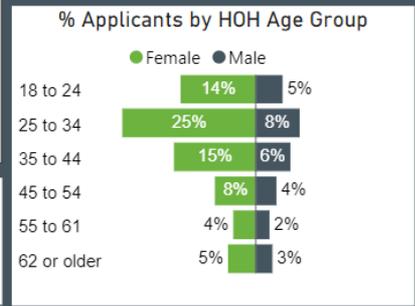
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- Select all
- 2023 City/...
- City



Applicants by Year Applied and WaitList

100%



Voucher Incentive Program

- 117 families in the pipeline and \$158,373 invested
 - 50 families moved into a unit
 - 13 families that have turned in paperwork for a unit to be inspected
 - 30 new units to the program
 - 9 new owners to the program
 - 102 households have attended Resident Education



BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: July, 25 2023
AGENDA ITEM: 7c
SUBJECT: 2022 Financial Results for Mixed Finance Properties

AUTHOR: Crystal Cox
DEPARTMENT: Finance
MEMO DATE: 07/17/2023

Executive Summary

The purpose of this memo is to present the Boards of Commissioners with an overview of the financial operating performance of the Mixed Finance portfolio as of December 31, 2022.

As part of the real estate development process, staff routinely asks the Boards of Commissioners to sponsor the development or rehabilitation of multi-family housing properties. The Boards have approved 36 developments throughout Fresno County that were included in the 2022 Budget. This group of properties are referred to as the “Mixed Finance Properties” because several (“mixed”) financing sources are used to acquire and construct the units. An attachment provided with this memo shows the operating performance of all properties included in the 2022 Budget.

As part of the “sponsorship” process, the Boards are asked to approve the formation and creation of a limited partnership that will “own” the affordable housing development, and Silvercrest, Inc. (a subsidiary of the Housing Authority) is generally named as the managing general partner (MGP) of the partnership.

One responsibility of the managing general partner is to review and approve the annual operating budgets and financial performance for the partnerships. However, because Fresno Housing was the original sponsor of these projects and has a vested interest in the success of the properties, staff is presenting the 2022 annual financial performance to Fresno Housing’s Boards of Commissioners. Subsequently, staff will ask Silvercrest Inc. to accept the financial results as the managing general partner of the limited partnerships.

Mixed Finance Results

In 2022, the mixed finance properties operated closely in line with the overall budget. Total income is 4% more than budgeted while total operating costs are 2% more than budgeted. Overall, the properties ended 2022 with a net cash flow of \$2.8 million, which is \$1.1 million more than budgeted.

Total revenues were \$909 thousand better than budgeted, which is attributable to additional Net Tenant Income. This additional income is a result of lower than budgeted vacancy rates at most of the properties, and rent increases which occurred after the budget was adopted.

Total operating expenses are higher than budgeted by approximately \$288 thousand. The properties spent an additional \$791 thousand dollars on maintenance and repairs. Staff continues to monitor these expenses, as well as other costs, to ensure the properties can absorb potential increases without sacrificing in other areas. Payroll is lower than budgeted mostly due to vacancies.

FRESNO HOUSING

Non-Operating Expenses are higher due to replacement reserve costs. These costs are paid for by draws from a replacement reserve, earmarked for replacing building components and equipment over time, and funded by annual contributions from each property on an annual basis. This report shows the budgeted contribution to the reserve but omits the draw to avoid duplicating the funding source.

Overall, net operating income was approximately \$621 thousand higher than the original budget. Net Cash Flow was \$1.1 million more than originally budgeted. Below is a summary of the 2022 Mixed Finance portfolio financial results.

	Budget	Actual	\$ Variance	% Variance
2022 MIXED FINANCE BUDGET				
NET TENANT INCOME	21,136,657	22,285,659	1,149,002	5%
TOTAL OTHER INCOME	525,280	285,242	(240,038)	-46%
TOTAL INCOME	21,661,937	22,570,901	908,964	4%
TOTAL PAYROLL EXPENSES	4,213,517	3,890,342	(323,175)	-8%
TOTAL ADMINISTRATIVE EXPENSES	2,965,599	3,121,103	155,504	5%
TOTAL TENANT SERVICES EXPENSES	1,153,381	989,832	(163,549)	-14%
TOTAL UTILITY EXPENSES	2,894,685	3,023,598	128,913	4%
TOTAL MAINTENANCE EXPENSES	3,735,471	4,526,056	790,585	21%
TOTAL TAXES & INSURANCE EXPENSES	1,114,945	814,174	(300,771)	-27%
TOTAL OPERATING EXPENSES	16,077,598	16,365,105	287,507	2%
NET OPERATING INCOME	5,584,339	6,205,796	621,456	11%
TOTAL NON-OPERATING EXPENSES	3,874,815	3,363,567	(511,249)	-13%
NET CASH FLOW	1,709,524	2,842,229	1,132,705	66%

Each property is managed as a separate and independent financial entity and, at the very least, should be able to sustain itself and achieve positive net operating income. Beyond that, the major goals of the 2022 budgets were to:

- Leverage well-performing assets in order to provide maximum benefits to lenders, partners, and stakeholders;
- Meet stabilization requirements for newer properties;
- Maintain and modernize properties, as needed; and
- Provide services to residents.

2022 Cash Flow Distributions

The Agency and its affiliated entities (Housing Relinquished Fund Corporation and Silvercrest, Inc.) receive annual cash flow distributions from various properties. These annual distributions (also called “the waterfall”) vary by property and are based on annual operating performance and fees negotiated as part of each partnership’s Limited Partnership Agreement (LPA). Of the \$1.7 million that is currently available for distribution per the LPA, \$1.1 million will be distributed to Fresno Housing and its affiliates. The remaining cash flow will be distributed to other investors and lenders.

FRESNO HOUSING

Entity	Amount	Type of Payment
HRFC	450,431	Loan Payments
Silvercrest, Inc.	492,430	Management Fees
Fresno Housing	198,844	Developer Fee, Loan Payments
Total	1,141,705	

Recommendation

This item is information only. No action is required from the Boards of Commissioners of Fresno Housing. The Board of Directors for Silvercrest, Inc. will be asked to accept the 2022 Mixed Finance Results.

Background Information

The 2022 Mixed Finance Operating Budgets were approved by the Board of Directors of Silvercrest, Inc. with revenues of \$21.7 million and operating and non-operating expenses totaling \$16.1 million, resulting in total net operating income of approximately \$1.7 million.

Property Name	Yosemite Village	Parc Grove Northwest	Granada Commons	Granada Commons	Granada Commons	Parc Grove Commons II	Renaissance at Trinity	Renaissance at Santa Clara	Renaissance at Alta Monte	Bridges at Florence	City View @ Van Ness	Mendota RAD	Orange Cove RAD	Fresno RAD	Viking Village RAD	Marion Villas	Pacific Gardens	Pacific Gardens	Pacific Gardens	
# of Units	69	148			16	215	20	70	30	34	45	124	90	193	40	46			56	
INCOME																				
NET TENANT INCOME	760,092	1,621,780	88,245	88,477	176,722	2,299,119	238,796	815,646	314,694	289,861	393,847	1,241,191	892,110	1,788,889	381,392	372,237	182,383	331,576	513,959	
TOTAL OTHER INCOME	14,226	110	599	-	599	3,510	6,007	17,705	79,725	120	2,445	97	-	6,879	640	5,604	35,004	153	35,157	
TOTAL INCOME	774,318	1,621,890	88,844	88,477	177,321	2,302,629	244,803	833,350	394,419	289,981	396,293	1,241,287	892,110	1,795,768	382,032	377,841	217,387	331,729	549,116	
EXPENSES																				
PAYROLL EXPENSES																				
TOTAL PAYROLL EXPENSES	175,486	268,839	15,990	14,180	30,170	404,970	36,836	117,174	62,864	60,238	59,452	218,815	182,990	334,990	69,636	61,501	40,566	60,849	101,416	
TOTAL ADMINISTRATIVE EXPENSES	131,346	112,963	19,611	17,391	37,001	156,794	43,924	92,487	63,501	31,458	77,773	191,019	144,809	282,572	73,648	65,973	45,363	56,418	101,780	
TOTAL TENANT SERVICES EXPENSES	25,906	64,488	4,993	4,428	9,420	122,927	8,812	21,225	13,796	14,379	338	81,203	73,746	70,517	12,985	19,733	6,323	9,485	15,808	
TOTAL UTILITY EXPENSES	141,049	165,785	12,135	10,761	22,896	279,397	46,699	108,899	83,551	40,018	51,014	190,710	136,807	226,435	40,609	62,972	24,521	36,782	61,303	
TOTAL MAINTENANCE EXPENSES	263,394	253,073	16,722	14,829	31,552	511,243	29,418	267,532	160,991	62,199	82,100	230,076	133,372	423,980	74,167	72,750	44,597	67,304	111,901	
TOTAL TAXES & INSURANCE EXPENSES	19,693	14,532	5,159	4,575	9,734	15,752	34,351	34,380	17,107	5,991	9,358	10,821	42,566	54,749	12,657	22,982	7,452	11,177	18,629	
TOTAL OPERATING EXPENSES	756,874	879,680	74,610	66,164	140,774	1,491,084	200,039	641,697	401,810	214,282	280,034	922,644	714,290	1,393,242	283,702	305,911	168,822	242,015	410,837	
NET OPERATING INCOME	17,443	742,210	14,234	22,313	36,547	811,545	44,764	191,654	(7,391)	75,698	116,258	318,643	177,820	402,526	98,330	71,929	48,564	89,714	138,278	
NON-OPERATING EXPENSES																				
TOTAL FINANCING EXPENSES	-	504,606	2,938	902	3,840	243,035	3,675	4,200	6,300	48,896	119,950	207,292	-	48,167	17,168	52,702	-	10,962	10,962	
TOTAL NON-OPERATING EXPENSES	20,700	54,606	2,850	2,527	5,377	84,368	10,501	42,000	15,001	12,975	13,836	43,664	34,416	57,900	24,600	13,332	6,720	10,080	16,800	
TOTAL NON-OPERATING EXPENSES	20,700	559,213	5,788	3,430	9,217	327,404	14,176	46,200	21,301	61,871	133,786	250,956	34,416	106,067	41,768	66,034	6,720	21,042	27,762	
CASH FLOW	(3,257)	182,997	8,447	18,884	27,330	484,142	30,588	145,454	(28,692)	13,828	(17,528)	67,687	143,404	296,459	56,562	5,895	41,844	68,672	110,516	

Fresno Housing
2022 Mixed Finance Results

Legacy Commons I	541 @ South Tower & Cedar Heights	Rio Villas	Paseo 55	Villa Del Mar	Elderberry	Kings River Commons	Cueva de Oso	Fenix @ Calaveras & Fenix @ Glenn	Brierwood Courts	Legacy Commons II	Renaissance at Parc Grove	Blossom Trail Commons	Magnolia Commons	Oak Grove Commons	Mariposa Commons	Orchard Apartments	Linnaea Villas	Solivita Commons	Villages @ Paragon	Villages @ Broadway	Total
64	45	30	55	48	75	60	47	30	75	64	39	48	60	56	40	40	47	60	28	27	2234
582,936	393,500	339,767	479,268	533,413	629,888	528,781	433,753	253,293	988,515	566,963	453,604	405,379	589,930	558,951	494,953	521,134	289,281	631,183	314,039	196,794	22,285,659
234	390	1,458	190	1,171	195	300	3,923	197	225	-	39,194	13,516	2,163	8,623	5,625	32,140	1,539	256	503	576	285,242
583,169	393,890	341,225	479,458	534,584	630,083	529,081	437,676	253,490	988,740	566,963	492,798	418,895	592,094	567,575	500,578	553,274	290,820	631,438	314,542	197,370	22,570,901
108,884	65,751	43,123	116,998	94,937	59,970	89,719	106,617	41,006	96,242	105,643	88,577	86,575	94,591	96,976	85,529	74,631	47,021	88,763	73,111	40,303	3,890,342
76,053	37,095	48,494	104,197	51,546	109,153	51,574	80,841	35,650	72,222	96,235	88,840	82,238	104,142	91,898	99,766	75,396	46,104	55,416	61,841	45,357	3,121,103
30,146	17,624	12,867	21,600	22,118	589	21,025	33,076	12,966	20,737	29,750	60,678	18,804	25,348	27,565	21,810	20,400	8,109	23,564	1,632	4,141	989,832
72,436	44,535	25,449	70,307	69,630	71,759	64,007	80,234	27,149	100,627	79,044	53,727	95,198	128,236	111,489	45,851	55,064	27,938	73,088	42,000	27,684	3,023,598
169,817	65,648	29,709	66,946	200,421	113,404	95,292	85,956	72,524	136,053	110,349	99,510	55,330	75,588	67,853	92,748	62,433	13,775	33,517	87,494	83,942	4,526,056
55,215	7,904	16,183	58,651	6,597	6,065	50,042	16,888	6,077	9,397	29,174	12,399	21,734	21,426	37,903	28,532	45,611	7,861	22,239	16,760	14,217	814,174
512,552	238,557	175,825	438,699	445,248	360,940	371,658	403,611	195,371	435,278	450,196	403,731	359,879	449,330	433,684	374,236	333,535	150,807	296,586	282,837	215,644	16,365,105
70,617	155,334	165,400	40,759	89,336	269,143	157,423	34,065	58,119	553,462	116,767	89,067	59,016	142,763	133,891	126,341	219,739	140,014	334,852	31,705	(18,274)	6,205,796
59,642	(3)	126,451	-	-	145,066	97,168	14,500	16,259	230,704	162,066	9,568	-	34,027	81,205	138,762	166,435	-	30,116	-	-	2,582,761
21,347	16,344	9,500	16,500	19,273	-	18,000	15,840	5,446	-	20,633	42,000	14,400	18,000	17,433	24,621	6,336	14,100	18,556	16,800	15,600	780,806
80,989	16,341	135,951	16,500	19,273	145,066	115,168	30,340	21,705	230,704	182,699	51,568	14,400	52,027	98,638	163,383	172,771	14,100	48,672	16,800	15,600	3,363,567
(10,372)	138,993	29,450	24,259	70,063	124,077	42,255	3,725	36,414	322,758	(65,932)	37,499	44,616	90,736	35,253	(37,042)	46,968	125,914	286,180	14,905	(33,874)	2,842,229



Mixed Finance Properties 2022 Financial Results

Fresno Housing

Boards of Commissioners Meeting

July 25, 2023



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



'Mixed Finance' Properties

- What are they?
 - Properties owned by a limited partnership
 - Originally sponsored and developed by the Housing Authority
 - Mixed finance means that several funding sources were used to develop the properties (examples: Tax Credits, HRFC, private mortgage, HOME funds, etc.)
- Why are we involved?
 - Silvercrest, Inc. (an instrumentality of Fresno Housing) is the Managing General Partner of the limited partnerships, and is responsible for the ongoing operations of the partnership
 - The Agency and its subsidiaries (Silvercrest, HRFC) have a vested interest in the properties
 - Properties fulfill the Agency's mission to create and sustain affordable housing

2022 Budget Goals

- The major goals of the 2022 budgets were to:
 - Leverage well-performing assets to provide maximum benefits to lenders, partners, and stakeholders
 - Meet stabilization requirements for newer properties
 - Maintain and modernize properties, as needed
 - Provide resident services

2022 Results – Cash Flow After Debt Service* Per Unit

Property Name	Units	NOI/Per Unit	CF after Debt Service/Per Unit	Property Name	Units	NOI/Per Unit	CF after Debt Service/Per Unit
Brierwood Courts	75	7,379.49	5,326.74	Parc Grove Northwest	148	5,014.93	1,862.20
Solvita Commons	60	5,580.87	5,078.93	Villa Del Mar	48	1,861.16	1,861.16
Rio Villas	30	5,513.34	4,781.66	Marion Villas	46	1,563.68	1,563.68
541 @ South Tower & Cedar Heights	45	3,451.86	3,451.94	Kings River Commons	60	2,623.72	1,532.10
Linnaea Villas	47	2,979.01	2,979.01	Orchard Apartments	40	5,493.49	1,436.78
Parc Grove Commons II	215	3,774.63	2,843.18	Blossom Trail Commons	48	1,229.49	1,229.49
Renaissance at Santa Clara	70	2,737.91	2,737.91	Villages @ Paragon	28	1,132.32	1,132.32
Pacific Gardens	56	2,469.00	2,469.00	Oak Grove Commons	56	2,390.91	940.81
Viking Village RAD	40	2,458.25	2,458.25	Mendota RAD	124	2,569.70	897.99
Magnolia Commons	60	2,379.38	2,379.38	Paseo 55	55	741.07	741.07
Granada Commons	16	2,284.00	2,284.00	Cueva de Oso	47	724.79	724.79
Renaissance at Parc Grove	39	2,283.78	2,283.78	Yosemite Village	69	252.80	252.80
Renaissance at Trinity	20	2,238.19	2,238.19	Legacy Commons I	64	1,103.40	171.49
Bridges at Florence	34	2,226.42	2,226.42	City View @ Van Ness	45	2,583.52	(82.05)
Elderberry	75	3,588.58	2,195.63	Renaissance at Alta Monte	30	(246.36)	(246.36)
Fresno RAD	193	2,085.63	2,085.63	Mariposa Commons	40	3,158.53	(272.45)
Orange Cove RAD	90	1,975.78	1,975.78	Legacy Commons II	64	1,824.48	(473.43)
Fenix @ Calaveras & Fenix @ Glenn	30	1,937.31	1,937.31	Villages @ Broadway	27	(676.81)	(676.81)

- Green = “High Performer”
- Yellow = “Standard Performer”
- Orange = “Low Performer”

Measuring Property Success

	2018	2019	2020	2021	2022
	Results	Results	Results	Results	Results
High Performers	25	25	27	25	27
Standard Performers	1	4	3	4	3
Low Performers	-	-	1	2	6
Total	26	29	31	31	36

- Each property is managed as a separate and independent financial entity
- Each property should break even (Net Operating Income or NOI > 0)
- Categorized as a low, standard, or high performer using *cash flow after debt service**, per unit, as the basis of measuring performance.

Criteria based on Cash Flow

High Performer = >\$1,000/Unit
 Standard Performer = \$250 - \$1,000/Unit
 Low Performer = <\$250/Unit

**Debt Service* is the money required to pay the principal and interest on a debt.

2022 Financial Results

	2022 Budget	2022 Results	\$ Variance	% Variance
MIXED FINANCE BUDGET				
Total Income	21,661,937	22,570,901	908,964	4%
Total Expenses	16,077,598	16,365,105	287,507	2%
Net Operating Income	5,584,339	6,205,796	621,456	11%
Total Non-Operating Expenses	3,874,815	3,363,567	(511,249)	-13%
Net Cash Flow	1,709,524	2,842,229	1,132,705	66%

- Overall, 2022 Net Operating Income improved over the budget by \$621,456
- Net cash flow was improved over the budget by \$1,132,705

2022 Cash Flow Distributions

Entity	Amount	Type of Payment
HRFC	450,431	Loan Payments
Silvercrest, Inc.	492,430	Management Fees
Fresno Housing	198,844	Developer Fee, Loan Payments
Total	1,141,705	

- \$1.1 million will be distributed to the Agency and affiliated entities as part of the annual cash flow distributions (also called “the waterfall”)

This item is informational for the Fresno Housing Boards of Commissioners.

**As the Managing General Partner, Silvercrest Inc., will be asked to accept the 2022
Mixed Finance Results.**

Questions or Comments?