

AGENDA

Regular Joint Meeting of the Boards of Commissioners of Fresno Housing

5:00 PM • SEPTEMBER 26, 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=ZHIJTzNrbURpVjJOTUhhTTRsUGJIUT09>

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. Presentations, Acknowledgements, and Awards

- a. *Marcellino Rodriguez (Retirement)*
- b. *Dr. Oputa (Acknowledgement)*

6. Governance Matters

- a. CEO’s Report – Presented by Tyrone Roderick Williams 4
2023 Goals Presentation
- b. Commissioners’ Report

7. CLOSED SESSION:

- a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
 Property: 1749 “L” Street, Fresno CA 93721, APN: 466-132-01
 Agency Negotiator: Tyrone Roderick Williams
 Negotiating Parties: Fresno Housing & Joe B. Anaya, Maribel Vera-Anaya
 Under Negotiation: Price and Terms of Payment
- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
 Property: 36200 Giffen Dr., Huron, CA 93234: APN: 075-091-25ST
 Agency Negotiator: Tyrone Roderick Williams
 Negotiating Parties: Fresno Housing & Forward Housing, Affordable Housing Development Corporation
 Under Negotiation: Price and Terms of Payment
- c. Employee Performance Evaluation
Title: CEO

8. 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 August 22, 2023
Approval of the minutes of the Board Meeting
- b. Consideration of Seniority and Layoff Policy for Unrepresented Employees 29
Update to the Agency Policy
- c. Consideration of Employee Identification Badge Policy 34
Update to the Agency Policy
- d. Consideration of Designation of Employees Status Policy 38
Update to the Agency Policy
- e. Consideration of Maintenance of Employee Personnel Files Policy 42
Update to the Agency Policy
- f. Consideration of the Retirement Preparation Program Policy 46
Update to the Agency Policy
- g. 2023 Extension of Yardi Agreement 50
- h. Consideration of Pre-development Funding Request for Heritage Estates and North Fulton 56

9. Information Item

FRESNO HOUSING

a. Resident Services Summer Recap	63
b. Strategic Plan Update	
c. HCV Update	76
d. Real Estate Update	83
e. Budget Development	84

10. Action

a. Update and Consideration of Approval of 2024 Agency Plans	101
b. Consideration to Receive and File the 2022 Comprehensive Agency Audit for the Housing Authority of the City of Fresno	126
c. Consideration to Receive and File the 2022 Comprehensive Agency Audit for the Housing Authority of Fresno County	129
d. Award of Interior Design and Furniture Installation Contract-Multiple Contractors for Specific Fresno Housing Properties	140
e. Consideration of Application to the U.S. Department of Housing and Urban Development for 2024 Continuum of Care Funding	146
f. Consideration of Delegating Authority to Tyrone Roderick Williams, CEO, to negotiate and complete the sale of Helm Home	158
g. Consideration of Amended Housing and Community Development Homekey Resolution for Promesa Commons	162

11. Adjournment

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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Tyrone Roderick Williams

Chief Executive Officer

SUBJECT: CEO's REPORT

DATE: September 11, 2023

BOARD MEETING: September 26, 2023

AGENDA ITEM: 6a

AUTHOR: Various Staff

Executive Summary

The Boards of the Fresno Housing Authority have established 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 toward 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	70%
Corazón del Valle Commons (<i>fka Huron RAD</i>)	Under Construction HCD HOME Awarded CPF Funds Awarded	Fresno and 12 th Street Huron, CA	61	96%
The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Under Construction	3039 N Blackstone Avenue Fresno, CA	41	70%
Sun Lodge (<i>fka Day's Inn</i>)	Under Construction	1101 N. Parkway Drive Fresno, CA	64	78%
Citrus Commons (<i>fka Citrus Gardens</i>)	Under Construction	201 Citrus & 451 10 th St. Orange Cove, CA	30	88%
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	10%
La Joya Commons Phase I (<i>fka Firebaugh Family</i>)	Under Construction	1501 Clyde Fannon Road Firebaugh, CA	68	0%
Manzanilla Commons (<i>fka Step Up on 99, Motel 99</i>)	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	0%
Heritage Estates (<i>fka Florence & Plumas</i>)	Pre-Development Pending City of Fresno PLHA 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

	Pending CTCAC Application			
North Fulton Development	Pre-Development IIG-C Contingent Award 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

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

This month Supervisor Academy participants received information and engaged in interactive exercises involving **Inclusive Leadership** as well as **Performance Development and Management**. Participants of the Aspire Academy also received information and participated in conversations regarding the topics of **Conflict Resolution, De-Escalation, and Change Management**.

September's safety subject is **Safe Lifting**. Employees have been reviewing the different ways to prevent back injuries while lifting different objects in their respective jobs. Some of the strategies to prevent such injuries that have been discussed include but are not limited to, bending at the knees instead of the waist, lifting with your legs, moving your feet in the direction of travel instead of twisting and pushing rather than pulling carts or hand trucks. Consistent application and reinforcement of safe lifting techniques help minimize injury and associated pain as well as lost time from work.

The Human Resources department is in varying stages of conducting recruitment for the job titles noted below. Over the last month, **49** interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Assistant Construction Project Manager	Both	1	Property Management
Assistant Project Manager	Both	1	Real Estate Development
HMIS Data Quality Coordinator	Both	1	Resident Empowerment
Maintenance Lead	Both	1	Property Management
Maintenance Technician	Both	3	Property Management
Owner Services Specialist	Internal	1	Housing Choice
Real Estate Development Manager	Both	1	Real Estate Development

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

Type	Date of Hire	Name	Title	Department
New Hire	9/11/2023	Jared Tafoya	HQS Inspections Scheduler	Housing Choice
New Hire	9/25/2023	Javier Villarreal	Maintenance Assistant	Property Management
New Hire	9/25/2023	Concepcion Arias	Program Coordinator – Housing Stability	Housing Choice
New Hire	9/25/2023	Eliazar Cabrera	Maintenance Technician	Property Management

Structure

Maintain a committed, active, community-based Board 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.

Property Management

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 03/01/2023-03/31/2023			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1184	28	97.29%
COUNTY OF FRESNO			
County of Fresno	1158	33	96.45%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	191	20	89.52%
Hold/In Construction	207	91	56.03%

Property Management held the Resident Advisory Board (RAB) for the Low-Income Public Housing (LIPH) program. The meeting took place Wednesday, August 30, 2023, via zoom and in person at the following offices located at 1260 Fulton Street (Fresno), Fairview Heights 2195 S. Maud (Fresno), Rio Villas 1238 "P" Street (Firebaugh), and Cueva De Oso 1445 Peach Street (Selma). We had great attendance both in-person and virtually.

On August 31, 2023, Property Management held in-person all-staff training. Training included Safety tailgate topics, work orders, mobile inspections, and updates to landlord-tenant laws. We also had the opportunity to celebrate and thank Marcelino Rodriguez for his 24 years of service.



Innovation Technology and Information Systems

The Information Systems (IS) team attended YASC, the Yardi conference. This event provided valuable insights into new products and offered training opportunities to better support our organization. The team will leverage this knowledge to improve our services and systems.

The Innovation and Technology (IT) department remains dedicated to fortifying our organization's security by proactively addressing vulnerabilities and implementing new technology. These ongoing efforts not only enhance security but also enable us to maintain compliance with industry regulations.



Fresno Housing 2023 CEO Goals

September 26, 2023

Presented by: Tyrone Roderick Williams



Goal Development and Tracking

April 2023

Communication of 2023 Goals

Communication of goals to the staff,
boards, etc.

September 2023

Update on 2023 Goal Progress

Update the Boards on the 2023 Agency Goals

March 2023

Brainstorming Session with Senior Managers

Consideration of common areas of impact, workload,

May 2023

Launch Agency Strategic Planning Process

Timeline and process overview presented at
the May Joint Board Meeting

December 2023

Approval of Strategic Plan and Agency Budget

Request approval of 2024/28 Strategic Plan

Goals Target Key Areas:

REAL ESTATE DEVELOPMENT

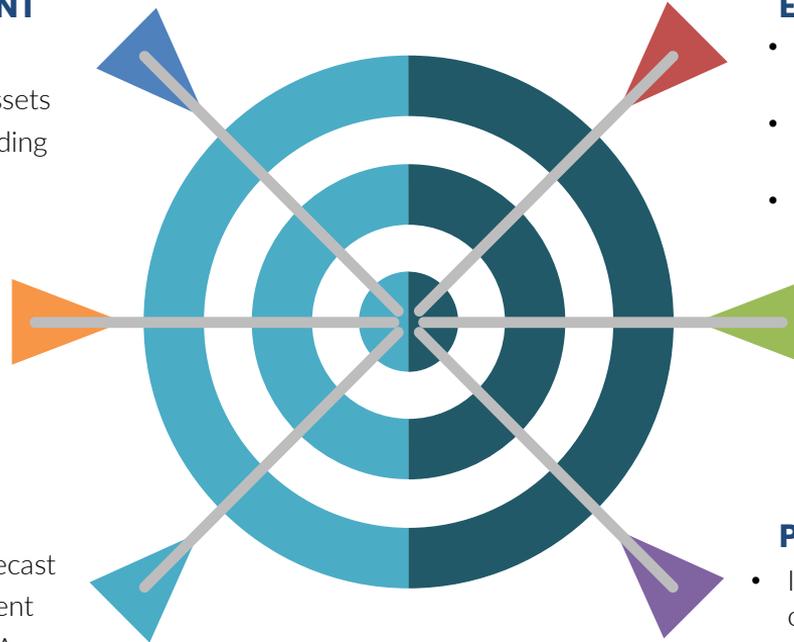
- Pre-development pipeline
- Management of Agency assets
- Diversity partners and funding sources

RESIDENT SUPPORTS

- Partnership audit & framework development
- Reinvigorate Fresno Housing Ed Corps
- Improve digital equity for residents

SUSTAINABILITY

- Balanced budget, multi-year forecast
- Board development & engagement
- Inclusive process to update the Agency Strategic Plan
- Professional learning opportunities for staff



EXTERNAL INITIATIVES

- Explore the Agency role in addressing homelessness
- Meet with County leaders to better understand housing needs in Fresno County
- Complete CAN initial activities and plan for next steps with elected officials

HOUSING CHOICE VOUCHERS

- Operationalize the Voucher Incentive Program
- Improve leasing success rates
- Improve operational efficiencies

PROPERTY MANAGEMENT

- Innovative actions, policy development & communication to improve resident & staff safety
- Improve office and maintenance staff communication

GOAL UPDATE

Real Estate Development



Goal: Identify and seek no less than three new projects for the pipeline to ensure greater access to housing for Fresno County residents

Update: Six projects in the pipeline: La Joya Commons Phase II, Firebaugh; Avalon Commons Phase II, Fresno; Cordillera Commons, San Joaquin; North Fulton, Fresno; Orange Cove Trail project; Reedley Family project



Goal: Expand efforts to optimize assets by exploring leasing commercial space, year 15 planning and refinancing opportunities. Outcomes should be quantified and generate short or long term gain.

Update: Monarch – Prospect looking at space and pursuing financing
Paseo 55 – Basic plans in review by the City of Reedley
Arthur – Info being compiled regarding available spaces
Corazon del Valle Commons – Drafting lease with City of Huron



Goal: Diversify partners and funding sources in the project pipeline by adding at least one new funding source

Update: Awarded City of Fresno IIG-C, North Fulton; Avalon Commons Phase II –Local Housing Trust Fund (LHTF)
Pending SuperNOFA application – Avalon Commons Phase II, MHP; Cordillera Commons Phase I, requested MHP and Joe Serna Farmworker Funds; Parkside Inn, VHHP (Veterans Housing & Homeless Prevention)

GOAL UPDATE

Resident Empowerment



Goal: Complete partnership assessment and framework development to engage with organizations. Determine partners, identify gaps, seek new partnerships to create a system of resident supports

Update: Created the partnership engagement framework and conducted key partner outreach. Organized first annual Partnership Convening. Conducted outreach around major FH processes, such as the Interest List and upcoming Heritage Estate homeownership process.



Goal: Re-invigorate Ed Corp by creating a long term strategic, communication and operational plan that incorporates the goals and input of residents. (target completion is December 2024)

Update: Engaged Walker Community Ventures

- Early Research and Learning Phase (April to August)
- Programs and Ops Development and Priorities (Sept to Jan)
- External Resources Outreach and Partnership (Jan to June+)
- Strategic Operations Plan Developed for Execution (April to Sept)



Goal: Seek ways to improve digital equity for residents by securing funds for various projects

Update: Fresno housing offered Summer Tech Connect; expanding from 25 to 100 students
Summer tech camp at Fresno State for 12+ students
Four camps at two city sites for 90 students aged 12-18
Learned film development, story writing, and video/audio editing

GOAL UPDATE

Sustainability

In progress

Goal: Create a balanced 2024 budget that includes a multi-year forecast

Update: In progress



Goal: Support engaged, informed Boards by working with City and County leadership to fill vacant positions, invest in onboarding, clear communication, professional learning and a board retreat

Update: Currently, all of the city Board position are filled and only one County position is vacant. The Commissioner onboarding program has been launched. The Board retreat was held at Harris Ranch

In progress

Goal: Adopt a new five year Agency strategic plan for implementation in 2024 utilizing an inclusive process with all stakeholders

Update: In progress

GOAL UPDATE

Sustainability (Continued)



Goal: Create measurable professional learning offerings around leadership development, work-life balance, and specific job skills to support staff retention and development

Update: Both the Supervisor Academy and Aspire Academy have been launched. Presently each class is offered twice a year

GOAL UPDATE

External Initiatives



Goal: Establish and operationalize a vision for the appropriate role of Fresno Housing in addressing homelessness

Update: Fresno Housing is committed to participating in the Fresno Madera County Continuum of Care providing services to unhoused individuals and families. The Agency will continue to a thought partner with the community in determining the best housing solutions.



Goal: Intentionally engage with County leaders to better learn about cities throughout Fresno County and plan for the unique housing needs and community-building opportunities of individual communities

Update: Met with city officials in the following cities this year: Fowler, Firebaugh, Mendota, Huron, San Joaquin, Selma, Orange Cove, Kerman, Reedley, Coalinga

In progress

Goal: Complete CAN planning activities and launch next steps in the implementation strategy

Update: The Transformation Plan has been accepted. The 93706 Market completed 2023 activities. Approval for the street banners is nearing completion and banners will be installed before the end of the year. Staff is working with representatives from the City and the EDC on elements within the Neighborhood and the People aspects of the plan.

GOAL UPDATE

Housing Choice Vouchers



Goal: Operationalize the Voucher Incentive Program. Document and publish impacts.

Update: 136 families in the pipeline and \$241,460 invested



Goal: Improve lease up rates in the City and County of Fresno to create housing opportunities for families and increase generated administrative fees

Update: The City lease up has improved by 9% and County by 16% in the previous twelve months. Factors contributing to this increase:

- FMR and SAFMR Waivers (received in April and October 2022)
- Approval to use 50th Percentile FMRs to set Payment Standards
- Continued use of SAFMRs in High Opportunity Zip Code areas



Goal: Improve general operational efficiencies in the program in areas such as new contract execution, rent reasonableness, project-based vouchers, inspections, case management and customer service

Update:

- Balanced Case Management Caseloads
- Assessing Yardi Functions
- Responsiveness to Increased Lease Up Rates
- Assess Vendor Service Contracts for cost-savings

GOAL UPDATE

Property Management



Goal: Continue to engage residents in regular on-going safety meetings including efforts to expand meetings to include families from surrounding homes and apartments

Update: On August 01, 2023, 14 properties hosted National Night Out Safety upgrades include the following:

- 8 Properties received lighting upgrades
- 8 Properties received camera upgrades, 4 properties in progress
- 1 property received speed bumps



Goal: Improve internal communication between property office and maintenance staff to support excellent customer service and resident support

Update: The Management team has established quarterly meetings. Each meeting addresses several topics within each development. Suggestions on how to deal with situations and circumstances are clarified and discussed.

In progress

Goal: Launch annual resident survey initiative to create a baseline understanding of resident needs and feelings about their community

Update: Residents were encouraged to attend the Resident Advisory Meetings held on August 30, 2023 at the following locations: Fairview Heights (Fresno), Rio Villas (Firebaugh), Cueva De Oso (Selma), 1260 Fulton (Fresno). Information gathered will inform the survey. Survey will be launched in October

CEO Goals

Goal: Executive Coaching/Professional Development

- Board Communications
- Community Relations
- Strategic Planning and Influencing

Goal: Organizational leadership

- Achieving Organizational Goals
- Staff Retention and Development
- Operational Efficiencies
- Budgeting and Forecasting
- Workplace Climate and Culture
- Employee Relations/Buy-in

Goal: Maintain Resident Focus Perspectives

- Expand Partnerships/Activities with Educational Institutions
- Strengthen Workforce Development Opportunities for Residents
- Explore Funding to Support Resident Empowerment



Feedback or Questions?

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

Tuesday, August 22, 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, August 22, 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 5:10 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
 Areli Rios
 Isaiah Green
 Ruby Yanez
 Sharon Williams
 Emogene Nelson
 Paul Idsvoog

The regular joint meeting was called to order at 5:10 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
 Kyle Chaney

ABSENT: Joey Fuentes

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 Chaney to approve the agenda as posted.*

MOTION PASSED: 5 – 0

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

MOTION PASSED: 7 – 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:

- Employee Steve Marta's retirement was announced and a plaque was presented to him after 38 years of service with the Agency.
- Fresno Housing has sponsored several organization events and invitations were extended to participate.
- Mr. Williams thanked the Board for their participation in making our 2023 Board Retreat a success.

- CVS site update provided.
- Fiona Ma's visit is scheduled for 08/29/23, additional information to follow.
- Fresno Housing's budget is currently being reviewed and modifications are being made as the process of realignment is ongoing.

There was no public comment.

b. Commissioners' report - Presented by Chair Cary Catalano

- Chair Catalano reported as follows:
- The Board of Commissioners expressed appreciation to the Fresno Housing staff for preparing a very fun and productive Board Retreat.
- Chair Jones shared that this is August Advocacy Month and asked the board members to please sign the letters and get them sent out. Chair Jones also shared the importance of the letters.
- The Chairs asked that a link to the NAHRO site be sent out to make accessing the letters a little easier.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on July 25, 2023.
Approval of the minutes of the Board Meeting
- b. Modification to Pest Control Contract with Tamarak Pest Services
- c. Consideration of an update to the Agency's Performance Evaluation Policy
- d. Consideration of an update to the Agency's Grievance Procedure Policy
- e. Consideration of an update to the Agency's Tuition Reimbursement Policy

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

MOTION PASSED: 5 – 0

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

MOTION PASSED: 7 – 0

There was no public comment.

7. INFORMATION ITEMS

a. HCV Update

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

b. Real Estate Update

Michael Duarte, Chief Real Estate Officer, presented on this item Strategic Planning Process; Jeff Foster from GGLO, presented on this item.

c. Mid-year update on financial results, multi-year forecast, and launch of 2024 budget development process

Crystal Cox and Nicole Diaz, Finance and Accounting; Tammy Townsend, Executive Deputy Director presented on this item.

There was no public comment.

8. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to section (2) of subdivision (d) of Section 54956.9.

Number of Cases: 1 (In re *Rosalda Gomez Lopez*).

Negotiating Parties: Fresno Housing and North Palm Investments Group

Under Negotiating: Price and Terms Payment

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1790 E. Manning Ave., Reedley, CA 93654 (APN 363-070-49)

Agency Negotiator: Tyrone Roderick Williams

Negotiating Parties: Fresno Housing and United Health Centers of San Joaquin Valley

Under Negotiating: Price and Terms Payment

The Boards of Commissioners entered closed session at 6:14 p.m.

Joint Board Meeting

Action Minutes: 08.22.23 Minutes

Adopted:

The Boards of Commissioners returned from closed session at 6:39 p.m. and resumed open session.

No report from closed session

9. ACTION

- a. Update on the Agency's 2024 Plans

NO ACTION REQUIRED

MOTION PASSED: 7 – 0

- b. Approval to Execute Master Lease Agreement with the Fresno County Department of Social Services for Rapid Rehousing Program – Monte Vista Terrace

COUNTY MOTION: *Commissioner Ramos moved, seconded by Commissioner Gallaher to approve the Approval to Execute Master Lease Agreement with the Fresno County Department of Social Services for Rapid Rehousing Program – Monte Vista Terrace.*

MOTION PASSED: 5 – 0

CITY MOTION: *Commissioner Rios moved, seconded by Commissioner Idsvoog to approve Approval to Execute Master Lease Agreement with the Fresno County Department of Social Services for Rapid Rehousing Program – Monte Vista Terrace.*

MOTION PASSED: 7 – 0

- c. Consideration of Application for Leave to Present a Late Claim Submitted by Rafii and Associates on behalf of Rosalda Gomez Lopez.

COUNTY MOTION: *Commissioner Chaney moved, seconded by Commissioner Gallaher to approve the Consideration of Applications for Leave to Present a Late Claim Submitted by Rafii and Associates on behalf of Rosalda Gomez Lopez.*

MOTION PASSED: 5 – 0

CITY MOTION: *Commissioner Idsvoog moved, seconded by Commissioner Williams to approve the Consideration of Applications for Leave to Present a Late Claim Submitted by Rafii and Associates on behalf of Rosalda Gomez Lopez.*

MOTION PASSED: 7 – 0

- d. Consideration of Memorandum of Understanding – Housing Mobility-Services

COUNTY MOTION: *Commissioner Chaney moved, seconded by Commissioner Gallaher to approve the Consideration of Memorandum of Understanding – Housing Mobility-Services.*

MOTION PASSED: 5 – 0

CITY MOTION: *Commissioner Green moved, seconded by Commissioner Nelson to approve Approval the Consideration of Memorandum of Understanding – Housing Mobility-Services.*

MOTION PASSED: 7 – 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 6:52 p.m.

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 09/26/2023
AGENDA ITEM: 8b
SUBJECT: Consideration of the Seniority and Layoff Policy for Unrepresented Employees

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 09/20/2023

Executive Summary

The purpose of this memo is to request the Boards of Commissioners approve the revised Seniority and Layoff Policy that was last approved by the Boards in May 2009. The policy is being revised to clarify that it is applicable solely to unrepresented employees since the Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) contains the applicable and operative provisions for the represented employees.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Seniority and Layoffs Policy for Unrepresented Employees.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Seniority and Layoff Policy for Unrepresented Employees.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Seniority and Layoff Policy has been revised in collaboration with Senior Leaders and our labor partners. The significant revisions to the policy include:

- Establishing the policy solely for unrepresented employees since the MOU with SEIU contains the applicable and operative provisions for the Represented employees.
- Clarifying when one or more employees in a particular job is to be laid off the order of layoff is as follows: 1) temporary employees in the job, 2) acting and out of class assignments in the job will end and the employee will return to their regular job assignment, 3) part time employees in the job and 4) full time employees in the job
- When full time employees are to be laid off from a particular job the overall rating on the last performance evaluation determines who will be the last to be laid off.

Seniority and Lay-off Policy for Unrepresented Employees

Seniority, for lay-off of Unrepresented employees, is defined as the total length of continuous employment with the Agency.

When one or more Unrepresented employees performing the same job are to be laid off for lack of work, reorganization, or purposes of economy, the order of lay-off shall be as follows:

- (a) All temporary employees in the affected job;
- (b) All acting employees will discontinue the assignment and return to their regularly assigned job which may or may not be affected by the layoff;
- (c) All part-time employees in the affected job
- (d) All full-time regular employees, in the affected job, based on work performance; those with best work performance, as determined by the overall rating on the most recent annual performance evaluation, will be the last to be laid off. In the case of equal work performance records, employees with the least seniority shall be the first to be laid off.
- (e) Employees affected will be allowed to transfer laterally or demoted to a position if: (1) they have seniority over an incumbent in that job; or (2) a position is vacant for which they are qualified. Employees accepting demotion will have their salaries Y-Rated if their current salary is above the maximum of the salary range for the position to which the employee is being demoted. Requests for voluntary demotion or transfer must be made in writing to the Human Resources Department within five (5) working days following receipt of a lay-off notice.
- (f) Employees "bumped" by the foregoing will, for purposes of this Section, be treated as notified of lay-off and the same rights will apply.

The names of regular part-time and full-time Unrepresented employees who are laid off shall be entered upon a reemployment list for a period of twelve (12) months, in the inverse order that they were laid off. The person ranking highest on the re-employment list for a particular position shall be offered an appointment when a vacancy exists in that classification. Employees on any re-employment list may accept appointment to a vacancy in a lower classification for which they are qualified, and retain the right to fill the first vacancy which occurs in the position from which they were laid off.

Employees shall lose their seniority for the following reasons: (a) discharge; (b) resignation; (c) failure to return to work when recalled from lay-off as set forth in the recall procedure; (d) failure to return to work after the expiration of an approved leave of absence; (e) retirement; or (f) lay-off for a continuous period of one (1) year.

Seniority and Lay-offs Policy. Effective 9/26/2023

Employees subject to lay-off shall be given at least ten (10) working days written notice prior to the effective date of the lay-off. It shall be clearly stated on all papers prepared in connection with the lay-off that such action in no way reflects on the employee's performance except that performance will be considered in determining the order of layoff.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE SENIORITY AND LAYOFF POLICY FOR
UNREPRESENTED EMPLOYEES**

WHEREAS, the Board of Commissioners approved the Seniority and Layoff Policy in May 2009; and

WHEREAS, the Seniority and Layoff Policy is revised so that it applies solely to Unrepresented employees; and

WHEREAS, the Seniority and Layoff Policy is revised to clarify the order of layoff when one or more employees in a particular job is to be laid off;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Seniority and Layoff Policy for Unrepresented Employees.

PASSED AND ADOPTED THIS 26th day of September, 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 SENIORITY AND LAYOFF POLICY FOR
UNREPRESENTED EMPLOYEES**

WHEREAS, the Board of Commissioners approved the Seniority and Layoff Policy in May 2009; and

WHEREAS, the Seniority and Layoff Policy is revised so that it applies solely to Unrepresented employees; and

WHEREAS, the Seniority and Layoff Policy is revised to clarify the order of layoff when one or more employees in a particular job is to be laid off;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Seniority and Layoff Policy for Unrepresented Employees.

PASSED AND ADOPTED THIS 26th day of September, 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: 09/26/2023
AGENDA ITEM: 8c
SUBJECT: Consideration of the Employee Identification Badges Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 09/20/2023

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the revision of the Employee Identification Badges Policy that was last approved by the Boards in May 2009. This policy is being revised to clarify that if an identification badge is misplaced or lost the employee is to notify Human Resources immediately to deactivate the badge and obtain a replacement.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Employee Identification Badges Policy.

Fiscal Impact

There is no immediate fiscal impact associated with the adoption of the Employee Identification Badges Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Employee Identification Badges Policy has been revised in collaboration with Senior Leaders and our labor partners. As noted above this policy is being revised to clarify that when an identification badge is misplaced or lost the employee is to notify Human Resources immediately to deactivate the badge and obtain a replacement.

Employee Identification Badges Policy

It is the Agency's policy to provide a safe and secure environment for our employees and clients. In recognition of that policy all employees, including temporary employees, and authorized visitors will be provided with an identification badge. The identification badge must be worn and visible at all times while on Agency property, including, but not limited to, office space and residential grounds. Visitor badges may be obtained from the Human Resources Department and must be returned at the conclusion of the visit.

All employees are provided with an identification badge by the Human Resources Department upon the first day of employment with the Agency. All initial identification badges and basic accessories will be provided to employees at no cost. Basic accessories include a badge clip and lanyard or belt clip. If an identification badge is misplaced or lost, the employee must notify Human Resources **immediately** to deactivate the badge and obtain a replacement.

All identification badges must be returned to the Agency upon separation, termination, and/or leave of absence over 30 days.

Employee Identification Badges Policy. Effective 9/26/23

RESOLUTION No. _____

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

**RESOLUTION TO APPROVE THE EMPLOYEE IDENTIFICATION BADGES
POLICY**

WHEREAS, the Board of Commissioners approved the Employee Identification Badges Policy in May 2009; and

WHEREAS, the Employee Identification Badges Policy is revised to clarify what to do when a badge is misplaced or lost;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Employee Identification Badges Policy.

PASSED AND ADOPTED THIS 26th day of September, 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 EMPLOYEE IDENTIFICATION BADGES
POLICY**

WHEREAS, the Board of Commissioners approved the Employee Identification Badges Policy in May 2009; and

WHEREAS, the Employee Identification Badges Policy is revised to clarify what to do when a badge is misplaced or lost;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Employee Identification Badges Policy.

PASSED AND ADOPTED THIS 26th day of September, 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: 09/26/2023
AGENDA ITEM: 8d
SUBJECT: Consideration of the Designation of Employee Status Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 09/20/2023

Executive Summary

The purpose of this memo is to request the Boards of Commissioners approve the revision of the Designation of Employee Status Policy that was last approved by the Boards in May 2009. This policy is being revised to remove redundant and outdated language, add clarification in several sections, and delete definitions that are no longer in use.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Designation of Employee Status Policy.

Fiscal Impact

There is no immediate fiscal impact associated with the adoption of the Designation of Employee Status Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Designation of Employee Status Policy has been revised in collaboration with Senior Leaders and labor partners. The significant revisions to the policy include:

- Deleting language in the probationary employee section that is applicable to represented employees and is in the MOU.
- Clarifying that a part-time employee who works at least twenty but no more than thirty hours per week as well as interns and temporary employees shall not receive supplemental benefits except those that are mandated by state law.
- Clarifying that a promotional probationary employee is an employee who has already completed an initial probationary period and has achieved regular status with the Agency.
- Deleting the definition of Unit Representation as is it not germane and the definitions of "Government Programs Employee" as well as "Conditional and Limited Term" which are no longer in use.

Designation of Employee Status Policy

The status of Agency personnel shall be designated as follows:

Probationary Employee: shall mean an employee hired to fill an authorized and budgeted regular part time or full-time position who is in the process of completing the requisite probationary period. Typically, the probationary period shall be the first six months (or 1,040 hours) of a newly hired employee's service with the Agency.

Regular Full-Time Employee: shall mean an employee hired to fill an authorized and budgeted full-time position encompassing duties which are continuing in nature and which is a regularly planned and established position within the Agency, who is scheduled to work on a 9/80 alternate work week schedule, and who has successfully completed the probationary period.

Regular Part-Time/Hourly: An employee filling an authorized and budgeted part time position with a schedule of at least 20 but less than 30 hours per week.

Promotional Probationary Employee: An employee who is promoted, who has already successfully completed an initial probationary period with the Agency, shall serve a probation period in their new position and shall be designated as a "promotional probationary employee," but shall not be considered a "probationary employee" with the Agency

Temporary/Hourly Employee: shall mean an employee hired on an as-needed basis to perform duties generally considered to be supplemental to normal workloads. Temporary/hourly employees may serve in a full-time capacity; however, they shall not serve a probation period or receive performance evaluations, and they shall not receive supplemental benefits, except those that are mandated by state law, other than wages for actual hours worked. In the event a temporary employee is hired to fill a regular position, the employee's probation period shall begin with the effective date of the regular appointment.

Intern: shall mean an employee hired for a fixed period of time, for whom employment with the Agency is an integral part of their formal training/education, who may receive direct compensation (actual wages) from the Agency for the work they perform. They shall not receive supplemental benefits, except those that are mandated by state law.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE DESIGNATION OF EMPLOYEE STATUS
POLICY**

WHEREAS, the Board of Commissioners approved the Designation of Employee Status Policy in May 2009; and

WHEREAS, the Designation of Employee Status Policy is revised to remove redundant and outdated language, add clarification in several sections and definitions that are no longer in use;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Designation of Employee Status Policy.

PASSED AND ADOPTED THIS 26th day of September, 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 DESIGNATION OF EMPLOYEE STATUS
POLICY**

WHEREAS, the Board of Commissioners approved the Designation of Employee Status Policy in May 2009; and

WHEREAS, the Designation of Employee Status Policy is revised to remove redundant and outdated language, add clarification in several sections, and delete definitions that are no longer in use;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Designation of Employee Status Policy.

PASSED AND ADOPTED THIS 26th day of September, 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: 09/26/2023
AGENDA ITEM: 8e
SUBJECT: Consideration of the Maintenance of Employee Personnel Files Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 09/20/2023

Executive Summary

The purpose of this memo is to request the Boards of Commissioners approve the revision of the Maintenance of Employee Personnel Files Policy that was last approved by the Boards in May 2009. This policy is being revised to clarify that a Human Resources staff member will be present when an employee or a representative of their choosing reviews the personnel file of the employee.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised policy regarding the Maintenance of Employee Personnel Files.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Maintenance of Employee Personnel Files Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Maintenance of Employee Personnel Files Policy has been revised in collaboration with Senior Leaders and our labor partners. As noted above this policy is being revised to clarify that a Human Resources staff member will be present when an employee or a representative of their choosing reviews the personnel file of the employee.

Maintenance of Employee Personnel Files Policy

A personnel file will be established and maintained in the Human Resources Department for every employee of the Agency. An employee who wishes to review their own personnel file, or to authorize a representative of their choosing to review the file must submit a written request to schedule an appointment to review the file. If a representative will be reviewing the file the written request must provide a specific authorization identifying the name of the representative authorized to review the file. During the appointed file review a Human Resources staff member will be present.

Copies of materials contained in the personnel file maybe made in compliance with the Agency's Document Reproduction Policy. No material shall be inserted into an employee's personnel file without notice to the employee.

Employee personnel files shall be confidential. The Agency shall release information from personnel files when lawfully ordered to do so or upon written authorization by the employee. Verifications of employment are limited to length of employment, current salary and job title. Release of more specific information shall only be as authorized by the employee or as required by law.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE MAINTENANCE OF EMPLOYEE PERSONNEL
FILES POLICY**

WHEREAS, the Board of Commissioners approved the Maintenance of Employee Personnel Files Policy in May 2009; and

WHEREAS, the Maintenance of Employee Personnel Files Policy is being revised to clarify that a Human Resources staff member will be present during a personnel file review of an employee or authorized representative;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Maintenance of Employee Personnel Files Policy.

PASSED AND ADOPTED THIS 26th day of September, 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 MAINTENANCE OF EMPLOYEE PERSONNEL
FILES POLICY**

WHEREAS, the Board of Commissioners approved the Maintenance of Employee Personnel Files Policy in May 2009; and

WHEREAS, the Maintenance of Employee Personnel Files Policy is being revised to clarify that a Human Resources staff member will be present during a personnel file review of an employee or authorized representative;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Maintenance of Employee Personnel Files Policy.

PASSED AND ADOPTED THIS 26th day of September, 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: 09/26/2023
AGENDA ITEM: 8f
SUBJECT: Consideration of the Retirement Preparation Program Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 09/20/2023

Executive Summary

The purpose of this memo is to request the Boards of Commissioners approve the revision of the Early Retirement Program that was last approved by the Boards in May 2009. In addition to a few minor changes identified below, the program is being retitled as the Retirement Preparation Program to better describe the provisions within the policy.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Retirement Preparation Program.

Fiscal Impact

There is no immediate fiscal impact associated with the adoption of the Retirement Preparation Program.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Early Retirement Program has been revised in collaboration with Senior Leaders and our labor partners. The significant revisions to the policy include:

- Retitling the program to from Early Retirement to Retirement Preparation to be consistent with the operative provisions of the program.
- A description of the types of information that is presented in retirement planning workshops such as applying for retirement, Social Security and Medicare.

Retirement Preparation Program

The Agency provides a program to assist regular employees to prepare for retirement that includes the following components:

- (a) After an employee reaches their 55th birthday, the Agency shall purchase a one-year membership for the employee in the American Association of Retired Persons (AARP). The Agency shall renew and pay for the membership each year as long as the employee continues in a regular full-time employment status with the Agency.
- (b) Periodically, the Agency will offer training sessions for employees who have reached age 57 to discuss issues for the employees to consider related to preparation for retirement. The topics presented include, but are not limited to, when and how to apply for retirement, Social Security, and Medicare as well as when to begin drawing from your Deferred Compensation account.
- (c) At age 60, the employee, upon request, shall be given two hours of Paid Leave to visit the Social Security Office or to meet with a PERS representative. Employees who are regularly assigned to work sites located in the County District may require and be given additional time for this purpose.

RESOLUTION No. _____

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

RESOLUTION TO APPROVE THE RETIREMENT PREPARATION PROGRAM

WHEREAS, the Board of Commissioners approved the Early Retirement Program in May 2009; and

WHEREAS, the Early Retirement Program is being retitled to the Retirement Preparation Program;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Retirement Preparation Program.

PASSED AND ADOPTED THIS 26th day of September, 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 RETIREMENT PREPARATION PROGRAM

WHEREAS, the Board of Commissioners approved the Early Retirement Program in May 2009; and

WHEREAS, the Early Retirement Program is being retitled to the Retirement Preparation Program;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Retirement Preparation Program.

PASSED AND ADOPTED THIS 26th day of September, 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: September 26, 2023
AGENDA ITEM: 8g
SUBJECT: Extension of Software and Services Contract with Yardi Systems, Inc.

AUTHOR: Rebecca Kelley
DEPARTMENT: Admin. Services
MEMO DATE: September 26, 2023

Executive Summary

The purpose of this memo is to seek the Boards of Commissioners' approval to extend the Non Competitive Justification (NCJ) Contract between the Fresno Housing Authority and Yardi Systems, Inc., from October 1, 2023 to September 30, 2025. The Agency currently has a NCJ contract with Yardi Systems Inc. to provide software licensing, support, and SAAS (Software as a Service). The board approved the contract extension for the annual amount of \$393,000 in 2020 with an approved addendum of \$406,261.00 in 2021. These amounts include provisions to accommodate increases in CPI (Consumer Price Index). We are currently utilizing roughly 16,684 units for Fresno Housing and will be adding additional units with the expansion of Fresno Housing properties.

Recommendation

It is recommended that the Boards of Commissioners authorize the contract extension and the increase of the contract value for Yardi Systems NTE to \$508,920.00 annually plus any CPI increases; in order to include current unit services and the installation, implementation, and project management of additional module units additions.

It is further recommended to authorize Tyrone Roderick Williams, Chief Executive Officer, and/or his designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

Fiscal Impact

The Agency would like to extend its contract with Yardi Systems Inc. for an annual NTE amount of \$508,920.00, with a total contract amount NTE \$1,017,840.00 plus any CPI increases. The contract term was not to exceed a five (5) year period, per HUD procurement requirements. This extension would be the first available option with the zero (0) options remaining. third with one more remaining. The 2023 Operations budget includes \$850,350.00 for Software and Software Maintenance. During the previous contract period, the Agency spent \$426,693.33 for Yardi licensing and support.

Background Information

Technological advancements in software productivity and flexibility made it necessary to converting to a fully integrated enterprise management system. After consultation with information technology (IT) professionals, other housing agencies and software vendors, it was determined that management would be remiss NOT to move ahead with a search for the EMS system which would best meet the needs of our Agency through best-practice technologies. Yardi has been a crucial part in tying the finance systems to

FRESNO HOUSING

housing data inside the same software, which has been one of the largest efficiency gains that has been accomplished by implementing The Yard Enterprise Management System.

RESOLUTION NO. XX

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

**RESOLUTION APPROVING THE CONTRACT FOR YARDI SAAS SUBSCRIPTION WITH
YARDI SYSTEMS, INC. FOR FRESNO HOUSING**

WHEREAS, the Housing Authority of Fresno City, California (the “Agency”) has a current contract with Yardi System, Inc. (“Yardi”) to provide EMS Support and SAAS (Software as a Service); and

WHEREAS, the final term of the aforementioned contract ends September 30, 2025 with no option to extend for another term; and

WHEREAS, the Agency has invested critical resources into the Yardi system to ensure it provides optimal support for the Agency and our residents; and

WHEREAS, the Agency has been satisfied with the services it has received under the contract with Yardi; and

WHEREAS, Agency Procurement Policy 3.3.7.1 permits sole-source contracts only when the award of a contract is not feasible using other procurement methods and, among other things, when the item is available from a single source, based upon a good faith review of available sources; and

WHEREAS, the Yardi System is completely and totally unique, and as such, it would not be economical or efficient to procure another system; and

WHEREAS, the Agency desires to procure Yardi using the Non-Competitive Justification (NCJ) process, and to execute the Contract for Extension for EMS Support and SAAS (Software as a Service) for two years, beginning October 1, 2023 through September 30, 2025 for a Total Contract Not-To-Exceed amount of \$1,017,840.00 (increase of \$115,920.00 annually) plus any CPI increases in the given year for software licensing fees, with no option to extend.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the Non-Competitive Justification procurement process and contract extension for EMS Support and SAAS Subscription with Yardi Systems, Inc. and

PASSED AND ADOPTED THIS 26th DAY OF September, 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

RESOLUTION NO. XX

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

**RESOLUTION APPROVING THE CONTRACT FOR YARDI SAAS SUBSCRIPTION WITH
YARDI SYSTEMS, INC. FOR FRESNO HOUSING**

WHEREAS, the Housing Authority of Fresno County, California (the “Agency”) has a current contract with Yardi System, Inc. (“Yardi”) to provide EMS Support and SAAS (Software as a Service); and

WHEREAS, the final term of the aforementioned contract ends September 30, 2025 with no option to extend for another term; and

WHEREAS, the Agency has invested critical resources into the Yardi system to ensure it provides optimal support for the Agency and our residents; and

WHEREAS, the Agency has been satisfied with the services it has received under the contract with Yardi; and

WHEREAS, Agency Procurement Policy 3.3.7.1 permits sole-source contracts only when the award of a contract is not feasible using other procurement methods and, among other things, when the item is available from a single source, based upon a good faith review of available sources; and

WHEREAS, the Yardi System is completely and totally unique, and as such, it would not be economical or efficient to procure another system; and

WHEREAS, the Agency desires to procure Yardi using the Non-Competitive Justification (NCJ) process, and to execute the Contract for Extension for EMS Support and SAAS (Software as a Service) for two years, beginning October 1, 2023 through September 30, 2025 for a Total Contract Not-To-Exceed amount of \$1,017,840.00 (increase of \$115,920.00 annually), plus any CPI increases in the given year for software licensing fees, with no option to extend.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno does hereby approve the Non-Competitive Justification procurement process and contract extension for EMS Support and SAAS Subscription with Yardi Systems, Inc. and

PASSED AND ADOPTED THIS 26th DAY OF September, 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

1331 Fulton Street
Fresno, California 93721

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

www.fresnohousing.org

TO: Board of Commissioners

Fresno Housing

FROM: Tyrone Roderick Williams

Chief Executive Officer

DATE: September 20, 2023

BOARD MEETING: September 26, 2023

AGENDA ITEM: 8h

AUTHOR: Christina Husbands

SUBJECT: Approval of HRFC Loan Commitments of up to \$300,000 each in Pre-Development Funds for Heritage Estates and North Fulton

Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the funding of pre-development costs for Heritage Estates and North Fulton. The Heritage Estates development envisions the design of 33 single family homes on 7.84 acres in West Fresno, just West of the Walnut and Belgravia intersection. The North Fulton development envisions multiple phases of development that will incorporate mixed-income and mixed-use across the current Fresno Housing parking lot site and the recently acquired CVS site located on the Southeast and Southwest corners of Fulton and Tuolomne.

On June 28, 2021, the Boards of Commissioners approved a submission to the City of Fresno's Affordable Housing NOFA for a single-family home project in Southwest Fresno, since named Heritage Estates. The project concept was developed in partnership with the Successor Agency to the Redevelopment Department of the City of Fresno (hereafter "RDA"), which owns the property and set aside \$1,200,000 for site and infrastructure funding. Subsequently, Staff received notice of the City's intent to award Permanent Local Housing Allocation funding ("PLHA") of \$3,062,689. The City also provided the opportunity to access CalHOME funds (up to \$1,400,000), a state program for mortgage assistance to lower income homeowners. Together with mortgage proceeds, these public sources are anticipated to fully fund the permanent financing portion of the project. A small funding gap during the construction process, approximately \$1,250,000, is anticipated. Staff is anticipating the need for a bridge loan that could be paid off on a rolling basis (as homes are sold).

In March, 2023, the Board authorized acquisition of the former CVS site located at 1302 Fulton, directly adjacent to the Fresno Housing Central Office. This site, combined with the Fresno Housing parking lot area, totals approximately 2.2 acres, and is envisioned to include a mix of up to 450 units of student housing, affordable housing, market rate housing and commercial space.

As part of the next steps in the development process, financing is necessary for costs that will be incurred prior to financial closing. Predevelopment expenses will include a variety of costs related to the Heritage Estates and North Fulton developments, such as the cost of environmental reports, appraisals, architectural fees, application fees, etc. Once all financing commitments have been obtained and the close of financing occurs, pre-development expenses will be fully reimbursed.

At this time, it is requested that the Board of Commissioners approve an interim predevelopment loan of up to \$300,000 each for Heritage Estates and North Fulton from the Housing Relinquished Fund Corporation to be repaid from construction sources.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions authorizing predevelopment loan commitments of up to \$300,000 each from the Housing Relinquished Fund Corporation for expenses incurred in the pre-development phase of the Heritage Estates and North Fulton projects 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.

Fiscal Impact

Staff is requesting predevelopment loan commitments of up to \$600,000 from the Housing Relinquished Fund Corporation sufficient to cover predevelopment expenses associated with the Heritage Estates and North Fulton developments. Loan funds disbursed will be repaid at financial closing from construction sources. The pre-development loan will carry 4% interest.

Background Information

Heritage Estates is a proposed 33 single-family home development on 7.94 acres of vacant land in Southwest Fresno (APN 477-060-04T). The site is bordered by E. Florence Avenue on the North, across from the Legacy Commons affordable housing development, and will have a primary entrance connecting to Walnut Avenue to the east.

The property is currently owned by the Successor Agency to the Redevelopment Agency to the City of Fresno. The RDA proposed development of the site into affordable single family homes and committed the land and additional funding in an amount equivalent to \$1,200,000.

The current plan calls for 2 to 4 bedroom homes ranging in size from 1200 to 1600 square feet. Once complete, the homes will be made available to households earning between 50% and 100% area median income. Public funding sources will be used to support downpayment assistance and forgivable second mortgages.

Planning for the North Fulton development encompasses both land that is currently used as the Fresno Housing parking lot (APN: 466-206-56T) and the recently acquired property located at 1302 Fulton St. (APNs: 466-153-14, 466-153-15, & 466-153-18) in downtown Fresno, directly across from the Fresno Housing Central Office site. The property area is approximately .45 acres at the Fresno Housing site and 1.73 acres at the former CVS site (consisting of three contiguous parcels: a 0.52-acre parcel, a 0.55-acre

parcel, and a 0.66-acre parcel that contains the approximately 22,000-square-foot existing vacant building on the corner of Fulton St. & Merced Street). All subject parcels are currently zoned DTC – downtown core that allows for a variety of mixed uses including residential housing.

Past Board Actions

- June, 2021 – Resolution Authorizing the Submission of a City of Fresno Funding Application for a Proposed Single-Family Development in Southwest Fresno (APN 477-060-04)
- January, 2023 – Authorization to Award General Construction Contract – Heritage Estates
- February, 2023 - Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Heritage Estates
- July, 2022 – Authorization to Submit Proposal to SCCCDC for the Development of Student Housing
- March, 2023 - Approval of HRFC Loan Commitment of up to \$2,800,000 to Fund the Acquisition of Property at 1302 Fulton St., Fresno, CA 93721 - (APN’s: 466-153-14, 466-153-15, & 466-153-18) – North Fulton

RESOLUTION NO. _____

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

**RESOLUTION TO APPROVE A PRE-DEVELOPMENT LOAN COMMITMENT OF UP TO
\$300,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION
FOR PRE DEVELOPMENT EXPENSES RELATED TO THE HERITAGE ESTATES PROJECT**

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

WHEREAS, the HACF has partnered with the Successor Agency to the Redevelopment Department of the City of Fresno (hereafter “RDA”), to develop 33 single family homes in Southwest Fresno, of which the RDA owns 7.94 acres of vacant land (APN 477-060-04T) (hereafter “Property”) and has set aside \$1,200,000 for site and infrastructure funding; and

WHEREAS, the City of Fresno intends to award Permanent Local Housing Allocation funding (“PLHA”) of \$3,062,689 and access to CalHOME mortgage assistance funds of up to \$1,400,000; and

WHEREAS, HACF is requesting a predevelopment loan commitment of up to \$300,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the Heritage Estates project; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize a Housing Relinquished Fund Corporation loan commitment in the amount of up to \$300,000 for predevelopment expenses related to the Heritage Estates 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 the all related documents.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 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

RESOLUTION NO. _____

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

**RESOLUTION TO APPROVE A PRE-DEVELOPMENT LOAN COMMITMENT OF UP TO
\$300,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION
FOR PRE DEVELOPMENT EXPENSES RELATED TO THE NORTH FULTON PROJECT**

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

WHEREAS, HACF currently owns property located at 1331 Fulton Street (APN: 466-206-56T) and 1302 Fulton St. (APNs: 466-153-14, 466-153-15, & 466-153-18) totaling approximately 2.2 acres, and desires to develop up to 450 units of mixed-income, mixed-use properties; and,

WHEREAS, the City of Fresno has been contingently awarded \$43.7 million in Infill Infrastructure Grant Catalyst (IIG-C) funding, for which North Fulton is listed as the anchor housing site; and

WHEREAS, HACF is requesting a predevelopment loan commitment of up to \$300,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the North Fulton project; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize a Housing Relinquished Fund Corporation loan commitment in the amount of up to \$300,000 for predevelopment expenses related to the North Fulton 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 the all related documents.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 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: 09/26/23
AGENDA ITEM: 9a
Resident Empowerment and Strategic Initiatives Update

AUTHOR: Marc Bady
Chief, Inclusion and Empowerment
DEPARTMENT: Diversity, Equity, and Inclusion
MEMO DATE: 09/21/23

Executive Summary

Staff will present an overview and activities associated with the Resident Empowerment and Strategic Initiatives Departments.

Recommendation

None at this time. This is for informational purposes only.



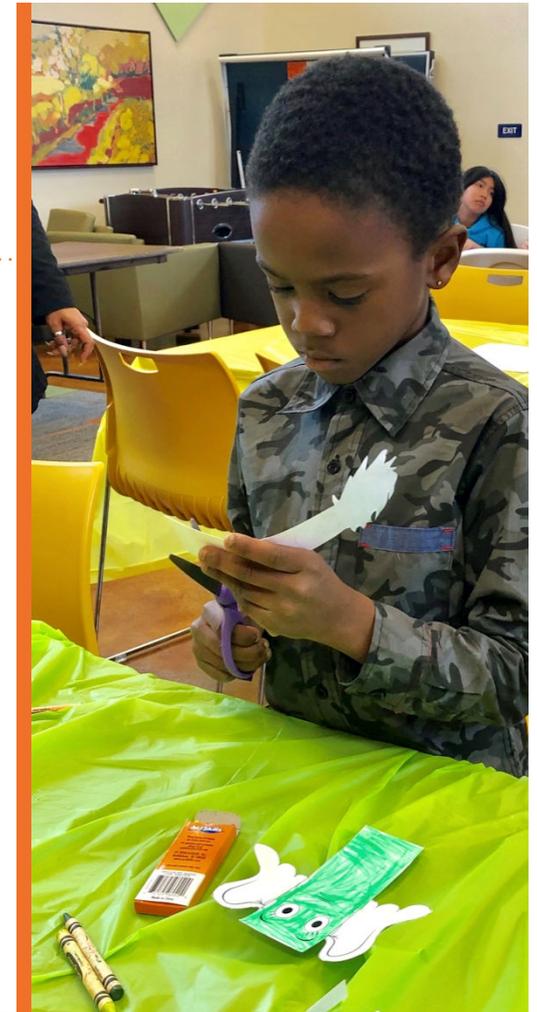
Resident Empowerment and Strategic Initiatives

September 26, 2023



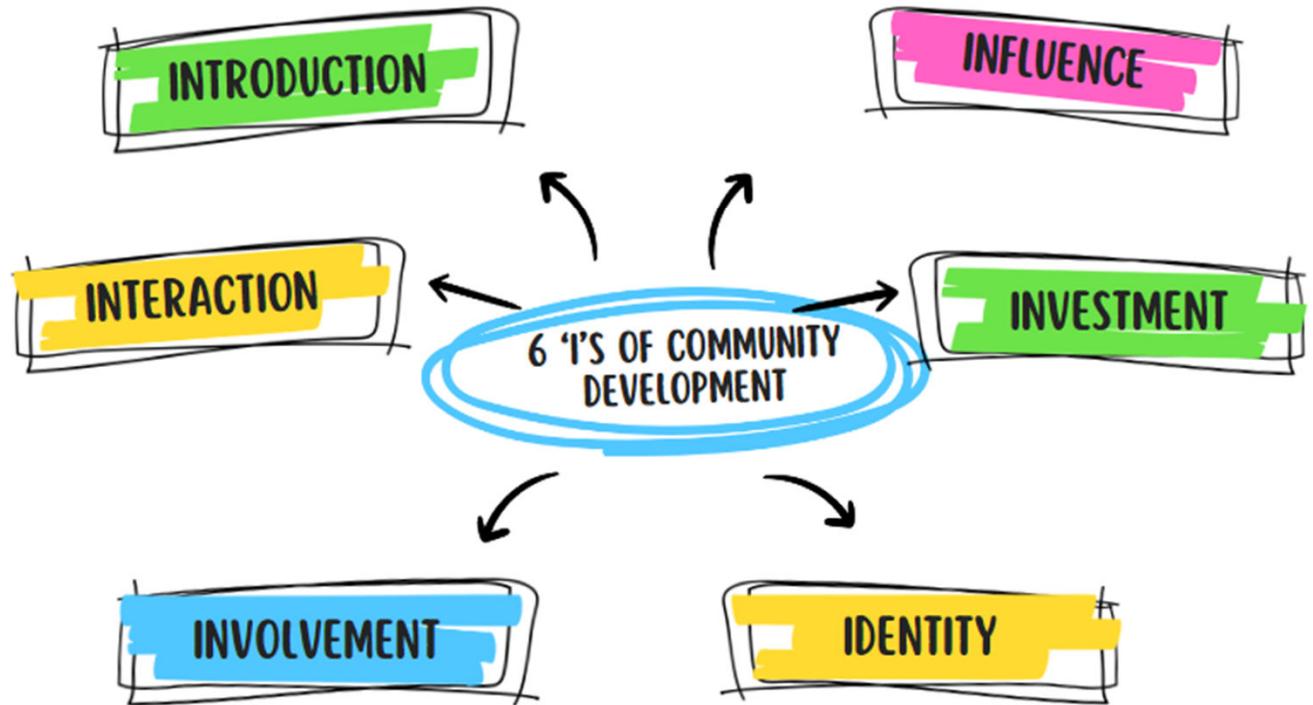
Agenda

- 2023-24 Scholarship Report
- Tech Connect Results
- Strategic Planning Resident and Community events



FRESNO HOUSING

Six I's of Community – Resident Empowerment

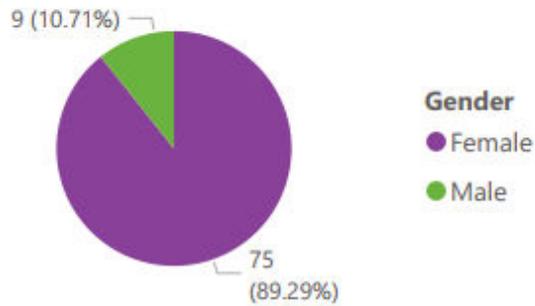


56 applicants are Head of Household (68%)

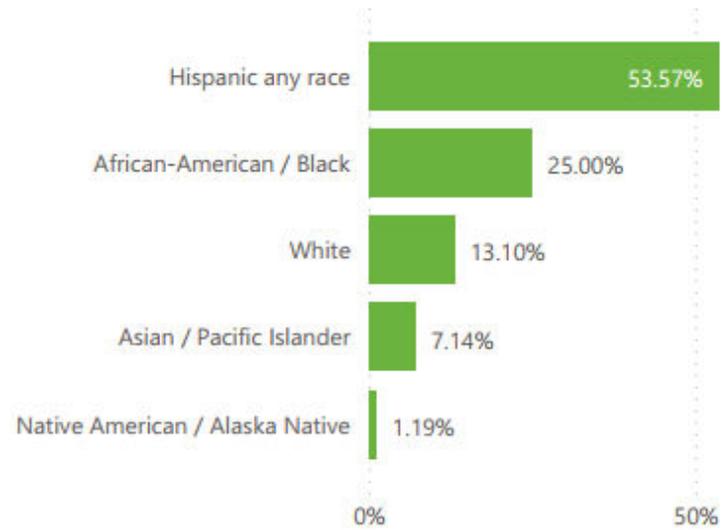
Applications Reviewed by Committee

84

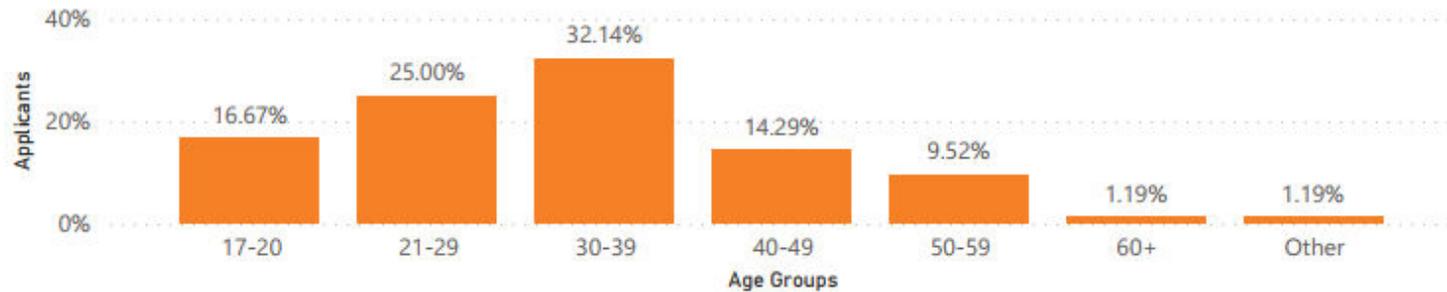
Applicants by Gender



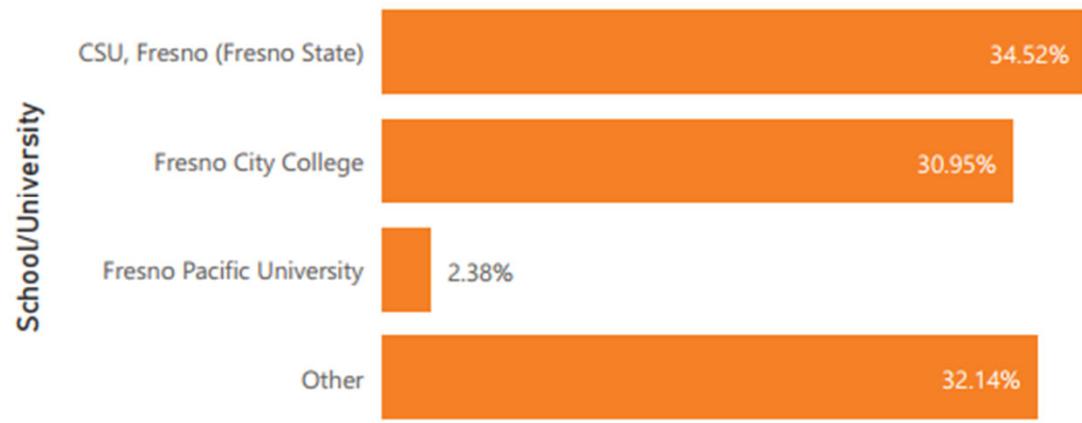
Applicants by Race and Ethnicity



Applicants by Age Group



School/University applicant plans to attend

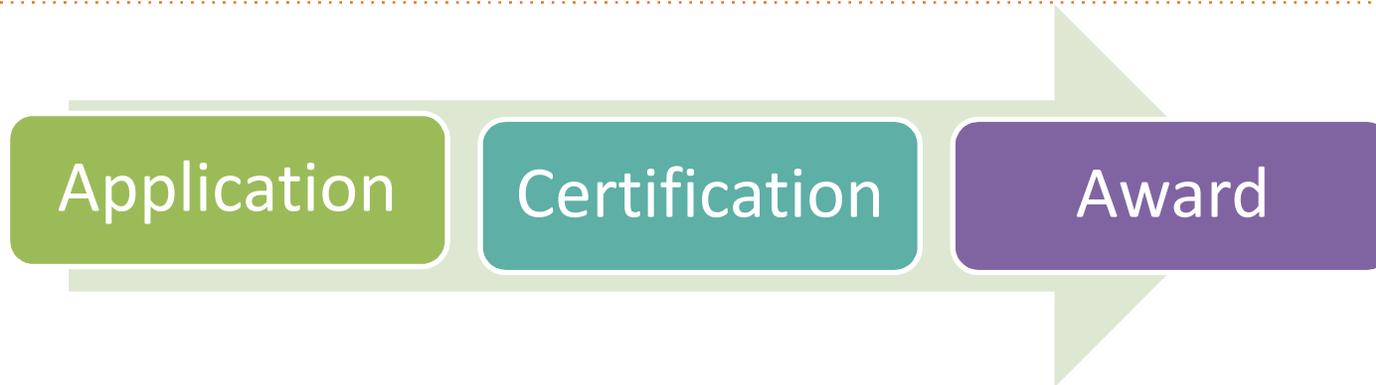


Other Colleges

- Big Picture School
- Brigham Young University- Idaho
- Cal Poly
- Cal State LA
- Clovis Adult Education
- Clovis Community College
- College of the Sequoias
- CSU Maritime
- Fresno California phlebotomy training school
- Liberty University
- Louisiana State University
- Madera community college
- Merced junior collage

Education Advancement Scholarship

2023-2024



- *April 6 – June 6, 2023 Application Portal access*
- *More than 400 applications were received*
- *Additional \$25K in grants*
- *More than \$70K scholarships awarded*

FRESNO HOUSING

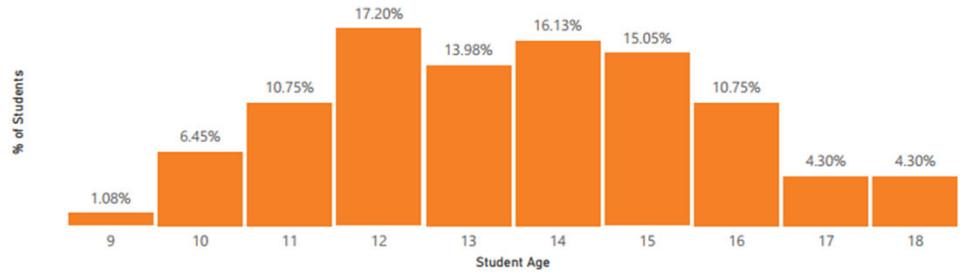
Summer Tech Connect

- Tech Connect Accelerate
 - Growth Point Technologies/Fresno State
 - CMAC
- Onsite Tech Connect
 - Cedar Courts
 - Legacy Commons

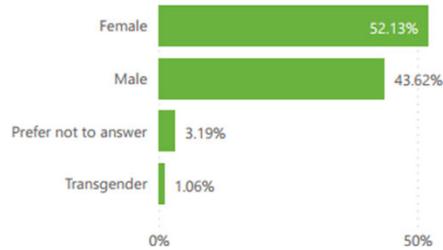


FRESNO HOUSING

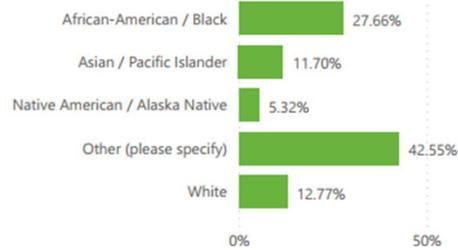
% of Students by Age



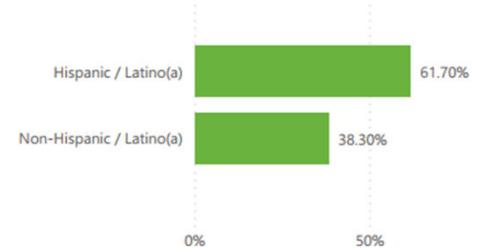
Gender



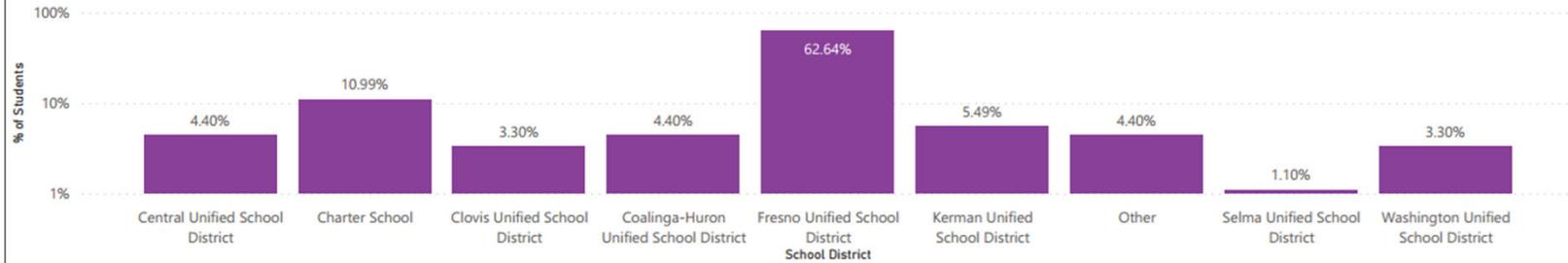
Race



Ethnicity



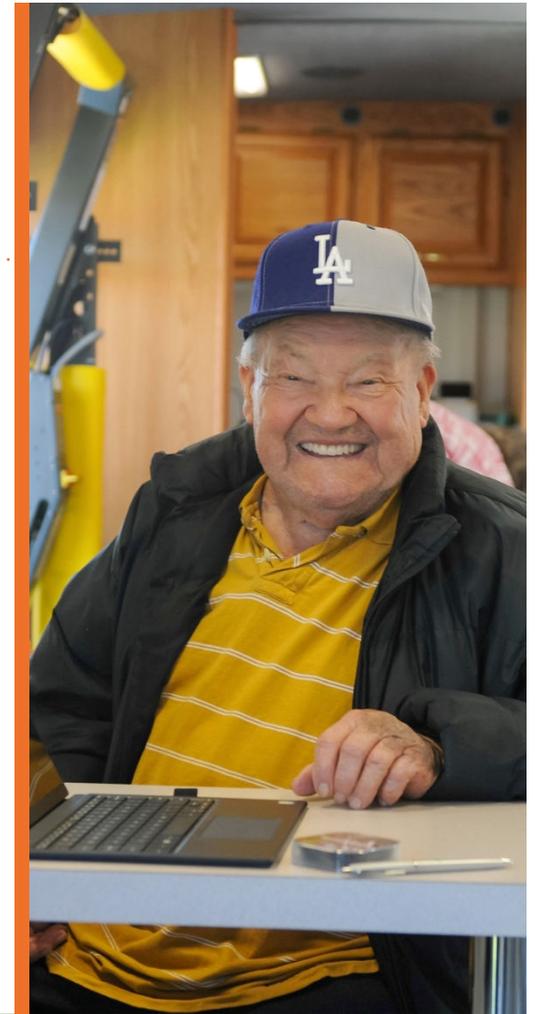
Students by School District



Tech Connect - Savvy Seniors

Partnership with CMAC

- Rio Villas - Firebaugh
- Wedgewood Commons



FRESNO HOUSING

Strategic Plan

Resident & Community Events

- Strategic Plan 101
- Evolution of Public Housing in the US
- Housing EcoSystem
- Mapping and Videos



FRESNO HOUSING



Questions?
Thank you.

FRESNO HOUSING

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 09/26/2023
AGENDA ITEM: 9c
SUBJECT: Housing Choice Voucher Update

AUTHOR: Brandy Woodard
Chief of Housing Choice Vouchers
DEPARTMENT: HCV
MEMO DATE: 09/20/2023

Executive Summary

Staff will provide an update on Housing Choice Vouchers.

Recommendation

None currently.



Housing Choice Voucher (HCV) Program Updates

Presentation by Brandy Woodard

September 26th, 2023



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

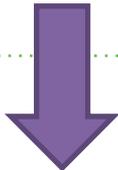


What I will Cover Today:

- Housing Assistance Payments (HAP)
- “Shortfall”
- The Voucher Incentive Program



HUD provides funding to Fresno Housing



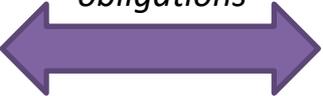
Fresno Housing Administers the Housing Choice Voucher (HCV) Program

Voucher specifies obligation of the family



Family (Program Participant)

Lease specifies tenant and landlord obligations



Housing Assistance Payments
Payments made to landlords



Owner / Landlord

Shortfall – What is it & How Does it Happen?

What is it?

- Fresno Housing receives specified HUD funding for landlord HAP payments
- Projections for future HAP payments are greater than HUD-Funding

How Does it Happen?

- Residents were having a difficult time finding units based on Fresno Housing payment standards
- Based on recommendations from HUD, payment standards increased in 2023 to better meet Fresno rental market conditions
- Resulted in good news for Fresno families - higher payment standards improved lease up rates
- The combination of more families finding rentals (higher lease up rates) and increased per unit cost (PUC) resulted in future total payments to landlords that exceed Agency HUD funding

What this means for our program

- Currently having monthly meetings with the HUD team to assess the need for additional funds to:
 - Continue paying HAP for all of our current families
 - Continue lease up of special purpose vouchers
 - Continue lease up of applicants already selected from the 2019 Interest List
 - Replace families moving or leaving the program so as not to exceed the number of units leased when shortfall was confirmed

Voucher Incentive Program

- 173 families in the pipeline and \$288,815 invested
 - 75 families moved into a unit
 - 14 families that have turned in paperwork for a unit to be inspected
 - 58 new units to the program
 - 22 new owners to the program
 - 141 households have attended Resident Education



BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 09/26/2023
AGENDA ITEM: 9d
SUBJECT: Real Estate Development Update

AUTHOR: Michael Duarte
DEPARTMENT: Real Estate Development
MEMO DATE: 09/20/2023

Executive Summary

Staff will provide an overview of real estate development activities.

Recommendation

None at this time.

BOARD MEMO



TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 9/26/2023
AGENDA ITEM: 9e
SUBJECT: Update on the 2024 Federal Budget and Agency Budget Development

AUTHOR: Nicole Diaz
DEPARTMENT: Finance & Accounting
MEMO DATE: 9/19/2023

Executive Summary

The purpose of this memo is to inform the Boards of Commissioners that staff will be presenting information regarding the 2024 Federal budget and an update on Agency’s Budget Development.

Recommendation

No action is necessary. This item is informational only.



2024 Federal Budget Update and Budget Development

September 26, 2023



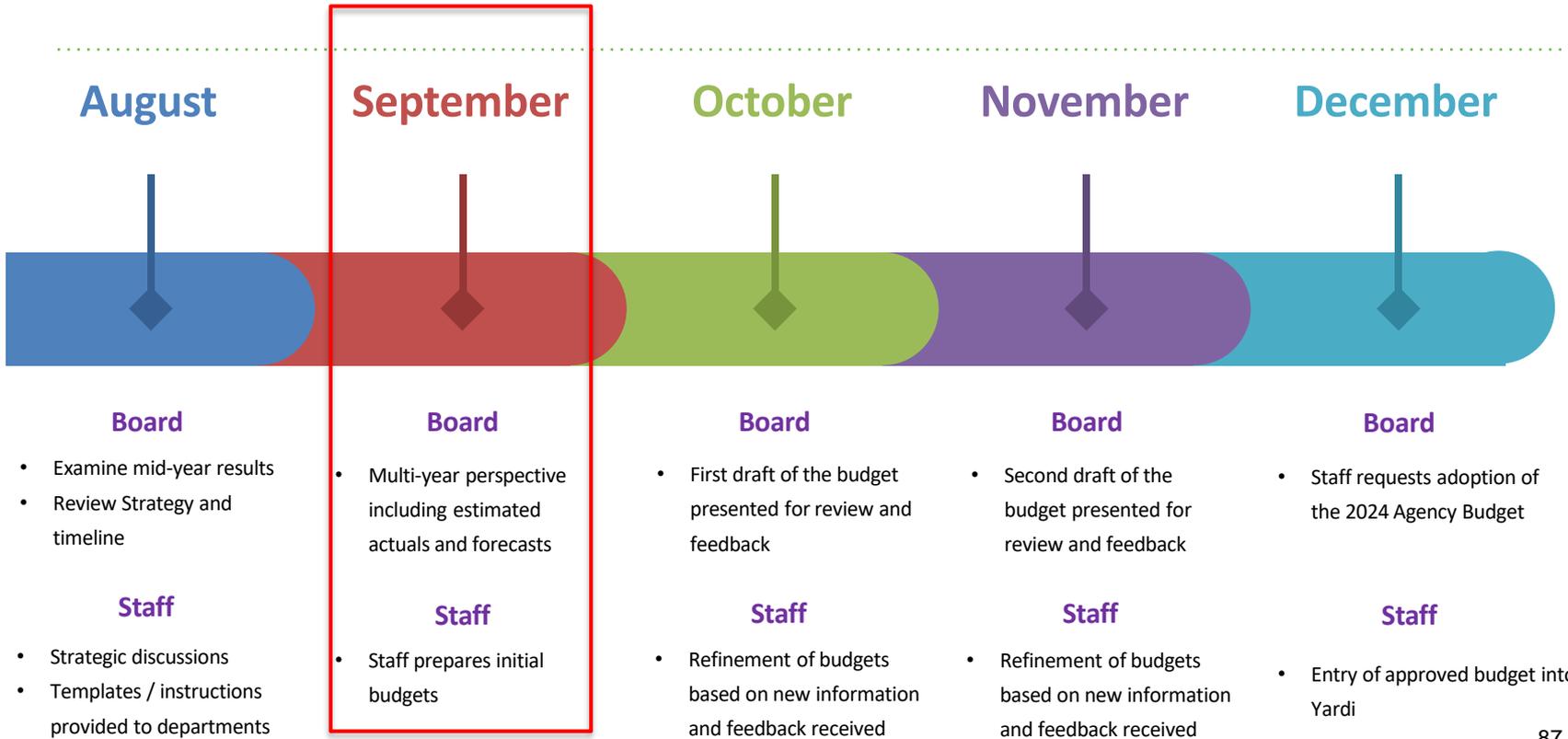
FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
HOUSING RESIDENTS



Today we will:

- Review Budget Development Timeline
- Provide Federal Budget Update
- Discuss Agency Six Divisions
- Two Year Forecasting
- Budget Solution Toolkit
- Next Steps

2024 Budget Development Timeline

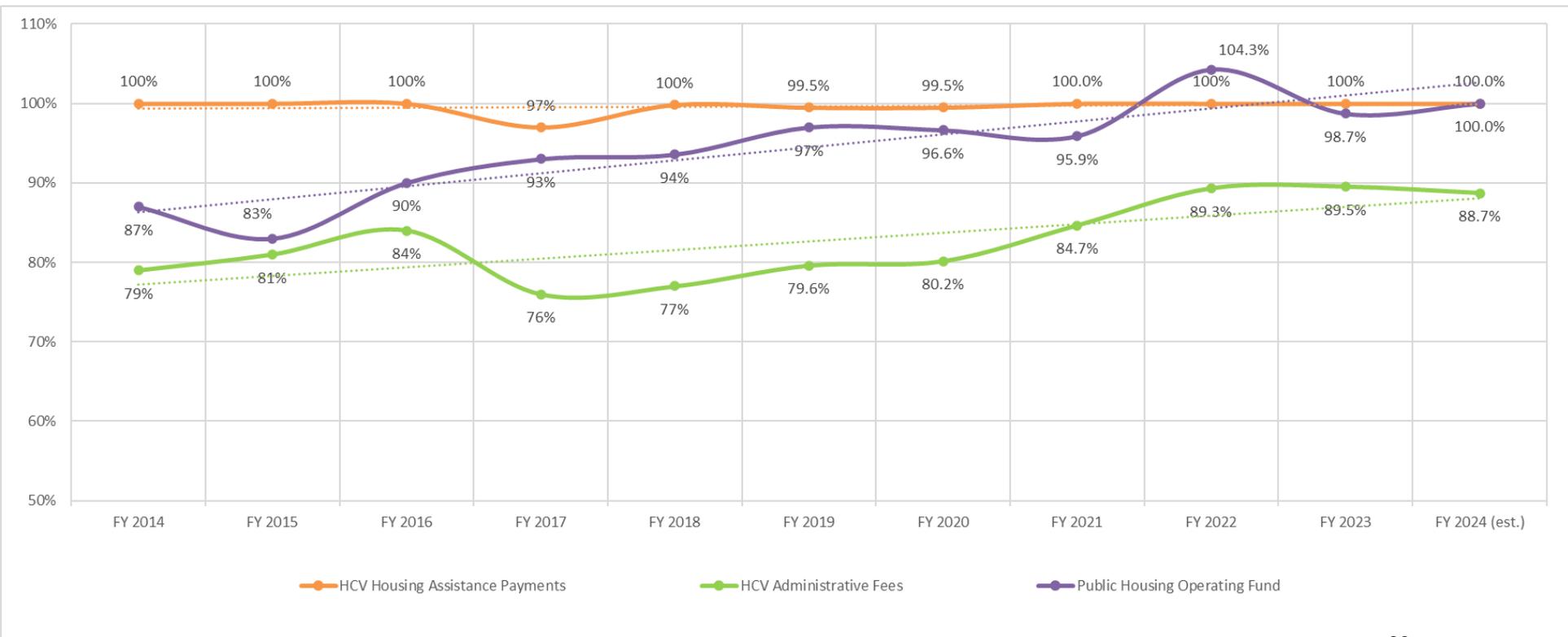


Note:
Mixed Finance Budgets come to the Boards in January

Federal Budget Update

- Federal budget year begins on October 1st
- 2024 Federal Budget has yet to receive approval from Congress
- Continuing Resolution (CR) must be approved by October 1st in order to prevent a Federal government shutdown
- This is not without precedence:
 - 2018 had a 35 day lapse in appropriations

2024 Federal Budgeted Funding Levels



Agency Operating Budgets – Six Divisions

Core

Executive Office

Commissioners

Human Resources

Communications/
Diversity Office

Accounting and
Finance

Procurement/ IT

Real Estate Development/ Instrumentalities

Development
Department

Construction
Management

Asset Management

Capital Fund
Administration

Resident Empowerment

Resident Services

Homeless Initiatives

Homeless
Initiatives

Housing Choice Voucher

Housing
Choice
Voucher

Housing Management

Low Income Public
Housing

Migrant Housing

Farm Labor
Housing/
Emergency
Housing

Unrestricted
Properties

Core



- Assists and supports all departments, maintain effective internal and external partnerships, and develop and manage resources.
- Sometimes called the “COCC” or the “Central Office Cost Center”
- The Core division contains all the administrative functions of the Agency including: Human Resources, Executive Office, Commissioners, Communications, Diversity office, Accounting & Finance, Central Office Building, Procurement, Fleet & Facilities, and IT Services
- 59.7 Full-Time Employees

Real Estate Department

- Develop and maintain quality, affordable housing and create vibrant neighborhoods across Fresno County.
- RED includes the Real Estate Development, Construction Management team, and asset management team.
- 13.5 Full-Time Employees



Instrumentalities

- An “Instrumentality” is a legal entity, wholly-owned and operated by the Fresno Housing Authority
- Instrumentalities are used to accomplish specific goals:
 - Housing Relinquished Fund Corporation (HRFC): To further the supply of affordable housing
 - Housing Self-Insurance Corporation(HSIC): To insure the Agency against losses and deductibles not covered by third party insurance companies
 - Silvercrest, Inc: To act as the general partner in mixed finance developments
 - Villa Del Mar, Inc.: Original LLC for Villa del Mar , LP

Resident Empowerment

- Promote positive resident relations and provide educational, employment and wellness opportunities for residents
- Major revenues are grant funds from HUD and fees paid by the properties receiving services
- Major expenses include salaries & benefits, and resident services programming expenses
- 8.67 Full-Time Employees



Homeless Initiatives

- Support programs that provide shelter and assistance to homeless individuals across Fresno County
- Includes Continuum of Care, Shelter Plus Care, Special Needs Assistance grants, Homeless Management Information Systems (HMIS), Project Liftoff, etc...
- Major revenue sources are grant funds from federal, state and local partners
- Major expenses are payroll costs, supportive services, and dwelling rental payments made to landlords on behalf of the tenant
- 4.99 Full-Time Employees

Housing Choice Voucher

- Provides rental subsidies to over 13,000 eligible families to have access to quality, affordable housing across Fresno County
- Major revenues to HCV program are Administrative Fees paid by HUD
- Major expenses include salaries & benefits, and management and bookkeeping fees paid to Core
 - 82.38 full-time employees



Housing Management

- Represents the property management arm of the Agency, and ensures leased units are safe and well-maintained on behalf of residents
- Oversees 80 multi-family properties totaling over 4,100 units, including Public Housing, Mixed Finance/LIHTC, Farm Labor, Migrant, market-rate, and emergency housing
- 26.87 Full-Time Employees

2 Year Forecasting Based on Known Assumptions

OPERATING BUDGET	2024	2025
TOTAL INCOME	48,344,531	49,731,630
TOTAL EXPENSES	48,840,206	50,992,998
NET OPERATING INCOME	(495,675)	(1,261,368)
TOTAL NON-OPERATING EXPENSES	1,119,021	810,000
NET INCOME	(1,614,696)	(2,071,368)
UNRESTRICTED NET INCOME	(2,278,789)	(3,809,464)

Assumptions:

- Three-year MOU Agreement
- Healthcare cost estimates
- HCV Administrative Fee Proration and Lease up Rate Assumptions
- Estimated Developer Fees
- CalPERS rates and Unfunded Liability Payments

Budget Solution Toolkit



Next Steps: October and November

- Present Agency's 1st Draft of Budget
 - Including proposed budget recommendations
- Receive feedback
 - Boards
 - Staff
- Refine and adjust budget with the goal of a second draft in November

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 09/26/2023
AGENDA ITEM: 10a
SUBJECT: Consideration to Approve the Submission of the 2024 Agency Plans

AUTHOR: Aurora Ibarra,
Assistant Director
DEPARTMENT: Housing Choice
MEMO DATE: 09/19/2023

Executive Summary

The purpose of this memo is to request the Boards of Commissioners' approval to submit the 2024 Agency Plans which include the Annual Plan, Administrative Plan, and the Admissions & Continued Occupancy Plan (ACOP) for the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to the U.S. Department of Housing and Urban Development (HUD). These documents must be approved by the Boards of Commissioners and submitted to HUD at least 75 days before the end of the Agency's fiscal year, which is no later than October 17, 2023. Public comments were welcomed via mail, email, online, in person and by phone. The direct email address and phone number has been made available to all FH residents by email, public notice, and also available on our website.

As reported to the Boards of Commissioners in July and August, staff has been working internally along with the Resident Advisory Board (RAB) to incorporate feedback into the 2024 Agency Plans.

45-Day Comment Period

The 45-day public comment period began on July 28, 2023 and ended on September 11, 2023. The public comment period was announced via the Fresno Bee, the FH website and on FH social media platforms. The notice instructed the public on how to access, review, and comment on the proposed changes to the Plans. Comments were accepted 24 hours, 7 days a week via the dedicated email account, voicemail and on our website. Comments could also be submitted by phone or by mail during FH business hours. During the public comment period the three (3) draft versions of the Plans were made available electronically via the Fresno Housing (FH) website for review. Draft versions of the Administrative Plans and ACOPs were also available in print at the Central Office.

Staff from the Housing Choice Department (HCV) and Housing Management Division (HMD) held Resident Advisory Board (RAB) meetings with the respective program participants during the Agency Plan public comment period. The RAB members were reminded of the meetings via mail, email and by phone. Minutes from the August 9th and 10th meetings were shared last month. The RAB meeting minutes from August 30th and September 7th are attached to this memo, including public comments received online, via email and telephone (Attachments D1 – D3).

FH staff also opened comments up to the public at the Public Hearing, which was held at the regular August Boards of Commissioners Meeting on August 22, 2023. The general public was advised of the Public Hearing via the FH website and via email blasts to residents and participants. In addition, email blasts were sent to all FH residents to provide general information about the Agency Plans, how to access the

FRESNO HOUSING

drafts, and how to submit comments. All comments are attached to this memo as Attachment Below are the documents that will be submitted to HUD for review.

Documents:

Please follow the link to view attachments A1-C3: <http://fresnohousing.org/agencyplans>

- Attachment A1 – 2024 Annual Plan – Housing Authority of the City of Fresno (draft)
- Attachment A2 – 2024 Annual Plan – Housing Authority of Fresno County (draft)
- Attachment B1 – Summary of 2024 Proposed Changes HCV Administrative Plan (draft)
- Attachment B2 – 2024 Administrative Plan - Housing Authority of the City of Fresno (draft)
- Attachment B3 – 2024 Administrative Plan - Housing Authority of Fresno County (draft)
- Attachment C1 – Summary of 2024 Proposed Changes to ACOP (draft)
- Attachment C2 – 2024 ACOP - Housing Authority of the City of Fresno (draft)
- Attachment C3 – 2024 ACOP - Housing Authority of Fresno County (draft)
- Attachment D1 – Public Comments
- Attachment D2 – Public Housing RAB Meeting Summary Minutes – August 30, 2023
- Attachment D3 – Housing Choice Voucher RAB Meeting Summary Minutes – September 7, 2023

The Boards of Commissioners will be asked to adopt the 2024 Agency Plans (Annual Plan, Administrative Plan, and Admissions and Continued Occupancy Policy) at the September Board Meeting for submission to HUD no later than October 17, 2023.

Recommendation

It is recommended that the Boards of Commissioners approve the attached resolutions and authorize the CEO/Executive Director, Tyrone Roderick Williams, and/or his designee, to submit the 2024 Agency Plans: Annual Plan, Administrative Plan, and Admissions & Continued Occupancy Policy on behalf of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County by the deadline of October 17, 2023.

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING SUBMISSION OF THE 2024 ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2024 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 17, 2023.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER, 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

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING SUBMISSION OF THE 2024 ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD)

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2024 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 17, 2023.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER, 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

Comments received July 28, 2023 through September 11, 2023

Date of Comment	Method	Comment	FH Response
8/8/2023	Exchange	<p>COMMENT (Received Online) Project Based Housing Choice Vouchers should be made available to non Fresno Housing affordable housing developments on a routine basis. Fresno Housing is effectively restricting new affordable housing to be built in the community by reserving project based vouchers for their own developments instead of collectively sharing this resource with other affordable housing organizations that serve very low income households in the community. PBVs were made available to homeless serving projects this past year, but more needs to be done by Fresno Housing in terms of partnering with other affordable housing providers to meet the needs of the community. There is a lot of affordable housing needs throughout the county and Fresno Housing can do more by sharing this resource, project based vouchers, with other affordable housing providers, particularly non profit affordable housing providers.</p>	<p>Applications are not restricted to FH developments. The Agency may consider awards in the future to meet. The current RFQ for Project-based vouchers (PBVs) is now being solicited (April 21 - October 26, 2023 at 4:00 pm). RFQ documents can be located at Proposers can access the documents here: https://fresnohousing.org/partners/doing-business-with-fh/ The RFQ will make available up to 200 PBVs (with FH having the right to increase or decrease the number of PBVs to be made available) Categories: (1) Replacement Homekey Program Units; (2) New Homekey Program Units (3) If the applicant requests or the Agency deems it appropriate to award PBVs under the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program and the Agency approves the request (the Agency has the sole discretion to award or not award PBVs from their HUD-VASH voucher pool), the HUD-VASH are subject to HUD'S regulation governing PBVS . . . and subject to HUD's HUD-VASH program guidance issued in the Federal Register on September 27, 2021.</p>
8/11/2023	Exchange	<p>COMMENT (Received Online) They have provided some new property sites and managed to reopen the waiting list which since I have needed housing back in 2019 when the list was open, I was on that list and did not find housing because I do not make enough to qualify for any of the apartments in Fresno County nor can I afford anything new that is being built. Yes, the amount increased on the housing vouchers but not enough to qualify for anything due to the property managers raising the rents and qualifications of making three times the rent and no bad credit. I do not know any person that comes from the low-income bracket that is debt free or making more than 800 a month. How are we supposed to qualify for any housing when the odds are stacked against us from the beginning.</p>	<p>Within the voucher program, several policy changes have been implemented since 2019. As the commenter mentioned, the payment standards were increased, however, all opportunities that were made available by HUD were utilized, which included taking advantage of COVID waivers and applying for and receiving approval for more sustainable waivers that allow the payment standards to be set at a higher percentage than ever before. In addition, the two-hearts per bedroom voucher-issuance policy was also changed to one bedroom for the head of household (and spouse/co-head, if any), then one bedroom for each two persons, thereafter.</p>

8/11/2023	Exchange	COMMENT (Received Online) lower the prices of houses	The comment is appreciated.
8/15/2023	Email	COMMENT (Received by email) I Need Help Understanding These Plans.	Responded with a link to the drafts and public comment survey. Asked resident if they would like to set up a meeting to discuss proposed changes in person.
8/15/2023	Email	COMMENT (Received by email) Vouchers need to be increased due to the cost of living! You can't find a decent place! Sacramento has increased their vouchers and Fresno need to consider!	Your comment has been received. Thank you.
8/15/2023	Email	COMMENT (Received by email) I don't agree with any of it. It seem it's just a sneaky way to get people to lose their housing vouchers. Also to give a person a time limit on how long they can be on Section 8 is so unfair. I think things should be left the way they are and not force a person to participate in any program if they don't want. Maybe voluntary but not force a person or lose their voucher is wrong and will cause more homelessness then we already have. People should have their voucher and help for as long as they may need it especially with this inflation we can't afford to have more families to be homeless at all.	Thank you for your comment. There are no time limits as to how long someone can receive rental subsidy assistance, other than the requirement to meet initial and continued eligibility requirements and abiding by such things as house rules, and family obligations, etc.
8/15/2023	Exchange	COMMENT (Received Online) I feel that all the outdated units need to be made up to date we are living in different times. Swamp coolers do not provide the cool air they need to do most residents need to go and buy coolers to survive temperatures. We have weeks of non stop 3 digit heat. Also most Swamp coolers as I know don't even work and don't want to be fixed by apartment managers... they also take forever to fix anything. Those of us living in the low income units deserve to have livable units and safe ones. During covid the manager where I live just did the minimal to get me in... things were not ready.	The comment is appreciated. They can reach out to info@fresnohousing.org if they have specific questions.

8/15/2023	Exchange	<p>COMMENT (Received Online) What is the plan for the program and how much money is it going to change. It is already hard for families because some people won't take sec 8 because of people in the pass tearing up the property and people like me like that can't work for health reason and can't afford the high rent. I just don't understand how the rent keep doing up but nothing else is changing with it. I y'all have a job to do but what about people that needs this program to live and survive such as myself</p>	<p>The comment is appreciated. They can reach out to info@fresnohousing.org if they have specific questions.</p>
8/15/2023	Exchange	<p>COMMENT (Received Online) I have a few comments, but my main one is that tenants in the apartment do not know how to throw trash away instead they throw it infront my my apartment or patio door. 2. My car was broken into and stolen off the property and I was informed by the manager that there is nothing they can do nor is it there responsibility.</p>	<p>The comment is appreciated. They can reach out to info@fresnohousing.org if they have specific questions.</p>
8/15/2023	Exchange	<p>COMMENT (Received Online) Thank you please continue to help the people who really can't.</p>	<p>The comment is appreciated.</p>
8/15/2023	Email	<p>COMMENT (Received by Email) We are in receipt of the below email and within the email it says the following: "Below, you will find the plan draft, and two summaries, one is a high-level overview of the changes, the other is a breakdown of each change, side by side, including the rationale for the proposed changes." However the attachment as per this section were not included as part of their email. Please for attachments as detailed in the email. Thank you.</p>	<p>Responded with a link to the drafts and public comment survey.</p>

8/16/2023	Email	<p>COMMENT (Received by email) My name is Ke Shon Johnson, I am an HCV client on Esther Mendietta's case load. Recently I received notification that my rent would be raised in October. I would like to know exactly how the PHA modification will effect me as a client of the Fresno Housing Authority. At your earliest convenience, please respond with the requested information. Thank you for your time and consideration in this matter.</p>	<p>Responded with a link to the drafts and public comment survey. Asked resident if he would like to set up a meeting to discuss proposed changes in person. Resident requested to meet</p>
8/16/2023	Email	<p>COMMENT (Received by email) I'm still interested, but not sure where to start. Thank you Please if you can send mail all paperwork that would help? Thank you!</p>	<p>Responded with a link to the drafts and public comment survey. Asked resident if he would like to set up a meeting to discuss proposed changes in person.</p>
8/16/2023	Email	<p>COMMENT (Received by email) I read yr proposal I don't really understand all of them but there r some that sound great</p>	<p>Thank you for taking the time to review the proposed changes. If there is any item you would like further clarification on, please let me know and we can schedule an appointment to meet. Have a great day!</p>
8/16/2023	Phone/VM	<p>COMMENT (Received by email) Received email. Unable to leave public comment. Does not understand process.</p>	<p>Spoke to resident. Advised her the public comment was not a requirement. She did not wish to leave one at this time.</p>
8/16/2023	Phone/VM	<p>COMMENT (Received by email) Thank you for everything. I give you 5 stars</p>	<p>No further comment.</p>
8/16/2023	Email	<p>COMMENT (Received by email) Have cameras up to see who is breaking in to our mailboxes or putting a gate up so Noone can just come on the apartment grounds</p>	<p>Your comment has been received. Thank you.</p>

8/16/2023	Email	<p>COMMENT (Received by email) and you think I'm going to understand what it says here. this is more difficult to understand than the hieroglyphics found in the Egyptian pyramids. I have always said that things written like this in this way are written so that you do not understand them so that you remain equally or worse than confused, it is as if they were written by a political psychologist, a lawyer, a quantum professor, a mathematician, and artificial intelligence. as if all together together wrote this two or three times before publishing it. and in the end they can screw you and in the end you are left with what and when did this happen and in what way. I didn't understand but they screwed me.</p>	<p>Thank you. For your comment. It is understandable that reading the Draft Plans can be difficult with the redline edits. The redline edits are there to show the current Plan language and the new Plan language. This year HUD has required PHAs to implement HOTMA policy into their Plan, making it a lot of information to receive at once. We understand. Staff are always willing to answer your specific questions.</p>
8/16/2023	Email	<p>COMMENT (Received by email) Where is the link to draft and summaries? Only links to respond with comments.</p>	<p>Responded with a link to the drafts and public comment survey</p>
8/16/2023	Exchange	<p>COMMENT (Received Online) Hello, I am very concernd about the new proposals, for next year 2024 where it is very possible or very probable that I will be affected. As a beneficiary of this government program (HOUSING AUTHORITY), as I have understood in the pdf that they sent, the proposals are very worrying, and of course very stressful, I imagine that all of us who received this information are now worried about what could happen, I express my concern because in these mements where the economy is already very difficult, with the inflation that is being experienced and with our children in university, it is complicated and worrying to think what will happen if that proposal affects me, as I would do to pay very high rents, I think it will be a very bad decision to make changes that affect so many people, that we are only fighting to survive and that even with this housing aid we barely have enough to live, now imagine that it is likely that we lose this help . . . I think it is truly worrying for many people, God willing that they look for other ways and improvements to help people but not to affect them, sincerely.</p>	<p>No contact information was provided, however, they can reach out to info@fresnohousing.org and someone will reply.</p>

8/16/2023	Exchange	COMMENT (Received Online) Plans great, but need more feedback discussions on next September meeting . Thank	No contact information was provided, however, they can reach out to info@fresnohousing.org if they have questions in the future.
8/16/2023	Exchange	COMMENT (Received Online) I don't have any comments	No contact information was provided, however, they can reach out to info@fresnohousing.org if they have questions in the future.
8/16/2023	Exchange	COMMENT (Received Online) This is I live in the Sierra Plaza and I just want to know what is supposed to be happening in 2024 in regards to our housing this doesn't stipulate the out come at all.	The comment is appreciated. They can reach out to info@fresnohousing.org if they have specific questions.
8/16/2023	Exchange	COMMENT (Received Online) Yes! I'm interested not sure where how to start.. thank you	The comment is appreciated. They can reach out to info@fresnohousing.org if they have specific questions.
8/16/2023	Exchange	COMMENT (Received Online) I think it's a great idea to have some of these ideas for you to see if you wanted to do the same thing	The comment is appreciated. They can reach out to info@fresnohousing.org if they have specific questions.
8/17/2023	Phone	COMMENT (Received by email) As far as the proposed changes, as long as they are in our best interest I am ok with them.	Received comment via phone. Advised resident to call back should he need futher clarification on any item.
8/17/2023	Exchange	COMMENT (Received Online) Fresno housing is great and helps a lot of people. I hope this new plan that's developing is gonna do the same as helping everyone that needs help.	The comment is appreciated. No contact information was provided, however, they can reach out to info@fresnohousing.org if they have questions in the future.
8/21/2023	Email/Phone	COMMENT (Received by email) My comment is will there be a program,brought back for homeownership for section 8 voucher holders? back in the plans? so we can purchase a home.	Spoke to resident. Advised the home ownership program will return in the future. Details to come
8/21/2023	Exchange	COMMENT (Received Online) I think that you guys should do the calculations off of the net pay is instead of the girls some people make a lot of girls, but we do have to pay taxes. We do have to pay for people on welfare. We do have to pay for for three retirement by the time I bring something home, it's not enough and then you guys go off of what we make gross wise instead of what we bring home, which is not right that's my opinion.	Staff must follow each program's rules for determing program eligibility, and determing tenant rent portions. Depending on the program, those rules are governed at the State or Federal level. Gross income must be used to make these determinations. Eligible deductions are applied to reduce gross rent when determing tenant rent portions.

8/24/2023	Phone	COMMENT (Received voicemail) (Returned call) I think the program is great and I have no complaints. I follow the rules and keep my place clean.	Received voicemail. Returned call.
8/25/2023	Phone	COMMENT (Received voicemail) I received an email from you regarding a meeting. I read the email but I am not interested because I am 77 years old.	The comment is appreciated.
9/7/2023	Email	COMMENT (Staff Suggestion) Do we need to add request for verification of pregnancy in regards to Family with Minor children preference?	The Family with Minor Children preference was added to the 2023 Administrative Plan. Verifying eligibility for this preference will be by self-certification, or other documentation provided by the family.
9/8/2023	Email	COMMENT (Received by email) Longer extension times to find places to Rent. With the prices of rental units going up with no rent caps people will need more time to find places. Not to	Thanked client for the response
9/9/2023	Exchange	COMMENT (Received online) I applied this year for housing I was wondering. When exactly or how long until you guys do the lottery draft. For Fresno housing	Fresno Housing manages many interest lists, the largest being the Housing Choice Voucher (HCV) Interest List. Selections from the HCV Interest list will be conducted when funding is available. Selections from other Interest Lists are conducted as vacancies occur.
9/10/2023	Exchange	COMMENT (Received online) The zipcode based payment standards are completely out of touch with reality. There are so many BRAND NEW properties in the 93727 zip codes that are worth well over the limit Fresno Housing has calculated. That means many voucher holders are robbed of housing opportunities like myself. 93619 and 93727 are separated by a block. How is it possible that brand new homes in 93727 are valued by over \$1000 less than new homes one block north in 93619?	The Fair Market Rents (FMRs) are set by HUD and used by PHAs to set the Payment Standards. Payment Standards are currently set at the highest level allowed by HUD. Payment Standards must also be set within the voucher programs' individual budget authorities.

9/11/2023	Email	COMMENT (Received by email) I just want to say this program saved my life.	Thanked client for the response
9/11/2023	Exchange	COMMENT (Received online) I just want to say I am thankful for this program because it saved my life	The comment is appreciated.

Meeting Minutes

**Resident Advisory Boards (RAB) of the
City & County Public Housing Program**

Thursday, August 30, 2023

5:00 P.M.

The Resident Advisory Board (RAB) for the Public Housing (LIPH) program held a meeting on Wednesday, August 30th, 2023, via Zoom and in-person at the office located at 1260 Fulton Street Fresno, CA 93721, 2195 S Maud Street Fresno, CA 93706 (Fairview Heights complex), 1238 “P” Street Firebaugh, CA 93622 (Rios Villas complex) and 1445 Peach Street Selma, Ca 93662 (Cueva De Oso complex).

1. The meeting was called to order by Erika Gonzales at 5:15p.m. The staff and members present in person and virtual were as follows:

PRESENT: Public Housing Participants

Rosario Rodriguez, LIPH Resident (Virtual)
Michelle Gonzalez, LIPH Resident (Virtual)
Yolanda Perez, LIPH Resident (Virtual)
Lucy Casillas, LIPH Resident (Virtual)
Carmen Vasquez, LIPH Resident (In-Person)
Rosa Vazquez, LIPH Resident (In-Person)
Ruby Yanez, LIPH Resident (In-Person)
Noel Yanez, LIPH Resident (In-Person)
Michelle Lockhart, LIPH Resident (In-Person)
Olga Arauz, LIPH Resident (In-Person)
Vickie Corpus, LIPH Resident (In-Person)
Shante Ireland, LIPH Resident (In-Person)
David Acosta, LIPH Resident (In-Person)
Maria Rubio, LIPH Resident (In-Person)
Maria Martinez. LIPH Resident (In-Person)
Josefa Acosta, LIPH Resident (In-Person)
Catarina Contreras, LIPH Resident (In-Person)
Lamar Joyner, LIPH Resident (In-Person)
Madison Wallace, LIPH Resident (In-Person)
Agapito Rubalcava, LIPH Resident (In-Person)

ABSENT: Public Housing

Beatriz Acre-Castro

Luz Casillas
Maria Fuentes

Also in Attendance Were the Following:

Hilda Reeves, Assistant Director of Property Operations (In-Person)
Tracy Navarro, Senior Manager (In-Person)
Erika Gonzalez, District Manager (In-Person)
Stephanie Moreira, Compliance Manager (In-Person)
Crystal Aldape, Compliance Coordinator (In-Person)
Rosario Luna, Compliance Coordinator (Virtual)
Brittany Wiley, Compliance Coordinator (In-Person)
Joseph Martinez, Information Technology Support (In-Person)
Edgar Rodriguez, Senior Systems Administrator (In-Person)

2. Presentation:

- A. Erika Gonzalez thanked everyone for attending and explained the role of the RAB members and how their feedback is used to govern our Public Housing Program policies.
- B. Ms. Moreira went through the summary of changes including all HOTMA changes.
- C. Ms. Wiley presented a PowerPoint on Over Income section 103 of HOTMA.

3. Questions OR Feedback

Question: If I am getting child support deducted from my check does this still count towards my income?

Answer: Yes, Fresno housing will use your gross wages to determine income. Child support is considered a bill payment and we would not deduct the payments from total income received.

4. Adjournment

There being no further business to be considered by the RAB members and Fresno Housing staff, the meeting was adjourned at approximately 6:00p.m.

Meeting Minutes
Resident Advisory Boards of the
City & County Housing Choice Voucher Program

Thursday, September 7, 2023

5:00 p.m.

The Resident Advisory Board (RAB) for the Housing Choice Voucher (HCV) program held a meeting on Thursday, September 7th, 2023, via Zoom and in-person at the office located at 1260 Fulton Street, Fresno, California.

1. The meeting was called to order by Yolanda Keiser at 5:33p.m. The staff and members present and virtual were as follows:

PRESENT: **Housing Choice Voucher Participants**

Dora Castillo, HCV resident (In-Person)
Michael Fuller, HCV resident (In-Person)
Salina Barbo, HCV resident (In-Person)
David Zavala, HCV resident (Virtual)
Michelle Hambrick-Patterson, HCV resident (virtual)

ABSENT: Adriana Dominguez, HCV resident

Deborah Williams, HCV resident
Edward Hudson, HCV resident
Gina Sosa Gutierrez, HCV resident
Hyasha Anderson, HCV resident
Kawetta Taylor, HCV resident
Linear Adkins, HCV resident
Mary Barajas, HCV resident
Michelle Gonzales, HCV resident
Rebecca Doyle, HCV resident
Rosa Benitez, HCV resident
Tammie Nickles, HCV resident
Veronica Lemus, HCV resident
Victor Townsend, HCV resident

Also in Attendance Were the Following:

Yolanda Keiser, Quality Assurance Manager (In-Person)

Melissa Ortiz, Senior Quality Assurance Analyst (In-Person)

Anna Barajas, Program Integrity Specialist (In-Person)

Joseph Martinez, Information Technology Support (In-Person)

TOPICS:2. INTRODUCTION AND OVERVIEW

Yolanda Keiser welcomed all who were in attendance of the meeting and gave an overview of what the meeting was going to consist of. She informed the members that this meeting would be different from the last meeting and consist of a simple conversation of anything the members wanted to discuss with questions and answers.

3. RE-CAP OF LAST MEETING

Melissa Ortiz reminded the members that the public comment period closes next week on September 11, 2023 at 11:59 p.m. and began a re-cap of the last meeting's presentation.

i. Question: With asset verifications, will they be every 2 years?

Answer: Yolanda Keiser explained that assets must be verified every third year and reminded the members that they only have to provide verifications for what assets they actually have.

ii. Question: Michael (RAB member) asked "when will the drawing begin?"

Answer: We are still working off the lists we have and we will continue to pull as needed.

iii. Question: So you have to be on an interest list first, then you get selected to move to the waitlist and from there you get selected for Section 8 right? You say as needed but there are several people that need housing because they cannot afford rent these days but how will that work if they have to be pulled 3 times?

Answer: Our goal is to have a brand new list every year. If you are not chosen by the end of the year, you will be removed and the next year Fresno Housing will begin with a brand new list. You can always apply again the next year. "When needed" means applicants are selected from the interest list when the program has funding and/or vouchers available.

Salina Barbo commented, so when COVID happened it was different with vouchers, now there's a limit?

Yolanda Keiser responded you mean the RFTA's? During the time of COVID we granted longer extensions due to the difficulty in finding a place to lease up. Now we have gone back to the previous issuance amount of time which is 120 days. Certain exceptions still apply.

Dora Castillo commented, owners and landlords would ask you if you have section 8, then they didn't want to rent to you.

Yolanda Keiser mentioned that during the time of COVID owners desired Section 8 tenants because then they were receiving rent (Housing Assistance Payments/HAP).

- iv. Question: I have been on section 8 for a few years so why did the inspections decide to go back to every year? I heard that they were every 3 or 4 years. I heard that they were every few years and now they're back to every year.

Answer: during COVID inspections were conducted virtually and now we have gone back to in-person inspections. Inspections are conducted every year, or bi-annually if they passed without any fails for 2 years (biennial inspections). However, if there's a fail, then the next inspection will revert back to 1 year. Biennial inspections was implemented during COVID.

- v. Question: What is the Family Unification Program?

Answer: It is a referral based program. For example for youth out of foster care or when reuniting families with their minor children.

- vi. Question: What is the Mainstream Voucher Program

Answer: Mainstream is considered a referral-based program. This program serves households that include a non-elderly person or persons with disabilities under the age of 62.

- vii. These programs that are referral, you have to be referred to get on them?

Answer: Yes you have to meet the criteria in order to qualify for those programs.

- viii. Question: I was invited to do a painting class one time, is that still being offered? Like a one day event.

Answer: We have a company that teaches you a trade like painting and used to train residents in our vacant units. We contract with Sherwin Williams.

- ix. Question: How do we go about raising a rent from an owner?

Answer: A rent increase, it is not what the owner tells you have to pay, it is what we tell you. The owner provides you notice as a courtesy. We send a letter out confirming how much it is you will pay for rent. We require they give you a 60 day notice, we then run our Rent Reasonableness process, then we will let you know if it is approved and the amount you will pay by letter.

- x. Question: The self-help program that helps you build your own home. How would rent from Section 8 work, because if you qualify for a loan how would you qualify for Section 8?

Yolanda Keiser responded, The homeownership program will consist of "counseling" tailored to how to obtain financing and loan pre-approvals, among other things.

- xi. Question: Is there a program to help with credit repair?

Answer: FSS would be the department to start with as they typically provide third party resources.

Yolanda requested a reminder to send FSS information for home ownership information to all in attendance today.

Melissa Ortiz reminded the virtual attendees, David Zavala and Michelle Hambrick-Patterson to turn in their W9's. The W9's will be sent out to them. Stipend amounts are \$25 for the attendance of 1 meeting and \$50 for 2 meetings.

4. ADJOURNMENT

There being no further business to be considered by the RAB members and Fresno Housing staff, the meeting was adjourned at approximately 6:11p.m.



2024 Agency Plans

September 26, 2023

Boards of Commissioners Meeting



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **ENGAGED RESIDENTS**



Presentation Overview

- Timeline
- Public Comment Period
- Proposed Changes

Timeline

- 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: Public Hearing: Board Meeting: Update on public comments
- August 30: Public Housing Resident Advisory (RAB) Meeting
- September 7: HCV Resident Advisory (RAB) Meetings
- September 11: Official 45-day Public Comment period closes
- **September 26: Boards of Commissioners Meeting. Staff requests Board Adoption**
- **October 17: Final Submission to HUD**



Public Comment Period

- The 45-day public comment period ended September 11, 2023.
- Public Comment was announced in the Fresno Bee, FH's website and on FH social media platforms.
- Public comments could be submitted by mail, email, online, and voicemail.
- Draft versions of the Plans were made available via FH's website and available in print at the Central Office.
- Resident Advisory Board (RAB) Meetings:
 - HCV RAB Meetings: August 9th & September 7th
 - LIPH RAB Meetings: August 10th & August 30th
 - RAB Meeting Minutes with details are attached in your Board packets.



Comments Cont.

- Email blasts were sent to all FH residents to provide general information about the Agency Plans, how to access the drafts, and how to submit comments.
- Public Hearing took place August 22, 2023.
 - *The general public was advised of the Public Hearing via the FH website, via email blasts to residents and participants*
- Comments Received
- The Draft Plans will remain online for public review, however, the Public Comment Period did end on 9/11/2023
- <http://fresnohousing.org/agencyplans>

PHA Plan Adoption

- 2023 PHA Annual Plan
- 2023 Admissions & Continued Occupancy Policy
- 2023 Housing Choice Voucher Administrative Plan
- **October 17: Final Submission to HUD**

A photograph of a modern residential building with a walkway and a purple overlay containing the text "Questions?". The building features a mix of light beige and dark brown siding, white trim, and a prominent red door. A concrete walkway leads through the center of the frame, flanked by landscaped areas with young trees and yellow flowers. A purple semi-transparent banner is overlaid across the middle of the image, containing the word "Questions?" in white text. The sky is clear and blue.

Questions?

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 9/26/2023
AGENDA ITEM: 10b
SUBJECT: Consideration to Receive and File the 2022 Comprehensive Annual Financial Reports for the Housing Authority of the City of Fresno

AUTHOR: Nicole Diaz
DEPARTMENT: Finance & Accounting
MEMO DATE: 9/19/2023

Executive Summary

The purpose of this memo is to present the Comprehensive Annual Financial Reports of the Housing Authority of the City of Fresno for the year ending December 31, 2022, and ask the Boards of Commissioners to receive and file the audit results.

The auditors have issued an “unmodified opinion” that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An “unmodified opinion” is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor’s reports on the Schedule of Expenditures of Federal Awards, the Agency’s compliance with relevant laws and regulations, and internal controls. During the course of the audit, CohnReznick identified no material weaknesses and no significant deficiencies over financial reporting and compliance.

Noteworthy changes from 2021 to 2022 can be found in Management’s Discussion and Analysis (MD&A) of the attached audit report. Ahamadou Bocar and Jacky Tang, with CohnReznick, will also be in attendance at the September Board meeting to present a summary of the audit and answer any questions the Board of Commissioners may have.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno to receive and file the Comprehensive Annual Financial Reports for the year ending December 31, 2022.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by CohnReznick in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for*

FRESNO HOUSING

Federal Awards, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

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

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY
OF FRESNO TO RECEIVE AND FILE THE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED DECEMBER 31, 2022**

WHEREAS, the Housing Authority of the City of Fresno retained CohnReznick to conduct the annual audit of the financial statements for the period ending December 31, 2022 and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2022.

PASSED AND ADOPTED THIS 26th day of SEPTEMBER 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 Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 9/26/2023
AGENDA ITEM: 10c
SUBJECT: Consideration to Receive and File the 2022 Comprehensive Annual Financial Reports for the Housing Authority of Fresno County

AUTHOR: Nicole Diaz
DEPARTMENT: Finance & Accounting
MEMO DATE: 9/19/2023

Executive Summary

The purpose of this memo is to present the Comprehensive Annual Financial Reports of the Housing Authority of Fresno County for the year ending December 31, 2022, and ask the Boards of Commissioners to receive and file the audit results.

The auditors have issued an “unmodified opinion” that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An “unmodified opinion” is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor’s reports on the Schedule of Expenditures of Federal Awards, the Agency’s compliance with relevant laws and regulations, and its internal controls. During the course of the audit, CohnReznick identified no material weaknesses and no significant deficiencies over financial reporting and compliance.

Noteworthy changes from 2021 to 2022 can be found in Management’s Discussion and Analysis (MD&A) of the attached audit report. Ahamadou Bocar and Jacky Tang, with CohnReznick, will also be in attendance at the September Board meeting to present a summary of the audit and answer any questions the Board of Commissioners may have.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of Fresno County to receive and file the Comprehensive Annual Financial Reports for the year ending December 31, 2022.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by CohnReznick in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for*

FRESNO HOUSING

Federal Awards, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

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

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF FRESNO
COUNTY TO RECEIVE AND FILE THE AUDITED FINANCIAL
STATEMENTS FOR YEAR ENDED DECEMBER 31, 2022**

WHEREAS, the Housing Authority of Fresno County retained CohnReznick to conduct the annual audit of the financial statements for the period ending December 31, 2022 and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2022.

PASSED AND ADOPTED THIS 26th day of SEPTEMBER 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 Board of Commissioners



2022 Audit Results

September 26, 2023



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



Overview

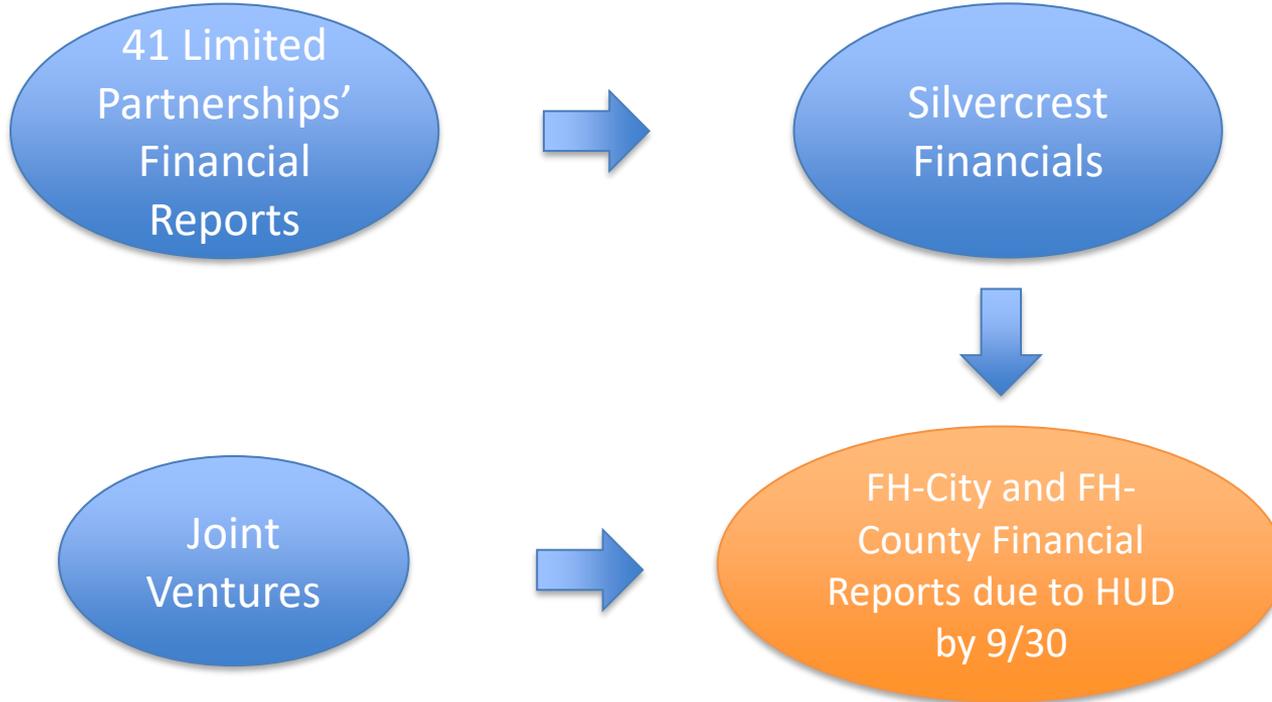
- Audit Process
- Financial Trends
- Auditor Presentation

Audit Process

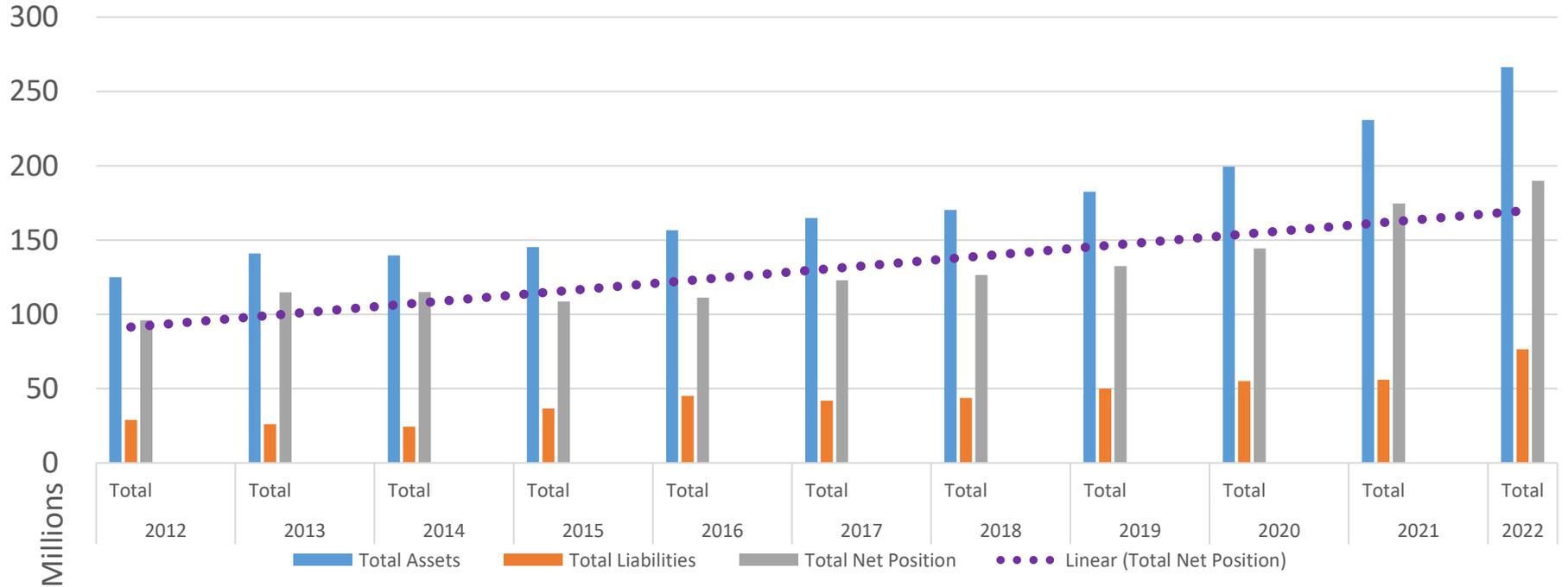
- January 10, 2023
 - Entrance Interview with Audit Committee
- January through July 2023
 - Auditors perform Internal Control Testing, Compliance and Financial test
- September 12, 2023
 - Exit Interview with Audit Committee
- September 26, 2023
 - Auditors report results to the Board and management



9 Month Long Process



Financial Trend



FRESNO HOUSING AUTHORITY

BOARD PRESENTATION

September 26, 2023

CohnReznick LLP



A member of
Nexia
International

CohnReznick is an independent
member of Nexia International



AUDIT RESULTS

- Basic Financial Statements as of and for the year ended 12/31/2022
- Unqualified opinion – clean opinion
- Communication with those charged with governance
 - No material weakness or significant deficiency reported
 - Adoption of new significant accounting principles: GASB 87
 - No disagreements with management

Questions or Comments?

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 9/26/2023
AGENDA ITEM: 10d
SUBJECT: Award of Interior Design and Furniture Installation Contract- Multiple Contractors for Specific Fresno Housing Properties.

AUTHOR: Rebecca Kelley
DEPARTMENT: Administrative Services
MEMO DATE: 9/8/2023

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a Interior Design and Furniture Installation contract for the following Fresno Housing (FH) Properties: The Arthur at Blackstone- Fresno, Corazon Del Valle- Huron, Avalon Commons- Fresno, Promesa Commons- Fresno, La Joya Commons- Firebaugh, and Step Up on 99- Fresno.

On February 8, 2023, staff issued a Request for Proposal (RFP) for Interior Design and Furniture Installation Services. Solicitation efforts included publication in the Fresno Bee, Business Journal, and the Fresno Housing's E-procurement website.

The proposed scope of work includes interior design, furniture procurement, coordination of furniture delivery and installation for six (6) FH residential sites. The deadline for questions was February 28, 2023 and the deadline for proposal responses was March 10, 2023.

Fresno Housing received multiple questions regarding the solicitation, that were answered on the Housing Agency Marketplace as addendum(s) 1-5. The Agency received seven (7) proposals for the a Interior Design and Furniture Installation project. After the Contract Facilitator (CF) received all seven (7) proposals, it was determined that only six (6) proposers were responsive and responsible. The six (6) proposers moved forward to the evaluation and interview rounds. The review panel included FH staff from the Real Estate Development Department, a staff member from the City of Fresno, and a community member.

After a comprehensive evaluation of the interviews, staff is recommending the following three (3) firms: Lorenz and Associates, Facility Designs, and EJL Atelier, to be awarded the Interior Design and Furniture Installation project(s). 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. The three (3) firms have a good professional reputation, the experience, qualifications, and pricing that is most advantageous to the Agency.

Recommendation

It is recommended that the Boards of Commissioners award the Interior Design and Furniture Installation project contract to the following three (3) firms: Lorenz and Associates, Facility Designs, and EJL Atelier, for an amount not to exceed (NTE) of \$250,000.00 per the 6 (six) FH property sites.

It is further recommended to authorize Tyrone Roderick Williams, Chief Executive Officer, and/or his designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

FRESNO HOUSING

Fiscal Impact

The proposed contract(s) with the following three (3) firms: Lorenz and Associates, Facility Designs, and EJM Atelier will be based on what FH property is assigned to each firm. Each FH Property NTE is \$250,000.00 and will be funded from the development project budget, with funding from the tax credit equity.

Background Information

Following within Fresno Housing Vision, Mission, and Goals, FH solicited for Interior Designers for Interior Design, Furniture Procurement, and Coordinations of Furniture Delivery for several FH properties that included but not limited to community rooms, offices, and resident units. The scope of work consisted of three (3) categories: Pre-project consultancy for residential unit design, Community room design consultancy, and furniture procurement.

Two (2) of the FH properties: Corazon Del Valle- Huron and Promesa Commons had Interior Design Firms subcontracted through the Architects contract. The Interior Design Firm for Corazon Del Valle- Huron was subcontracted through Mogavero Architect's contract. The Interior Design Firm Promesa Commons- Fresno was subcontracted through RL Davidons Architect's contract. Both Architect's contracts included interior design and furniture installation through the Design Development, Construction Documents, and Construction Administration phases.

RESOLUTION NO. _____

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

**RESOLUTION APPROVING THE CONTRACT FOR INTERIOR DESIGN AND
FURNITURE INSTALLATION WITH MULTIPLE CONTRACTORS FOR FRESNO
HOUSING**

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

WHEREAS, the Agency released a RPF For Interior Design and Furniture Installation; and

WHEREAS, the RFP was available on the Agency’s E-procurement website, and advertised in the Fresno Bee; and

WHEREAS, the Agency has received 7 (seven) proposals from Interior Design Firms for the following properties: The Arthur at Blackstone- Fresno, Avalon Commons- Fresno, Promesa Commons- Fresno, and Step Up on 99-Fresno; and

WHEREAS, Lorenz and Associates, Facility Designs, and EJM Atelier were 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 Lorenz and Associates, Facility Designs, and EJM Atelier for Interior Design and Furniture Installation for the following properties: The Arthur at Blackstone- Fresno, Avalon Commons- Fresno, Promesa Commons- Fresno, and Step Up on 99-Fresno, for an annual amount that is not to exceed \$250,000.00 per each property site.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno City do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or his designee, to negotiate and execute the contract for Interior Design and Furniture Installation for the following Fresno Housing Properties: The Arthur at Blackstone- Fresno, Avalon Commons- Fresno, Promesa Commons- Fresno, and Step Up on 99-Fresno and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 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

RESOLUTION NO. _____

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

**RESOLUTION APPROVING THE CONTRACT FOR INTERIOR DESIGN AND
FURNITURE INSTALLATION WITH MULTIPLE CONTRACTORS FOR FRESNO
HOUSING**

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

WHEREAS, the Agency released a RPF For Interior Design and Furniture Installation; and

WHEREAS, the RFP was available on the Agency’s E-procurement website, and advertised in the Fresno Bee; and

WHEREAS, the Agency has received 7 (seven) proposals from Interior Design Firms for the following properties: Corazon Del Valle- Huron and La Joya Commons- Firebaugh; and

WHEREAS, Lorenz and Associates, Facility Designs, and EJM Atelier were 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 Lorenz and Associates, Facility Designs, and EJM Atelier for Interior Design and Furniture Installation for the following properties: Corazon Del Valle- Huron and La Joya Commons- Firebaugh for an annual amount that is not to exceed \$250,000.00 per each property site.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or his designee, to negotiate and execute the contract for Interior Design and Furniture Installation for the following Fresno Housing Properties: Corazon Del Valle- Huron, and La Joya Commons- Firebaugh and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 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

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing
FROM: Tyrone Roderick Williams
Chief Executive Officer

DATE: September 19, 2023
BOARD MEETING: Sep 26, 2023
AGENDA ITEM: 10e
AUTHOR: Doreen Eley

SUBJECT: Consideration of Application to the U.S. Department of Housing and Urban Development for 2023 Continuum of Care Funding

Executive Summary

The purpose of this memo is to provide information to the Boards of Commissioners regarding funding applications for Continuum of Care (CoC) grants and request approval of the resolutions authorizing Fresno Housing to apply for this funding.

As a reminder, the Fresno-Madera Continuum of Care (FMCoC) is an entity organized to meet the requirements of the United States Department of Housing and Urban Development (HUD), to provide a comprehensive coordinated homeless response system with housing and services delivery called a continuum of care (CoC). The Fresno Madera Continuum of Care assists persons experiencing homelessness to make the critical transition from homelessness to independent or supportive permanent housing; accessing education, health and mental health services, employment training, and life skills development. FMCoC is dedicated to increasing community awareness of homelessness, issues endemic to this condition; and the development and implementation of strategies to create permanent solutions to homelessness in our community. For several years, Fresno Housing has been the lead applicant for the FMCoC.

Fresno Housing intends to submit five (5) renewal applications for a total of approximately \$1 million to the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) for the continued operation of programs assisting those experiencing homelessness and providing critical components of CoC infrastructure. Fresno Housing submitted applications to the local review panel on July 25, 2023. This local review panel met on August 29-30, 2023 and compiled a Priority List which was shared with the community and approved by the Fresno Madera Continuum of Care (FMCoC) Board of Directors.

Fresno Housing originally advanced six (6) projects for funding – three (3) permanent supportive housing, two (2) Homeless Management Information System and one (1) CoC Planning Grant. Prior to the competition, Fresno Housing made the decision to reallocate a legacy Shelter Plus Care project due to the antiquated scattered site housing and supportive services model that was

not serving participants nor supportive services partners well. During local review panel discussion, Fresno Housing was asked if it desired to reallocate the other legacy Shelter Plus Care program to make funding available for two (2) site-based rapid rehousing projects. After careful consideration of the agency portfolio in the realm of homelessness, it was decided the Agency would reallocate this program as well. Both these programs end in mid-2024; staff has already begun the process of consultation with partners to perform an assessment to ascertain the appropriate subsequent housing for participants – move to another permanent supportive housing program or transition in place to a Limited Preference Housing Choice Voucher.

Fresno Housing was recommended for the following renewal applications: three (3) Renaissance housing projects; with funding totals of almost \$200,000 and providing 69 units of housing; two (2) Homeless Management Information System (HMIS) projects with funding totaling \$322,270. HMIS currently has over 100 projects with over 250 HMIS users in the system. The data derived is used to inform the needs of the community homeless system as well as its effectiveness. In addition, data derived is used by federal, state and local funding sources; and one (1) CoC Planning Grant funded at \$567,902. This grant assists the FMCoC to perform various activities, including strategic planning functions with consultants such as HomeBase and Community Solutions, elements of the annual Point in Time Count and evaluation of all projects within the continuum.

HUD requires the Board of Commissioners approve submission of all CoC applications. The final applications, along with the community Consolidated Application is due to HUD on September 28, 2023.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno and the Board of Commissioners of the Housing Authority Fresno County adopt the attached resolutions authorizing: (a) submission of application to the U.S. Department of Housing and Urban Development for Continuum of Care program funding; (b) execution, by Chief Executive Officer Tyrone Roderick Williams, or his designee, of any resulting contract(s), and associated amendments; (c) to hire related personnel to administer the program(s) in accordance with the funding requirements, grant requirements and Agency budgets.

Fiscal Impact

CoC regulations require a 25% cash or in-kind match for funding awarded. Match requirements for Fresno Housing CoC programs are met using in-kind via both partner agency services and/or Fresno Housing administrative time. Although the Agency will submit funding proposals to the CoC, adjustments may be made through HUD final award. If Fresno Housing is successful in its applications, the funding and personnel required to execute the programs will be included in the 2024 budgets.

Background Information

Across the country, communities establish Continuums of Care to provide a coordinated response system to persons experiencing homelessness. These organizations are comprised of various stakeholders engaged in homeless services. The Fresno Madera Continuum of Care (FMCoC) has approximately forty (40) organizations including domestic violence, substance abuse, county mental health, county social services and nonprofit organizations.

Annually HUD conducts a national competition for CoC funding which lasts approximately ten weeks. Resultant rewards are largely based on the strength of the community Consolidated Application which is completed by the Collaborative Applicant - Fresno Housing acts as the Collaborative Applicant for the

FMCoC. In this application, the Collaborant Applicant details the community coordinated response to homelessness with strategies as alignment of resources across both CoC and non-CoC funding, the use of streamlined processes to provide appropriate housing services, known as Coordinated Entry and use of data analysis to gauge community progress towards reduction of homelessness. In recent years, Fresno has consistently scored in the top 20% of the country.

RESOLUTION NO. _____

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

**RESOLUTION APPROVING SUBMISSION OF 2023 U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD) CONTINUUM OF CARE PROGRAM FUNDING**

WHEREAS, the Housing Authority of the City of Fresno to submit grants for funding under the U.S. Department of Housing and Urban Development Continuum of Care Program; and,

WHEREAS, said program is intended to provide housing for individuals and families experiencing homelessness residing in Fresno County in addition to infrastructure need attendant to; and

WHEREAS, grant funding for varying renewal projects in the amount of approximately \$1 million and will collectively encompass the period of January 1, 2024 to December 31, 2024; and

WHEREAS, the Housing Authority of the City of Fresno as the Collaborative Applicant appointed by the Fresno Madera Continuum of Care, will act as the lead agency to ensure a coordinated response to homelessness.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, authorize and empower Tyrone Roderick Williams, Chief Executive Officer or his designee for the following actions needed to move forward with recipient of grant funding:

1. Authorize the Agency to receive awards of grant funding from the U.S. Department of Housing and Urban Development in the amount of approximately \$1 million to operate both supportive housing and infrastructure needs for the Fresno Madera Continuum; and,
2. Authorize the Agency to execute all documents related to the acceptance of the award and the creation of interim housing.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER, 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

RESOLUTION NO. _____

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

**RESOLUTION APPROVING SUBMISSION OF 2023 U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT (HUD) CONTINUUM OF CARE PROGRAM FUNDING**

WHEREAS, the Housing Authority of Fresno County to submit grants for funding under the U.S. Department of Housing and Urban Development Continuum of Care Program; and,

WHEREAS, said program is intended to provide housing for individuals and families experiencing homelessness residing in Fresno County in addition to infrastructure need attendant to; and

WHEREAS, grant funding for varying renewal projects in the amount of approximately \$1 million and will collectively encompass the period of January 1, 2024 to December 31, 2024; and

WHEREAS, the Housing Authority of the City of Fresno as the Collaborative Applicant appointed by the Fresno Madera Continuum of Care, will act as the lead agency to ensure a coordinated response to homelessness.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, authorize and empower Tyrone Roderick Williams, Chief Executive Officer or his designee for the following actions needed to move forward with recipient of grant funding:

1. Authorize the Agency to receive awards of grant funding from the U.S. Department of Housing and Urban Development in the amount of approximately \$1 million to operate both supportive housing and infrastructure needs for the Fresno Madera Continuum; and,
2. Authorize the Agency to execute all documents related to the acceptance of the award and the creation of interim housing.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER, 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



Continuum of Care

Board of Commissioners

September 26, 2023



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



Purpose of a Continuum of Care (CoC)

- An effective homeless response system
- Various community stakeholders
 - Requirement for a community to receive HUD CoC funding
 - Fresno Madera Continuum of Care (FMCoC)
 - *Local jurisdictions, nonprofit organizations, victim service providers, school districts, persons with lived experience*

Homeless Response System

- Collaborative Applicant – Fresno Housing
- Coordinated Entry System – Poverello House
- Homeless Management Information System (HMIS) Lead Agency – Fresno Housing
- Stakeholder agencies – both funded and non-funded



Homeless Response System Funding

- HUD CoC
 - Approximately \$11.5 million
 - Annual competition
- HUD - Emergency Solution Grant (ESG)
 - City & County are entitlement jurisdictions
- State of California
 - Various programs from state agencies, i.e. CDSS
 - Homeless Housing, Assistance and Prevention
 - Homekey



Questions???

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 09/26/2023
AGENDA ITEM: 10f
SUBJECT: Approval of Sale of Helm Home located at 1749 L Street

AUTHOR: Jazmin Gallardo
DEPARTMENT: Real Estate Development
MEMO DATE: 09/20/2023

Executive Summary

The Helm Home, located at 1749 “L” Street in Fresno, CA (APN: 466-132-01) (“Property”), is a local historically registered property owned by the Housing Authority of the City of Fresno (FH). Over the past few months, Staff have been working towards a potential sale of the Property. The Property has been marketed for both residential and commercial uses. Selling the Property provides Fresno Housing with the opportunity to help fund future affordable housing developments and further the Agency’s core mission – to construct and operate housing for our residents.

In 2021, when the Agency purchased 1260 Fulton Street, the Boards of Commissioners provided a clear directive to staff to pursue the sale of both the Helm Home and the Pine Warehouse (which is not part of this action item but is also in escrow for sale). The position of the Boards was reaffirmed last year. Based on this direction, Staff has taken steps to prepare for the sale of both properties.

The Helm Home is currently being marketed for sale and the Agency has received a number of offers from interested buyers. Prior to this open session item, staff will discuss price and terms of the sale of an offer by Joe Anaya and Maribel Vera-Anaya with the Boards in closed session. In open session, the Board may consider and approve granting delegation of authority to Tyrone Roderick Williams, CEO, to negotiate and finalize the sale of the Property. Once finalized, the price and terms of payment for the Helm Home will be reported out to the public.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing Authority consider the attached resolution delegating authority to Tyrone Roderick Williams, Chief Executive Officer, to negotiate and complete the sale of Helm Home, located at 1749 L Street in Fresno, CA, subject to terms of sale discussed in closed session and acceptable to the Board and further authorize 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 all ancillary documents in connection with sale of the Property.

FRESNO HOUSING

Fiscal Impact

Helm Home is listed for sale at a purchase price of six hundred and twenty-five thousand dollars (\$625,000).

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF
FRESNO, CA TO EXECUTE THE SALE OF THE HELM HOME LOCATED AT 1749 L
STREET, FRESNO CA (APN: 466-132-01)

WHEREAS, Housing Authority of the City of Fresno, CA (HACF) is the owner of the Helm Home, a property located at 1749 L Street., Fresno CA (APN: 466-132-01); and

WHEREAS, the Housing Authority of the City of Fresno purchased the Helm Home along with other properties located on L street in March 2010; and

WHEREAS, HACF rehabilitated the Historic Property and hosted a number of nonprofits and community-based organizations to deliver services to the community; and

WHEREAS, HACF has marketed the Property as both residential and commercial and received offers to purchase the property; and

WHEREAS, HACF has received a competitive offer from Joe and Maribel Anaya that the Board has considered such terms of sale and discussed in closed session; and

WHEREAS, the Board desires to delegate authority to Tyrone Roderick Williams, Chief Executive Officer, to negotiate and complete the sale of 1749 L Street in Fresno, CA, subject to terms of sale discussed in closed session and acceptable to the Board; and

WHEREAS, any potential sales proceeds will be available to fund future affordable housing development and further the Agency's core mission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA, does hereby delegate authority and authorize Tyrone Roderick Williams, Chief Executive Officer, and/or his designee, to complete the sale of the Property and further authorize 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 all ancillary documents in connection with the sale of the Property.

PASSED AND ADOPTED THIS 26th day of September 2023 by 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: 09/26/2023
AGENDA ITEM: 10g
SUBJECT: Authorization to Amend the HCD Homekey Standard Agreement for the Promesa Commons Development (fka Sun Lodge)

AUTHOR: Eduardo Rodriguez
DEPARTMENT: Real Estate Development
MEMO DATE: September 20, 2023

Executive Summary

The purpose of this memo is to request certain approvals from the Boards of Commissioners related to amending the California Department of Housing and Community Development's ("HCD") Homekey Standard Agreement, in order to reflect current ownership information and all entities within the Fresno 1101 Parkway, LP.

On August 25, 2020, the Boards ratified a Purchase and Sale Agreement for Day's Inn, a 97-room motel located on 2.6 acres at 1101 N. Parkway Drive, Fresno, CA (APN: 449-270-41) (the "Property"). The Housing Authority of the City of Fresno, California ("HACF") subsequently received an award of funding from the HCD Homekey program to acquire the Property. While HACF received the grant funding and executed a Standard Agreement, HCD agreed to allow Silvercrest, Inc., to assume ownership of the Property. On November 17, 2020, the Boards approved an assignment of the Purchase and Sale Agreement to Silvercrest, Inc. This ownership transfer enabled Silvercrest, Inc. to qualify the property for a welfare tax exemption.

In May 2022, the Boards approved an omnibus resolution to close tax credit financing and transfer the Property to the Fresno 1101 N Parkway, LP, in which Silvercrest, Inc. is the Managing General Partner. The project financing included a residual receipts loan from HACF in an equal amount to the grant funding received under the Homekey program (\$5,858,779). This loan was comprised of funding to acquire the Property (\$4,790,000) and funds expended in its 2020 repair scope. The requested Amendment to the Standard Agreement will update the ownership information to reflect the Fresno 1101 N Parkway, LP as the owner and Silvercrest, Inc. as its Managing General Partner.

Staff is recommending that the Board adopt the attached resolutions, drafted by our affordable housing finance counsel, Ballard Spahr LLP, that address the amendment required by HCD.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the actions needed to amend the Standard Agreement ownership information 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.

FRESNO HOUSING

1. Authorize the Housing Authority of the City of Fresno, CA, to amend the Standard Agreement with the Fresno 1101 N Parkway, LP, as its owner and Silvercrest, Inc. as its Managing General Partner.
2. Authorize Tyrone Roderick Williams, 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 behalf; and as administrative general partner of the Partnership; and
3. Provide for other matters related thereto.

Fiscal Impact

Staff anticipates negligible legal fees associated with this action.

Background Information

Promesa Commons, formerly Sun Lodge and Day's Inn, was acquired as a 97-room homeless shelter through Project Homekey. The site is located on 2.6 acres at 1101 N. Parkway Drive, Fresno, CA (APN: 449-270-41). Tax credit financing closed on June 6, 2022. The project is now eighteen months into construction and has an anticipated completion date in December 2023.

Past Board Actions

- May 2022 - Approval of Omnibus Resolution to close financing
- December 14, 2021 - Approval to accept Low-Income Housing Tax Credit (LIHTC) Award from the California Tax Credit Allocation Committee (CTCAC).
- August 24, 2021 - Approval to apply for Multifamily Housing Program (MHP) funds
- August 24, 2021 - Award of Project-Based Vouchers
- June 28, 2021 - Approval to Apply for various funding applications, including Tax Credits, enter into an MOU with Silvercrest, Inc., enter into a Partnership Agreement with Silvercrest, Inc., authorize \$2,000,000 HRFC Loan.
- November 17, 2020 - Day's Inn Omnibus Resolution assigning PSA to Silvercrest, Inc.; authorizing Silvercrest, Inc. to acquire the Property; and negotiating and executing the Homekey Standard Agreement and Grant Agreement
- August 25, 2020 - Ratified Purchase and Sale Agreement for Day's Inn
- February 28, 2023 - Ratified Donation of Promesa Commons from Silvercrest, Inc.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA, IN ITS CAPACITY AS THE MANAGER AND SOLE MEMBER OF FRESNO 1101 PARKWAY AGP, LLC, APPROVING AN AMENDMENT TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) HOMEKEY STANDARD AGREEMENT (20-HK-00006)

WHEREAS, the Housing Authority of the City of Fresno, California (the "*Housing Authority*") seeks to expand the availability of affordable rental housing to low-income persons within the City of Fresno; and

WHEREAS, the State of California through the Department of Housing and Community Development ("*HCD*") previously awarded grant funds to the Housing Authority through the Homekey Program pursuant to a Standard Agreement (20-HK-00006), dated November 24, 2020 (the "*Homekey Standard Agreement*"), in the amount of \$5,858,779.00 (the "*Homekey Funds*"), which Homekey Funds were disbursed by HCD to the Housing Authority pursuant to the terms of the Homekey Standard Agreement and applied toward eligible costs of the Housing Authority's affordable housing project known as Promesa Commons (f/k/a Sun Lodge) (the "*Project*"); and

WHEREAS, in connection with the development and tax-credit financing of the Project, the Housing Authority entered into an Operating Agreement dated as of September 24, 2021, pursuant to which the Housing Authority is the manager and sole member of Fresno 1101 Parkway AGP, LLC, a California limited liability company (the "*Administrative General Partner*"), and the Housing Authority filed Articles of Organization with the California Secretary of State on September 7, 2021; and

WHEREAS, the Administrative General Partner, together with Silvercrest, Inc., entered into an Agreement of Limited Partnership dated as of September 24, 2021, pursuant to which the Administrative General Partner is the "*Administrative GP*" and Silvercrest, Inc. is the "*Managing GP*", and Silvercrest, Inc. is the "*Limited Partner*" of Fresno 1101 Parkway, LP, a California limited partnership (the "*Partnership*"), and also filed a Certificate of Limited Partnership with the California Secretary of State on September 9, 2021; and

WHEREAS, the Administrative General Partner, Silvercrest, Inc., as managing general partner (the “*Managing General Partner*”) and withdrawing limited partner, U.S. Bancorp Community Development Corporation, a Minnesota corporation (“*USBCDC*”), as substitute limited partner, and U.S. Bank National Association, a national banking association, as state credit partner (in such capacity, “*USBNA*”; USBCDC and USBNA together, the “*Investor Limited Partner*”) entered into an Amended and Restated Agreement of Limited Partnership of Fresno 1101 Parkway, LP, dated June 6, 2022, which sets forth, among other things, that the Partnership will own and operate the Project; and

WHEREAS, the Partnership acquired the Project from Silvercrest, Inc. pursuant to a Grant Deed dated June 7, 2022; and

WHEREAS, to reflect the change in ownership of the Project associated with the development and tax-credit financing of the Project, the Housing Authority, as the manager and sole member of the Administrative General Partner, and as original grantee under the Homekey Standard Agreement, has determined to amend the Homekey Standard Agreement, with approval of HCD, to reflect the Partnership as the Project owner.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, acting in its capacity as manager and sole member of the Administrative General Partner, do hereby authorize the execution and delivery of an amendment to the Homekey Standard Agreement for the purposes described herein, and further authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and Michael Duarte, Chief Real Estate Officer, as authorized officers of the Administrative General Partner, and/or their respective designees, to negotiate and execute any and all related documents necessary or desirable to consummate such amendment.

The Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby:

1. Authorize the Housing Authority of the City of Fresno, California, in its capacity as the manager and sole member of the Administrative General Partner, to amend the Homekey Standard Agreement to reflect Fresno 1101 N Parkway, LP as Project owner, with the Housing Authority as Administrative General Partner and Silvercrest, Inc. as Managing General Partner; and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their respective designees to execute documents on behalf of the Housing Authority of the City of Fresno, in its capacity as the manager and sole member of the Administrative General Partner; and

3. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 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:

Adrian Jones, Chair of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION TO APPROVE AN AMENDMENT TO THE CALIFORNIA DEPARTMENT
OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) HOMEKEY STANDARD
AGREEMENT (20-HK-00006)

WHEREAS, the Housing Authority of the City of Fresno, California (the "*Housing Authority*") seeks to expand the availability of affordable rental housing to low-income persons within the City of Fresno; and

WHEREAS, the State of California through the Department of Housing and Community Development ("*HCD*") previously awarded grant funds to the Housing Authority through the Homekey Program pursuant to a Standard Agreement (20-HK-00006), dated November 24, 2020 (the "*Homekey Standard Agreement*"), in the amount of \$5,858,779.00 (the "*Homekey Funds*"), which Homekey Funds were disbursed by HCD to the Housing Authority pursuant to the terms of the Homekey Standard Agreement and applied toward eligible costs of the Housing Authority's affordable housing project known as Promesa Commons (f/k/a Sun Lodge) (the "*Project*"); and

WHEREAS, in connection with the development and tax-credit financing of the Project, the Housing Authority entered into an Operating Agreement dated as of September 24, 2021, pursuant to which the Housing Authority is the manager and sole member of Fresno 1101 Parkway AGP, LLC, a California limited liability company (the "*Administrative General Partner*"), and the Housing Authority filed Articles of Organization with the California Secretary of State on September 7, 2021; and

WHEREAS, the Administrative General Partner, together with Silvercrest, Inc., entered into an Agreement of Limited Partnership dated as of September 24, 2021, pursuant to which the Administrative General Partner is the "Administrative GP" and Silvercrest, Inc. is the "Managing GP" (collectively the "*General Partners*"), and Silvercrest, Inc. is the "Limited Partner" of Fresno 1101 Parkway, LP, a California limited partnership (the "*Partnership*"), and also filed a Certificate of Limited Partnership with the California Secretary of State on September 9, 2021; and

WHEREAS, the Administrative General Partner, Silvercrest, Inc., as managing general partner (the "*Managing General Partner*") and withdrawing limited partner, and U.S. Bancorp Community Development Corporation, a Minnesota corporation ("*USBCDC*"), as substitute

limited partner, and U.S. Bank National Association, a national banking association, as state credit partner (in such capacity, “*USBNA*”; USBCDC and USBNA together, the “*Investor Limited Partner*”) entered into an Amended and Restated Agreement of Limited Partnership of Fresno 1101 Parkway, LP, dated June 6, 2022, which sets forth, among other things, that the Partnership will own and operate the Project; and

WHEREAS, the Partnership acquired the Project from Silvercrest, Inc. pursuant to a Grant Deed dated June 7, 2022; and

WHEREAS, to reflect the change in ownership of the Project associated with the development and tax-credit financing of the Project, the Housing Authority has determined to amend the Homekey Standard Agreement, as original grantee thereunder, with approval of HCD, to reflect the Partnership as the Project owner, and Silvercrest, Inc. as the managing general partner of the Partnership.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize the execution and delivery of an amendment to the Homekey Standard Agreement for the purposes described herein, and further authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their respective designees to negotiate and execute any and all related documents necessary or desirable to consummate such amendment.

The Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby:

1. Authorize the Housing Authority of the City of Fresno, California to amend the Homekey Standard Agreement to reflect Fresno 1101 N Parkway, LP as Project owner, and Silvercrest, Inc. as its Managing General Partner; and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their respective designees to execute documents on behalf of the Housing Authority of the City of Fresno, California; and
3. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 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:

Adrian Jones, Chair of the Boards of Commissioners