



# Joint Meeting of the Boards of Commissioners Of Fresno Housing

March 26, 2024

5:00 P.M.

Fresno Housing

1260 Fulton St.

2nd Floor (Mosaic Conference Room)

Fresno, CA, 93721



## Meeting Book - Joint Meeting of the Boards of Commissioners Of Fresno Housing

### 1. Call to Order

### 2. Approval of the Agenda as Posted

The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention of the Authority after the posting of this agenda.

### 3. Public Comment and Presentations

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

### 4. Potential Conflicts of Interest

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

### 5. Governance Matters

#### a. CEO's Report - Presented by Tyrone Roderick Williams

CEOs REPORT

4

#### b. Commissioner's Report

### 6. Consent Agenda

All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissioners 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 for February 27, 2024 Joint Board Meeting

Approval of the minutes of the Board Meeting

February 27, 2024 Joint Board Minutes

12

#### b. Consideration of a HCD HOME Funding Application for La Joya Commons Phase II, formation of an Limited Partnership

Memo HAFC HCD HOME App - La Joya Commons II

21

County Reso HAFC HCD HOME App - La Joya Commons II

24

County Reso HCD La Joya Commons II HAFC

26

#### c. Consideration of HCD Home Funding Application for Cordillera Commons, formation of an Limited Partnership

Memo HAFC HOME Partnership Program Cordillera Commons

29

County Reso HCD HCD HOME Partnership Cordillera Commons

32

County Reso HAFC HCD HOME Partnership Cordillera Commons

35

#### d. Consideration of an update to the Hours of Work Policy

Memo Hours of Work Policy	37
Hours of Work Policy	38
City Resolution - Hours of Work Policy	41
County Resolution - Hours of Work Policy	42
e. Consideration of an update to the Anti-fraud and Ethics Policy	
Memo Anti-Fraud Ethics Policy	43
Anti Fraud Ethics Policy and Procedure	44
City Resolution - Anti-Fraud Ethics Policy	52
County Resolution - Anti-Fraud Ethics Policy	53
7. Action	
a. Consideration of 2023 Agency Operating Budget Results	
Memo 2023 Agency Financial Results	54
2023 Agency Financial Results	57
City Resolution 2023 Year-End Agency Financial Results	58
County Resolution 2023 Year-End Agency Financial Results	59
Presentation 2023 Agency Financial Results	60
b. Consideration of an Administrative Agreement Between Fresno Housing and Beyond Housing Foundation	
Memo Update on Beyond Housing Foundation	67
Administrative Services Agreement	68
City Resolution - Update on Beyond Housing Foundation	73
County Resolution - Update Beyond Housing Foundation	74
Presentation Update on Beyond Housing Foundation	75
8. Information Item	
a. Development Update	
Memo Real Estate Update	82
b. Update on HRFC Reserves	
Memo Update on Housing Relinquished Fund Corporation Reserves	83
Presentation Update on HRFC Reserves	84
9. Adjournment	

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# EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Tyrone Roderick Williams

Chief Executive Officer

**SUBJECT:** CEO's REPORT

**DATE:** March 11, 2024

**BOARD MEETING:** March 26, 2024

**AGENDA ITEM:** 5a

**AUTHOR:** Various Staff

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## Executive Summary

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

## PLACE

### Overview

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

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

## Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Esperanza Commons ( <i>fka Mendota Farm Labor</i> )	Stabilization	241 Tuft Street Mendota, CA	60	100%
Corazón del Valle Commons ( <i>fka Huron RAD</i> )	Stabilization HCD HOME Awarded CPF Funds Awarded	Fresno and 12 <sup>th</sup> Street Huron, CA	61	100%
The Arthur @ Blackstone ( <i>fka Blackstone/Simpson</i> )	Stabilization	3039 N Blackstone Avenue Fresno, CA	41	100%
Promesa Commons ( <i>fka Sun Lodge/Day's Inn</i> )	Under Construction	1101 N. Parkway Drive Fresno, CA	64	99.87%
Avalon Commons Phase I ( <i>fka Chestnut/Alluvial</i> )	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	40%
La Joya Commons Phase I ( <i>fka Firebaugh Family</i> )	Under Construction Pending AHP Application	1501 Clyde Fannon Road Firebaugh, CA	68	10%
Manzanilla Commons ( <i>fka Step Up on 99/Motel 99</i> )	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	11.33%
Heritage Estates ( <i>fka Florence &amp; Plumas</i> )	Pre-Development City of Fresno PLHA and FHS Awarded Pending AHP Application	146 E. Florence Ave. Fresno, CA	33	N/A
Cordillera Commons Phase I ( <i>fka San Joaquin Commons</i> )	Pre-Development HCD HOME Application Due 4/9/24	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
Parkside Inn/Golden State Triage	Pre-Development City of Fresno CDBG/HOME-ARP Awarded Pending CTCAC Application Pending AHP Application	1415 W. Olive Avenue, Fresno	39	N/A

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 City of Fresno CDBG Awarded	7521 N. Chestnut Ave. Fresno, CA	45	N/A
La Joya Commons Phase II ( <i>fka Firebaugh Family</i> )	Pre-Development HCD HOME Application Due 4/9/24	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

Our Promesa Commons project will have its Grand Opening on April 2, 2024.

### 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
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## 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

During the month of March, our Supervisor Academy agenda featured a "Conflict Resolution and De-Escalation" workshop that equips participants with strategies to navigate conflicts effectively and a "Labor and Employee Relations" workshop delves into the intricate dynamics of labor relations and discusses practical implementation of the Memorandum of Understanding. Our Aspire Academy has also covered "Labor and Employee Relations" as well as "Performance Development and Management."

From a safety perspective, our topic of the month has focused on "Ergonomics." We have emphasized the importance of preventive measures relative to repetitive motion injuries, stretching throughout the day, maintaining proper posture, and evaluating workstation arrangement. The objective is to ensure a work environment that minimizes workplace injuries while promoting employee well-being.

### Human Resources

The Human Resources department is in varying stages of conducting recruitment for the job titles noted below. Over the last month, **11** interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Housing Specialist	Both	2	Housing Choice Voucher

Maintenance & Capital Improvements Manager	Both	1	Property Management
Maintenance Technician	Both	3	Property Management
Real Estate Development Manager	Both	1	Real Estate Development
Property Specialist II	Both	3	Property Management
Senior 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	3/11/2024	Monique Ortega	Compliance Coordinator	Property Management
New Hire	3/11/2024	Maria Velez	Property Specialist II	Property Management
New Hire	3/11/2024	Emma Varela	Property Specialist II	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

### Executive Summary

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	1187	43	96.20%
COUNTY OF FRESNO			

County of Fresno	1282	73	94.07%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	191	145	24.08%
Hold/In Construction	232	73	53.87%

## Property Management

Garland Gardens staff in Fresno is working with Central Crime Prevention to plan the “3<sup>rd</sup> Annual Pleasant Street Block Party”. Each year, several apartment managers and owners from the neighborhood shut down the street and bring the entire neighborhood together. The purpose is to get to know one another and promote community safety. Together with other owners and partners, we provide food, entertainment, and information on services to the entire neighborhood. Garland Gardens and Resident Empowerment Staff have participated in the event since it began in 2022. The event will take place in the summer.

Garland Gardens will also host a Resident Safety Meeting on March 20, 2024.

Staff in Parlier is preparing for Opening Day at the Parlier Migrant Center. Families are expected to arrive on April 9<sup>th</sup>.

## Lease-Ups

Citrus Gardens in Orange Cove is 100% occupied as of March 1, 2024. All new and returning families have moved into the newly renovated property.

Move-ins for The Arthur @ Blackstone begin the week of March 11, 2024. We are extremely excited to welcome our resident’s home.

Leasing efforts continue at Esperanza Commons in Mendota and Corazon Del Valle in Huron. We also expect Promesa Commons to come online before the end of March.

## Finance and Accounting

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

## Resident Empowerment

### Read Across America

Fresno Housing (FH) youth participated in Read Across America events hosted at FH properties and at their school sites. The nationwide event celebrates reading in celebration of Dr. Suess’s birthday, which is on March 2<sup>nd</sup>. Youth participated in various activities including reading circles with guest readers, arts and crafts, book giveaways, reading challenges, and more.

Parc Grove Commons

Cedar Courts

Granada Commons

Villa Del Mar

Yosemite Village

### **STEAM Night at Parc Grove Commons**

In Partnership with Fresno Unified, a Science, Technology, Engineering, Arts, Math (STEAM) Night will be held at Parc Grove Commons on April 25<sup>th</sup> at 5:00 pm. Youths will have the opportunity to engage in various experiments and hands-on activities along with their family members. Partners will attend providing educational resources to families including early learning, literacy, and CalKids enrollment. Families will also enjoy food, entertainment, and raffle prizes.

### **Veterans Housing and Resource Summit**

Fresno Housing is partnering with organizations such as RE/MAX Gold, Guild Mortgage, Veterans Affairs, CALVET, and Better Solutions to educate and empower local Veterans in this first exclusive free summit. The Veteran Housing and Resource Summit will take place on Saturday, April 13, 2024, at Parc Grove Commons. The informative event aims to educate Veterans on topics such as Veteran Home Buying, Veteran Loan Process, Budgeting and Credit Basics, and CALVET services. In addition to the education, resource tables will be available that include information on health, employment, education, housing, and more.

### **Mendota Job Fair at Rios Terrace**

Fresno Housing and our HR extraordinaire Glenn held a Job Fair in Mendota for our residents at Rios Terrace on March 7, 2024. About 30 residents were able to meet with eight (8) employers to learn and apply for available jobs in the Mendota area from education, health, social services, and housing employers.

Our next job fair is going to be held on Thursday, April 11, 2024, from 4-7 pm at Oak Grove in Parlier.

### **Unmet Transit Needs Assessment Meeting**

A community focus group was held by the Fresno County Office of Governments and Fresno County Rural Transit regarding unmet transit needs for residents in the different rural areas of Fresno County. The meeting was held on the evening of March 12, 2024, at Paseo 55 in Reedley CA. We had 10 participants in attendance and through discussion and sharing experiences, were able to come up with several important needs that residents brought to the attention of transit officials. In all, it was a successful convening that is sure to assist with improving the transit experiences for our community.

### **United Farm Workers (UFW) COVID-19 Relief Payments**

This was a community education event held on Friday, March 8, 2024. This was an opportunity for farm workers, laborers, and all others who worked in the Ag industry during the 2020-2022 years to apply for a one-time \$600 COVID-19 Relief payment per person. This program is for anyone who was affected by the pandemic and worked in that industry. By bringing a picture ID and proof that they worked during the 2020, 2021, and 2022 years, they were able to apply for relief that day.

In total 77 families were served and 67 families completed their applications for COVID-19 Relief – this will put over \$40K back in the hands of our families.

## **Innovation Technology and Information Systems**

In collaboration with Real Estate Development, Strategic Initiatives, and Resident Empowerment, the Innovation and Technology team is pleased to provide updates on two significant projects aimed at providing broadband access to residents at a low cost. In the Kingsburg Linnaea Villas and Marion Villas, the installation of broadband infrastructure was completed smoothly as of March 8th, with minimal disruptions reported by residents, making services now accessible to 95 households within the area. These projects demonstrate our proactive approach to addressing the digital divide and promoting equitable access to essential services within our communities.

The Information Systems team, along with other departments, recently attended the YASC virtual conference. YASC provided training sessions covering new product development and compliance measures. This conference provided valuable insights into industry trends and best practices, equipping our teams with the knowledge and resources necessary to drive innovation and ensure regulatory adherence.

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

**Tuesday, February 27, 2024**

**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, February 27, 2024, at 1260 Fulton St., 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  
                  Sharon Williams, Vice Chair  
                  Areli Rios  
                  Ruby Yanez  
                  Emogene Nelson  
                  Isaiah Green

ABSENT:     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, Vice Chair  
                  Sophia Ramos  
                  Amadeo Garcia  
                  Joey Fuentes  
                  Kyle Chaney

Also, in attendance were the following: Ken Price, Baker Manock, and Jensen - General Counsel

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

**MOTION PASSED:** 6 – 0

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

**MOTION PASSED:** 6– 0

There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

- Tina Maldonado, a Fresno Housing Employee in HCV shared a letter she had written describing her employment experience and circumstances that led to her deciding to resign from her position at Fresno Housing.
- Ms. Dez Martinez shared her concerns about having grievance forms available as she wanted to report owners being out of compliance. Dez also wanted to know where the Agency posts Tenant's Rights.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest.

5. GOVERNANCE MATTERS

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

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

- The Arthur @ Blackstone Ribbon Cutting celebration was a success and the project is now up and running. This project provides wrap-around services, and 21 housing units for youth exiting foster care or who have been involved in the criminal justice system.
- Doreen Eley, Assistant Director of Resident Empowerment received an award for Excellence in Housing from Poverello House.
- The Agency is currently in the process of leasing up 5 projects. Mr. Williams wanted to acknowledge all those currently working on leasing up those properties.
- Mr. Williams shared the current opportunities for staff who aspire to become supervisors (Aspire Academy and Supervisor Academy) and/or develop leadership skills by participating in Leadership Training.
- Chair Catalano posed a question to Mr. Williams regarding the strategic plan and where things are in the process. Mr. Williams advised that we completed our final gallery walk and are now assembling all the data gathered in a format that will allow staff to prioritize items and categories which will be discussed at the upcoming workshop in April.

There was no public comment.

b. Commissioners' report - Presented by Chair Catalano

- Chair Catalano thanked the staff for their work on the strategic plan and mentioned he is looking forward to the presentation at the workshop in April.
- Chair Jones shared her appreciation for the ribbon cutting for The Arthur @ Blackstone and the wrap-around services being offered.
- Chair Jones also mentioned that with NAHRO they are looking for any suggestions for the Commissioner track session subjects
- Commissioner Rios shared that she attended the Home Ownership Course hosted by Pathways Homeowners Education Program and was happy to see how much the residents enjoyed the course.
- Commissioner Nelson shared that the Fresno Metro Ministry was chosen in a national search by the White House Challenge as a recipient to end hunger by 2025.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on January 23, 2024.  
*Approval of the minutes of the Board Meeting*
- b. Consideration of Amended Cost Allocation Policy
- c. Consideration of Amended Fixed Asset Capitalization and Disposition Policy
- d. Consideration of Amended Drug and Alcohol Policy

*Joint Board Meeting  
Action Minutes: 2.27.24 Minutes  
Adopted:*

- e. Consideration of Amended Change in Status Policy
- f. Approval of Sale of Avalon Commons Phase II Land to Fresno Avalon Commons Phase II LP and Authorization to Accept City of Fresno Community Development Block Grant Funding
- g. Approval of Sale of Parkside Inn from Fresno 1415 W. Olive Ave, LP to SilverCrest, Inc.
- h. Authorization to Accept Assignment of Loan and Record Regulatory Agreement for Sierra Terrace located at 937 Klette Avenue, Fresno, California
- i. Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds-Heritage Estates Single Family Homes
- j. Authorization to Apply for Federal Home Loan Bank’s Affordable Housing (AHP) Funds-La Joya Commons Phase I
- k. Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds-Parkside Inn Phase I
- l. Consideration of the Contract renewal with Turning Point of Central California
- m. Consideration of the Renewal of the City of Fresno Operating Grant for Journey Home

**Public Comment**

Members of the public requested items G, L, and M be pulled from the Consent Agenda

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

**MOTION PASSED:** 6 – 0

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

**MOTION PASSED:** 6 – 0

Mr. Bob McClosky, Fresno Homeless Union, shared his concern about the 55 residents who will be impacted by the sale of Parkside Inn and wanted to know why it's being sold.

Michael Duarte, Chief of Real Estate, responded to the question and provided additional information and the future plans for those properties. Mr. Duarte did advise that although the property is being sold, operations of the shelter will continue.

Ms. Dez Martinez, a member of the public, shared she is concerned about Fresno Housing acquiring property and selling it. She also asked where the money goes after properties are sold and how is it reallocated.

g. Approval of Sale of Parkside Inn from Fresno 1415 W. Olive Ave, LP to SilverCrest, Inc

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

**MOTION PASSED:** 6 – 0

**CITY MOTION:** *Commissioner Rios moved, seconded by Commissioner Williams to approve item g from the consent agenda.*

**MOTION PASSED:** 6 – 0

Ms. Brandy N., an Advocate for the unhoused, shared her concerns about the services being offered at Turning Point as well as the impact of people being improperly exited from the program. Brandy N. shared concerns surrounding the treatment of those who reside at the property and requested protections be put in place. She stated she felt it was the responsibility of Fresno Housing and housing providers to require there be oversight and accountability to ensure equitable, just, and dignified treatment to ensure people are not exited onto the streets. Brandy N. also suggested having a trained social worker available onsite that makes sure the residents have a voice to share their concerns and needs. Brandy N. did share that she is grateful that the residents in rental properties have community protections extended to them and is asking the same for the people who are picking up their lives.

Ms. Leticia Naverette, a member of the public, shared her concerns regarding the staff members of Turning Point and who oversees them. Leticia N. suggested having a trained social worker onsite with the ability to focus on the needs of the unhoused.

Mr. Kong Cha, a member of the public, shared his concerns about the lack of training with the staff and feeling non-prioritized when he was at the shelter. Kong C. is currently housed but is looking for ways that the unhoused can be heard. Kong C. also wanted to know how the funding that is received is used and how much goes towards disability accommodations.

Ms. Crystal, a member of the public, suggested new staff needs to be hired and shared the personal experiences of her sister when she lived at the shelter.

Areli Rios, City Commissioner, shared Fair Housing information surrounding the questions from the public and highlighted the definition and purpose of shelters.

Sharon Williams, City Commissioner, shared her concerns regarding the staff at Turning Point and how important keeping them accountable to provide the services that are required.

#### 1. Consideration of the Contract Renewal with Turning Point of Central California

**COUNTY MOTION:** *Commissioner Chaney moved, seconded by Commissioner Fuentes to approve item 1 from the consent agenda.*

**MOTION PASSED:** 6 – 0

**CITY MOTION:** *Commissioner Rios moved, seconded by Commissioner Yanez to approve item 1 from the consent agenda*

**MOTION PASSED:** 5 – 0

Ms. Dez Martinez, a member of the public, shared her dissatisfaction with Turning Point, its staff, and the security. Dez also shared she felt that residents are being improperly exited and the contract should not be extended due to a lack of compassion, and training. Ms Martinez

is opposed to the relationship with Turning Point and Fresno Housing. It was also mentioned that Fresno Housing should not consider renewing the contract with Journey Home.

Mr. Bob, a member of the public, shared his concerns about Journey Home and Turning Point. Bob shared his thoughts on the funding being used to pay the high salaries for the leadership over the shelters.

Ms. Lethal, a member of the public, shared the experience her mother had at the shelter and felt that she was unsafely exited. In her experience, the wraparound services don't exist.

Ms. Brandy N., An Advocate for the unhoused, shared her concerns about exiting and timing out practices at Journey Home and asked that Fresno Housing look into it. She felt there is a lack of supportive services which impacts the residents from getting to a point of being exited into permanent housing.

Ms. Misty, a member of the public, shared her experience with Falcon Point Apartments and the mold on her kitchen wall, she wants to see if the maintenance can be held accountable and repairs made timely.

Chair Catalano requested Turning Point be contacted to come in and do a presentation to the board and address any questions or concerns that the public is speaking to.

Tammy Townsend, Executive Deputy Director, shared that in the last year, there have been 6 different complaints received regarding Parkway and an extensive investigation was done for each complaint. Each complaint is taken seriously and addressed.

m. Consideration of the Renewal of the City of Fresno Operating Grant for Journey Home

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

**MOTION PASSED:** 6 – 0

**CITY MOTION:** *Commissioner Rios moved, seconded by Commissioner Green to approve item m from the consent agenda*

**MOTION PASSED:** 6 – 0

7. INFORMATION ITEM

- a. Capital Improvements at Fresno Housing Properties

Tyrone Roderick Williams- CEO, Tammy Townsend- Deputy Executive Director presented on this item

- b. Real Estate Update

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

- c. Project-Based Voucher Awards

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

- d. Agency Investments in Safety

Tyrone Roderick Williams, CEO, and Tammy Townsend, Deputy Executive Director presented on this item

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
(Gov: Code section 54956.9(d)(2).) Number of Matters: 1

- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: CEO

The Boards of Commissioners entered closed session at 7:58 p.m.

The Boards of Commissioners returned from closed session at 8:20 p.m. and resumed open session.

No report from closed session

*Joint Board Meeting  
Action Minutes: 2.27.24 Minutes  
Adopted:*

9. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 8:20 p.m.

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Tyrone Roderick Williams, Secretary to the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 03/26/2024  
**AGENDA ITEM:** 6b  
**SUBJECT:** Approval to Submit Financing Application for the Department of Housing and Community Development (HCD) HOME Investment Partnership Program (HOME) Funds for La Joya Commons Phase II

**AUTHOR:** Crystal Silva  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 03/20/2024

## Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the demolition/new construction of an existing affordable housing property to be known as La Joya Commons Phase II (“the Property”). The subject Property is located at 1501 Clyde Fannon Dr., Firebaugh, California. Staff is requesting authorization to apply for the California Department of Housing and Community Development’s (HCD) HOME Investment Partnership Program (HOME) to finance the new construction project. The application is proposed in partnership with the City of Firebaugh.

La Joya Commons Phase II is proposed as the new construction of 28 multifamily units on an approximate 1.5 acre portion of the former Firebaugh Family Apartments and consists of 10 units (to be demolished) of the multifamily low-income property. The La Joya Commons Phase II project is the proposed second phase of a two-phase project in Firebaugh, California. Firebaugh Family was initially developed by Fresno Housing (FH) with financial assistance from the United States Department of Agriculture (USDA). In 2008, the USDA Farm Labor restrictions were lifted from the property. Fresno Housing continues to manage the property serving low, very-low, and moderate-income families.

As Staff continues to explore pre-development opportunities, they have been evaluating potential sources of gap financing that would increase the competitiveness of a Low-Income Housing Tax Credit (“LIHTC”) application, which is considered the final piece of financing needed to start construction. An opportunity for gap financing has become available as part of the California HCD HOME Program. Funding applications are being accepted beginning on February 28, 2024.

In order to secure potential financing to facilitate the development, it is necessary for the Boards of Commissioners of Fresno Housing to adopt the attached resolution that will allow for the approvals required to submit a HOME funding application. Staff will continue to present the Board with updates; neither the submission of funding applications nor the award of project applications obligates Fresno Housing to implement the development.

# FRESNO HOUSING

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the necessary actions needed to move forward with the submission of a HOME Program funding application to the California Department of Housing and Community Development and authorize the undertaking of all actions necessary to assemble additional financing sources, and further authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) Department of Housing and Community Development (HCD) HOME Program in an amount up to \$12,000,000 and (b) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
2. Approve the formation of single purpose limited liability company, wherein the Housing Authority will be the sole member, and the formation of a limited partnership, wherein Silvercrest, Inc. and the Housing Authority will act as General Partners, for said projects and authorize all other actions necessary to form and operate said entities.
3. Approve execution of applicant, recipient and borrower resolutions from the Department of Housing and Community Development (HCD) HOME Program, in the form attached hereto and as future updated versions may become available, if and when awarded.
4. 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 documents on behalf of the Housing Authority; and
5. Provide for other matters related thereto.

## Fiscal Impact

There will be no fiscal impact at this time.

## Background Information

The La Joya Commons Phase II project (APN: 007 140 20 ST) is a proposed 28-unit new construction development located in Firebaugh, CA. The current site, formerly known as Firebaugh Farm Labor Housing, was constructed in 1974 and is now operating as Firebaugh Family. A final loan payment was made to the United States Department of Agriculture Rural Development (USDA) in December 2008, making it the first in the department's recent history to be paid off. Fresno Housing has continued managing the property as a low, very-low, and moderate-income family development. Fresno Housing has maintained the property; however,

*Page 2 of 3*

## FRESNO HOUSING

the property has remained in use beyond its expected lifetime, and the necessary improvements go beyond regular maintenance.

The existing site is adjacent to a number of Low Income Public Housing properties owned by FH including Cardella Courts (32 units), Mendoza Terrace (50 units), Mendoza Terrace II (40 units), Firebaugh Elderly (30 units), and Maldonado Migrant Center (64 units). The proposed unit mix will continue to serve the existing population with one, two, three, and four-bedroom units. In recent years, West Hill Community College District has built a new two-story \$40 million campus, which includes state-of-the-art laboratories.

### Past Board Actions

- N/A

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

**RESOLUTION AUTHORIZING THE SUBMISSION OF A CALIFORNIA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOME PROGRAM APPLICATION FOR LA JOYA COMMONS PHASE II (APN: 007 140 20 ST)**

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

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

WHEREAS, the Authority desires to facilitate the redevelopment of real property located at 1501 Clyde Fannon Dr., Firebaugh, California (APN: 007-140-20 ST), and the improvements located thereon into a 28-unit apartment complex (collectively, the Property); and,

WHEREAS, the Phase II project concept and architectural plan envisions 27 low income units and 1 manager’s unit with a community space that will be developed on and shared with Phase I of the project via a Joint Use Agreement; and,

WHEREAS, the project’s financing structure calls for the submission of a California Department of Housing and Community Development (HCD) HOME Investment Partnership Program (HOME) application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to undertake the following actions needed to move forward with funding application submissions for the La Joya Commons Phase II project: negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the Department of Housing and Community Development (HCD) HOME Program in an amount up to \$12,000,000 and (b) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer; and

2. Authorize the formation of Firebaugh La Joya Commons II AGP, LLC, a single purpose entity with the Housing Authority of Fresno County, CA as its sole member and further authorize the formation of Firebaugh La Joya Commons II, LP, with Silvercrest, Inc. and Firebaugh La Joya Commons II AGP, LLC as its General Partners, and authorize all other actions necessary to form and operate said entities.
3. Approve execution of recipient and borrower resolutions from the Department of Housing and Community Development (HCD) HOME Program, in the form attached hereto and as future updated versions may become available, if and when awarded.
4. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF MARCH, 2024. 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

GOVERNING BOARD RESOLUTION

RESOLUTION NO.

THE GOVERNING BOARD OF

**Housing Authority of Fresno County, California**

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**HEREBY AUTHORIZES: Submission of the 2022-2023 HOME Investment Partnerships Program (HOME) application to the California State Department of Housing and Community Development for funding in the amount up to \$12,000,000; and if awarded, the execution of a standard agreement, any amendments thereto, and other related documents necessary to participate and comply with in the HOME Investment Partnerships Program.**

WHEREAS:

- A. The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200.
- B. On January 19, 2024, the Department issued a Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA").
- C. In response to the 2022-2023 HOME NOFA, Housing Authority of Fresno County, CA public body corporate and politic (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

IT IS THEREFORE RESOLVED THAT:

1. In response to the 2022-2023 HOME NOFA, the Applicant shall apply to the Department to participate in the HOME program and for an allocation of funds of up to Twelve Million Dollars (\$12,000,000) for the following activities and/or programs:
  - Construction Work;
  - Offsite improvements, such as sewers, utilities and streets, directly related to, and required by the Project;
  - Architectural, appraisal, engineering, legal and other consulting cost and fees, which are directly related to the

planning and execution of the Project and which are incurred through third-party contract;

- Development cost of a residential unit reserved for an onsite manager, childcare facilities, and after-school and social service facilities integrally linked to, and addressing the needs of tenants of the Assisted Units;
- Rent-up cost;
- Carrying cost during construction, including insurance, construction financing fees and interest, taxes, and any other expenses necessary to hold the property while the Project is under construction;
- Building permits and State and local fees;
- Capitalized operating and capitalized replacement reserves up to the amount of the initial deposit required by the Department pursuant to UMR Section 8308(b) and 8309(b);
- Escrow, title insurance, recording and other related cost;
- Cost for items intended to assure the completion of construction, such as contractor bond premiums;
- Environmental hazard reports, surveys, and investigations;
- Cost of relocation benefits and assistance required by law; and
- Any other cost of new construction approved by the Department

to be in Firebaugh, California 93622 at Clyde Fannon Road and P Street (APN: 007-140-20ST).

2. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

3. The applicant authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their designee(s) to execute, in the name of the applicant, the required documents.

**PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF MARCH 2024, BY THE FOLLOWING VOTE:**

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

The undersigned Cary Catalano, Board Chair of the applicant does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** March 26, 2024  
**AGENDA ITEM:** 6c  
**SUBJECT:** Authorization to Apply for HCD's HOME Investment Partnership Program (HOME) for Cordillera Commons Phase I (fka San Joaquin Commons)

**AUTHOR:** Eduardo Rodriguez  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** March 20, 2024

## Executive Summary

The purpose of this Board memo is to request approvals from the Board of Commissioners related to the financing of the proposed affordable housing development, Cordillera Commons Phase I, fka San Joaquin Commons, located at the corner of W. Colorado Avenue and 5<sup>th</sup> Street in San Joaquin, California (APNs: 033-210-01S, 033-210-02S, 033-210-03S, 033-210-04S, 033-210-05S).

The requested action includes authorization of funding applications for the California Department of Housing and Community Development (HCD)'s HOME Investment Partnership Program (HOME) 2022-2023 Notice of Availability of Funding ("HOME"). Funding from this NOFA is from the FY 2022 and FY 2023 allocations, plus unencumbered funds and Program income from previous year allocations. Funds from this program are provided on a competitive basis, with one of the purposes, for the development of multi-family affordable rental housing. To facilitate the financing of the real estate transaction, a land contribution and a commitment of up to \$750,000 from Fresno Housing Capital Funds are requested to facilitate a successful application.

The proposed Cordillera Commons project (fka San Joaquin Commons) will consist of two phases for a total of 114 dwelling units. The first phase consists of 51 units and all community facilities. Staff envisions the project as a transfer of rental assistance from the nearby Low-Income Public Housing properties, San Joaquin Apartments and Taylor Terrace.

To facilitate the HCD HOME funding application, it is necessary for the Boards of Commissioners of Fresno Housing to adopt the attached board resolution that will allow for a list of significant actions to take place to facilitate funding. Neither the submission of the funding application nor the award of funding obligates Fresno Housing to implement the development.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolution approving the necessary actions needed to move forward with HCD funding application submissions for Cordillera Commons Phase I, respectively, 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 undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to (a) submission of an application to the California Department of Housing and Community Development's HOME Investment Partnerships Program (HOME) 2022-2023 Notice of Funding Availability and (b) Submission of a 9% California Tax Credit Allocation Committee (c) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
2. Approve execution of applicant, recipient, and borrower resolution from the California Department of Housing and Community Development, in the form attached hereto and as future updated versions may become available, if and when awarded.
3. Authorize approval to contribute the value of the land, buildings and/or available project reserves from the Housing Authority of Fresno County to San Joaquin Cordillera, LP for the benefit of development of the Cordillera Commons site for a contribution value of \$580,000.
4. Authorize approval of a Capital Funds contribution for an amount up to \$750,000 from the Housing Authority of Fresno County, CA to San Joaquin Cordillera, LP for the benefit of redevelopment of Cordillera Commons.
5. 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 documents on behalf of the Housing Authority of Fresno County, CA; and
6. Provide for other matters related thereto.

### Fiscal Impact

Staff is requesting a commitment of up to \$750,000 in Capital Funds. Should the project receive full financing, these funds would be incorporated into the construction and permanent financing of the Project.

### Background Information – Cordillera Commons

The Cordillera Commons site (APN: 4033-210-01S, 033-210-02S, 033-210-03S, 033-210-04S, 033-210-05S 04-071-50) is 6.68 acres of vacant land located in the City of San Joaquin. The site has been in possession of the Housing Authority of Fresno County. The project will serve families with household sizes between one and four bedrooms. Staff envisions the project as a transfer of rental assistance from the nearby Low-Income Public Housing properties, San Joaquin Apartments and Taylor Terrace, which have forty-eight combined units in duplex configurations. The properties were built in 1957 and 1968 and are currently in moderate condition.

### Past Board Action

- November 2022 – Resolution Authorizing the Submission of Funding for a California Department of Housing & Community Development Permanent Local

## FRESNO HOUSING

Housing Allocation (PLHA) Program for Phase I (APN's: 033-210-01-S & 02s, 03s, 04s, 05s) and other Matters Related Thereto

- June 2023 – Resolution Authorizing the Submission of funding for a California Department of Housing & Community Development Super NOFA Program Application
- June 2023 – Authorization of the transfer of Project-based Vouchers rental subsidy Under the U.S. Department of Housing and Urban Development Rental Assistance Demonstration (“RAD”) program
- June 2023 – Formation of the Single-purpose limited Partnership, San Joaquin Cordillera, LP with Silvercrest, Inc. acting as a General Partner alongside the San Joaquin Cordillera Commons AGP, LLC.

GOVERNING BOARD RESOLUTION

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

THE GOVERNING BOARD OF

**THE HOUSING AUTHORITY OF FRESNO COUNTY, CA**

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**HEREBY AUTHORIZES Submission of the 2022/2023 HOME Investment Partnerships Program application to the California State Department of Housing and Community Development for funding in the amount of \$12,000,000; and if awarded, the execution of a standard agreement, and amendments thereto, and other related documents necessary to participate and comply with the HOME Investment Partnership Program.**

**WHEREAS:**

- A. The California Department of Housing and Community Development (the “Department”) is authorized to allocate HOME Investment Partnership Program (“HOME”) funds made available from the U.S. Department of Housing and Urban Development (“HUD”). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with Section 8200.
- B. On **January 19, 2024**, the Department issued a Notice of Funding Availability announcing the availability of funds under the HOME program (the “NOFA”).
- C. In response to the 2022/2023 HOME NOFA, **the Housing Authority of Fresno County, CA, a public body corporate and politic**, (the “Applicant”) wishes to apply to the Department for and receive an allocation of HOME Funds.

**IT IS THEREFORE RESOLVED THAT:**

- 1. In response to the 2022/2023 HOME NOFA, the Applicant shall submit an application to the Department to participate in the HOME Program and for an allocation of funds not to exceed **twelve million** dollars (**\$12,000,000**) for the following activities and/or programs:
  - **Construction Work;**

- **Offsite Improvements, such as sewer, utilities, and streets, directly related to, and required by the project;**
- **Architectural, appraisal, engineering, legal, and other consulting costs and fees, which are directly related to the planning and execution of the Project, and which are incurred through third-party contracts;**
- **Development cost of a residential unit reserved for an onsite manager, childcare facilities, and after-school and social service facilities integrally linked to, and addressing the needs of tenants of the Assisted Units;**
- **Rent up Cost;**
- **Carrying costs during construction, including insurance, construction financing fees, and interest, taxes, and any other expenses necessary to hold the property while the Project is under construction;**
- **Building permits and State and local fees;**
- **Capitalized operating and capitalized replacement reserves up to the amount of the initial deposit required by the Department pursuant to UMR Section 8308(b) and 8309(b);**
- **Escrow, title insurance, recording and other related cost;**
- **Cost for items intended to assure the completion of construction, such as contractor bond premiums;**
- **Environmental hazard reports, surveys, and investigations;**
- **Cost of relocation benefits and assistance required by law; and**
- **Any other cost of new construction approved by the Department.**

**to be in San Joaquin, California 93660 at West Colorado Avenue and Colorado Court (APNs: 033-210-01S, 033-210-02S, 033-210-03S, 033-210-04S, and 033-210-05S).**

2. If the application for funding is approved, then the Applicant hereby agrees to the use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).
3. The Applicant authorizes Tyrone Roderick Williams, Chief Executive Officer, Michael Duarte, Chief Real Estate Officer, Tammy Townsend, Deputy Executive Director, or his/her designee(s) to execute, in the name of the Applicant, the required documents.

**PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF MARCH 2024, BY THE FOLLOWING VOTES:**

**AYES: \_\_\_ NAYES: \_\_\_ ABSTAIN: \_\_\_ ABSENT: \_\_\_**

The undersign **Cary Catalano, Board Chair** of the Applicant does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the Applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended or repealed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Resolution No. \_\_\_\_

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF A CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) FUNDS APPLICATION, A LAND CONTRIBUTION, AND A CAPITAL FUNDS COMMITMENT FOR THE CORDILLERA COMMONS PHASE I PROJECT**

**WHEREAS**, the Housing Authority of Fresno County, California (HAFC) seeks to expand the availability of affordable rental housing and homeownership opportunities to low-income and moderate-income households in Fresno County; and

**WHEREAS** the proposed Cordillera Commons Phase I development (the “Project”) (APNs: 033-210-01S, 033-210-02S, 033-210-03S, 033-210-04S, and 033-210-05S) is a proposed fifty-one (51) unit new construction development located in San Joaquin, CA; and

**WHEREAS**, on January 19, 2024, the California Department of Housing and Community Development (the “Department”) issued a 2022-2023 Notice of Funding Availability announcing the availability of funds under the HOME Investment Partnership Program (HOME) (the “NOFA”); and

**WHEREAS**, in response to the 2022-2023 NOFA, the Housing Authority of Fresno County, CA a public body corporate and politic wishes to apply to the Department for, and receive an allocation of HOME funds for an amount up to twelve million dollars (\$12,000,000) for the Cordillera Commons Phase I development; and

**WHEREAS**, the project’s financing structure calls for up to \$750,000 of Housing Authority of Fresno County, CA Capital Funds to facilitate the development; and

**WHEREAS**, the project’s financing plan includes a land/building contribution for an amount equal to the full appraised value from the Housing Authority of Fresno County, CA to the San Joaquin Cordillera, LP for the benefit of the development of the Cordillera Commons property;

**NOW THEREFORE**, be it resolved that the Board of Commissioners of the Housing Authority of the Fresno County, CA does hereby Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to undertake the following actions needed to move forward

with funding application submissions for the Cordillera Commons Phase I project (APNs: 033-210-01S, 033-210-02S, 033-210-03S, 033-210-04S, and 033-210-05S):

1. Authorize approval of a land/building contribution for an amount equal to the full appraised value from the Housing Authority of Fresno County, CA to the San Joaquin Cordillera, LP
2. Authorize approval of a Capital Funds Contribution for up to \$750,000 from the Housing Authority of Fresno County, CA to San Joaquin Cordillera, LP
3. Authorize the undertaking of all actions necessary to secure financing for the project, and assemble various financing sources, which may include, but are not limited to (a) submission of an application to the California Tax Credit Allocation Committee (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for State of California HOME funds in an amount up to twelve million dollars (\$12,000,000), (d) submission of an application to California Department of Housing and Community Development funding programs, and (e) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
4. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of Fresno County, CA and in Name of the Administrative General Partner, on its behalf, and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto

**PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF MARCH 2024.** I, the undersigned, hereby certify the forgoing Resolution was duly adopted by the governing body with the following vote, to wit:

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent: \_\_\_\_

Abstain: \_\_\_\_

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Tyrone Roderick Williams, Secretary of the board of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 3/26/2024  
**AGENDA ITEM:** 6 d  
**SUBJECT:** Consideration of the Hours of Work Policy

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 3/20/2024

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Hours of Work Policy that was last approved by the Boards in August 2015. This policy is being revised to delete language that is applicable to represented employees and contained in the Memorandum of Understanding (MOU), provide gender neutral language, delete unnecessary or outdated language as well as other minor edits.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Hours of Work Policy.

## Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Hours of Work Policy.

## Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Hours of Work Policy has been revised in collaboration with Senior Leaders and labor partners. This policy is being revised to:

1. Delete the Introduction section and move some of the content to the Policy section.
2. Delete language from the Purpose section that is inconsistent with the section heading.
3. Delete the Compensatory Time, Call Back Time and On Call Time sections as these are addressed in the MOU.
4. Replace gender specific language with gender neutral language.

## Hours of Work Policy

### Purpose

The purpose of the Hours of Work Policy is to define the workweek and hours of work for Fresno Housing (“Agency”) employees.

### Policy

The Agency establishes the time and duration of working hours as required by workload and workflow, customer service needs, the efficient management of employees, and any applicable law or bargaining agreement. Dependent upon the needs of the Agency a position may be designated as full time or part-time.

### Agency Workweek and Employee Work Schedules

The Agency’s standard workweek, which begins at 12:01 p.m. on Friday and ends at 12:00 p.m. (noon) on the following Friday, consists of 40 hours. Full-time employees shall work a two-week, 9-day, 80-hour work schedule consisting of Monday through Thursday and every other Friday. Work hours and work schedules are determined at the discretion of Agency management. Varying work schedules may be established by the Agency to meet job assignments and provide necessary services.

For the Agency’s benefit, or the employee’s convenience, employees or their supervisor(s) may request adjustments to regular work schedules to establish a work day of eight hours or longer that start no earlier than 6:00 a.m. and end no later than 7:00 p.m. The Agency reserves the right to establish different work schedules in order to meet job assignments and provide necessary services. Schedule adjustment requests must adhere to the following limitations:

1. All employees must work during the core time of 8:30 a.m. to 3:30 p.m.
2. In the event of emergency, supervisors have the right to revise an employee’s work schedule.
3. If a change in a represented employee’s schedule is necessary, such change shall be subject to the “Meet and Confer” process with the applicable Union.
4. All work schedules must be approved by the senior-most member of the applicable department’s management staff.
5. All flexible work weeks must equal 40 hours of scheduled work.

### Reporting To Work

All employees must report to their work station at the scheduled start time. If an employee anticipates being unable to report to work at the scheduled start time, the employee must contact their immediate supervisor as soon as possible to inform them of any tardiness or absence, and of the expected time of arrival or return to work date. In the event the expected time of arrival or return to work date changes, the employee must notify the supervisor of the new time so the work schedule can be adjusted accordingly. Notice to the supervisor may be made via telephone, text message, or e-mail.

### **Overtime**

All overtime must be authorized before time is actually worked. Overtime worked by non-exempt employees shall be paid as wages or compensatory time off, consistent with federal and state overtime laws and the Memorandum of Understanding. Overtime is the authorized time worked in excess of 40 hours in a normal work week. Overtime credit shall be computed in one-tenth of an hour increments. If the overtime worked cannot be divided into a whole number of tenths, any balance of less than six minutes shall be credited as a full one-tenth of an hour. Overtime compensation is applied to the pay period in which the overtime work was performed. Employees who work overtime their supervisor did not authorize may be subject to disciplinary action up to and including termination.

### **Definitions**

*Exempt Employee* - Employees who, based on duties performed and compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. However, a non-exempt employee in an "Out of Class" assignment (see MOU Article 7.6 or Change in Status Policy for definition) with an exempt position shall maintain status as a non-exempt employee and will be subject to FLSA minimum wage and overtime provisions.

Exempt employees are not eligible to receive overtime compensation or compensatory time off.

*Non-Exempt Employee* - Employees who, based on duties performed and compensation, are subject to all FLSA provisions related to overtime and hours worked. Non-exempt employees are required to accurately account for all time worked.

### **Rest Periods and Meal Periods**

Full-time, non-exempt employees may be granted two rest periods of 15 minutes, the first commencing during the first half of the shift and the second commencing during the second half of the shift. Part-time employees may be granted one 15-minute break if working more than three but less than six hours and two 15-minute breaks if working six or more hours. Rest periods will be considered as time worked for pay purposes.

Meal periods may be scheduled for all employees who work 6 hours or more per day, and are typically one hour but may be modified by mutual consent as appropriate by the supervisor and employee. The meal period shall not be less than 30 minutes. Employees shall not be paid for meal periods.

Neither the meal period nor the rest period(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. For example, rest periods may not be accumulated to extend a meal period, and rest periods may not be combined to allow one half-hour long break.

### **Travel Time**

Travel time between home and an employee's regular work site is not considered time worked. This is true regardless of whether the employee works at a fixed location or varying work sites. However, assigned travel to a different work site that is not reasonably close to the employee's regular work site and that results in work-related travel that is above and beyond an employee's regular daily commute, is considered time worked. Business-related travel beyond an employee's regular daily commute must be approved ahead of time by their supervisor.

## **Responsibility**

Every employee, officer, and commissioner are required to abide by the provisions outlined in this policy. The Executive Director or their designee is responsible for the administration, interpretation, and application of this Policy. The Boards of Commissioners are responsible for policy adoptions and revisions.

This Policy does not constitute a contractual agreement whatsoever, nor does it supersede any contractual arrangements that exist. No promise of any kind is made by the Agency in this Policy. Where the Hours of Work Policy conflicts with a labor agreement or federal, state, or local law, the labor agreement or applicable law(s) shall prevail.

**RESOLUTION No. \_\_\_\_\_**

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

**RESOLUTION TO APPROVE THE HOURS OF WORK POLICY**

WHEREAS, the Board of Commissioners approved the Hours of Work Policy in August 2015; and

WHEREAS, the Policy is being revised to delete the Introduction section and other sections contained in the represented employee Memorandum of Understanding, provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Hours of Work Policy.

PASSED AND ADOPTED THIS 26th day of March, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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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 HOURS OF WORK POLICY**

WHEREAS, the Board of Commissioners approved the Hours of Work Policy in August 2015; and

WHEREAS, the Policy is being revised to delete the Introduction section and other sections contained in the represented employee Memorandum of Understanding, provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Hours of Work Policy.

PASSED AND ADOPTED THIS 26th day of March, 2024, 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:** 3/26/2024  
**AGENDA ITEM:** 6 e  
**SUBJECT:** Consideration of the Anti-Fraud/Ethics Policy

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 3/20/2024

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Anti-Fraud/Ethics Policy that was last approved by the Boards in June 2014. This policy is being revised to delete the Introduction section and move some of the content to the Purpose Section, provide gender neutral language, delete unnecessary or outdated language as well as other minor edits.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Anti-Fraud/Ethics Policy.

## Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Anti-Fraud/Ethics Policy.

## Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Anti-Fraud/Ethics Policy has been revised in collaboration with Senior Leaders and labor partners. This policy is being revised to:

1. Delete the Introduction section and move some of the content to the Purpose section.
2. Move the content of the former Fresno Housing Authority Ethics section to the beginning of the Policy section.
3. Move the reporting requirement found in the Procedure to the Policy section with some edits.
4. Replace gender specific language with gender neutral language.

## Anti-Fraud/Ethics Policy

### Purpose

The Boards of Commissioners of Fresno Housing (“Agency”) have established this Anti- Fraud/Ethics Policy to enforce controls and to aid in the prevention and detection of fraud, theft, waste, and/or abuse within the Agency and among its employees, managers, Commissioners and agents. This Policy applies to any imminent or suspected fraud, theft, waste, or abuse involving any employee, consultant, vendor, contractor, or another organization conducting business with the Fresno Housing Authority. The Agency does not tolerate any type of fraud, waste or abuse. This Anti-Fraud/Ethics Policy and Procedure are intended to promote consistent, legal and ethical organizational behavior by:

- Assigning responsibility for reporting fraud, theft or abuse;
- Providing guidelines to conduct investigations of suspected fraudulent behavior; and
- Requiring each employee to attend annual fraud awareness training.

### Policy

Fresno Housing has a culture of honesty, integrity and high ethics. Contributing to this are:

- A commitment from the Boards of Commissioners to tolerate only the highest levels of honesty, integrity and ethics;
- A positive workplace environment supported by adequate compensation, benefits and protections;
- Hiring the best-qualified persons and promoting existing employees based on merit;
- Making adequate training opportunities available; and
- Issuing discipline in a fair and consistent manner.

Each employee of Fresno Housing is required to report to their manager any suspected fraud, theft, waste, or abuse, or other dishonest conduct as defined in this Policy. Employees can report suspected fraud, theft, waste, or abuse directly to the Human Resources Manager, Deputy Executive Director or Agency Counsel.

The Executive Director has the authority to determine the merits of a report of suspected fraud including obtaining, if necessary, the assistance of the Police Department or Sheriff’s Office.

The identity of an employee or complainant who reports suspected fraud will be protected to the fullest extent possible.

Suspected improprieties and/or misconduct concerning an employee’s ethical conduct should be reported in the same manner and to the same reporting person or entity as fraud, theft, waste, abuse, or other dishonest conduct. Note that there are many instances of prohibited actions that may not rise to the level of fraud, such as an improper relationship with a vendor. Each accusation will be thoroughly investigated and appropriate action will be taken if deemed necessary.

Failure to comply with the Anti-Fraud/Ethics Policy and/or Procedure may result in the disciplinary action of an employee up to and including termination. Moreover, fraud, theft, waste, and/or abuse by any consultant, vendor, contractor, other organization or person conducting business with the Agency may result in the cancellation of the business or other relationship between that individual or entity and the Agency, including the termination of any contractor's agreement for breach.

The Agency may take reasonable steps to prosecute an individual or entity if the results of an investigation of fraud, theft, waste, and/or abuse by the Agency indicates the possibility of criminal activity.

### **Definitions and Examples of Fraud, Waste, and Abuse**

For purposes of this Policy, the term *fraud* or *fraudulent* includes, but is not limited to, theft, waste and/or abuse as defined below. The term *employee* includes all employees, appointed officials, and representatives of the Agency, including, but not limited to, Commissioners, the Executive Director, administrative personnel and supervisors.

*Fraud* is defined as an intentional, false representation or concealment of a material fact for the purpose of personal gain and/or inducing another to act on such fact to their injury. Examples of fraud include, but are not limited to:

- Forgery or alteration of a check, bank draft, or any other financial document;
- Theft of a check or other diversion of a client payment;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Claiming earnings or reimbursement that are not due or were not earned;
- Profiteering as a result of insider knowledge of Fresno Housing operations; and/or
- An employee with access to confidential client information who sells this information or uses it in the conduct of an outside business activity.

*Abuse* is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources such as tools, vehicles, computers, copy machines, etc. Examples of abuse include, but are not limited to:

- Using Agency equipment to conduct personal business; and/or
- An employee using Agency client or staff information to get new customers for their outside business.

*Theft* is defined as the act of taking something unlawfully by someone to whom it does not belong and/or depriving another person and/or entity of their own property without permission.

*Waste* is the loss or misuse of Agency resources that result from deficient practices, system controls, or decisions.

## **Responsibility**

Each and every employee is required to report any suspected fraud, theft, waste, or abuse, or other dishonest conduct as outlined in the Anti-Fraud/Ethics Procedure. The Executive Director or their designee is responsible for the administration, interpretation, and application of the Anti-Fraud/Ethics Policy and Procedure. The Boards of Commissioners are responsible for policy adoptions and revisions.

## Anti-Fraud/Ethics Procedure

### Reporting Guidelines

Regardless of to whom the initial report is made, the reporting individual should abide by the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Once reported, allow the investigative body to conduct the investigation. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone else unless specifically asked to do so by the investigative body, Agency counsel, law enforcement or the Office of Inspector General.
- Retaliation will not be tolerated. The Agency will not tolerate any form of retaliation against individuals providing truthful information and in good faith concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved including, but not limited to, the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
- The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this Policy.

### Responsibility of the Executive Director

The Executive Director, in consultation with Agency counsel, HUD and the Fiscal Auditor, shall evaluate the risks of fraud and implement processes, procedures and controls to mitigate those risks. Neither fraudulent financial reporting nor misappropriation of assets can occur without a perceived opportunity to commit and conceal the act. The Executive Director will be proactive in reducing fraud opportunities by:

- Identifying and measuring fraud risks;
- Taking steps to mitigate risks; and
- Implementing and monitoring appropriate preventative, detection, internal controls and other deterrent measures.

The Executive Director shall serve as the primary ethics officer for the Agency. On receiving a report of fraud, the Executive Director or their designee shall document the contact and conduct a preliminary investigation to determine the credibility of the report. If the report is credible, the Executive Director or their designee shall follow the investigation guidelines provided in this Anti-Fraud/Ethics Procedure.

The Executive Director or their designee shall make every effort to protect the rights and the reputations of everyone involved in the report of suspected fraud, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s). The Executive Director or their designee shall also

make every effort to protect the identity of a person who in good faith reported the suspected fraud. However, disciplinary action may be taken as provided by the Anti-Fraud/Ethics Policy and/or Procedure if a report is made in bad faith.

The Executive Director or their designee may find it necessary to involve outside agencies to assist the investigation and may refer questions as to whether the action constitutes fraud to the Agency's auditor or attorney, as appropriate.

On determining that a report is not credible or is not a report of fraud, the Executive Director or their designee shall document this determination. The Executive Director's documentation shall include support for the determination.

### **Guidelines for Investigation**

The Executive Director or their designee is responsible for the investigation of reported wrongdoing and all suspected fraud and for coordinating investigative activities. Each employee involved in an investigation of suspected fraud shall keep content of the investigation strictly confidential to the full extent provided by law. Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know.

Any required investigative activity shall be conducted without regard to the suspected wrongdoer's length of service, position/title, relationship to the Fresno Housing, or any other perceived mitigating circumstance.

The Executive Director or their designee shall maintain appropriate documentation regarding incidents of fraud. The Executive Director or their designee shall develop and maintain guidelines for access to and security of this documentation, until a determination is filed.

If an investigation substantiates fraudulent activities resulting in the commission of a felony, the Executive Director or their designee will prepare an incident report to the Boards of Commissioners as soon as possible after the fraudulent activity resulting in the commission of a felony is confirmed and shall document the content of the investigation, the findings, and any disciplinary action taken as a result of the finding.

If an investigation substantiated fraudulent activities of a possible criminal nature, the Executive Director shall determine, in consultation with the Boards of Commissioners, HUD, Agency counsel and/or the Office of Attorney General, whether to refer the matter to law enforcement and, if so, to which agency.

Any inquiries from the suspected individual, their attorney/representative, or any other inquirer shall be directed to the Executive Director or their designee. If necessary, the Executive Director will refer these inquiries to Agency counsel.

The Boards of Commissioners are responsible for the investigation of any reported wrongdoing by the Executive Director. The Board Chairpersons shall follow the same procedures that have been established by the Executive Director to follow when investigating and addressing possible wrongdoing. The Board Chairpersons shall advise the other members of the Boards of Commissioners about the allegations and

provide them with periodic updates on the status of the investigation. The Boards of Commissioners may choose to appoint one or more Commissioners to assist with the investigation. Each Commissioner is bound by the same requirements for strict confidentiality.

Any reported wrongdoing by a member(s) of the Boards of Commissioners shall be referred to Agency Counsel who will evaluate and implement an appropriate course of action..

## **Disciplinary Action**

Failure to comply with any part of this Policy and Procedure, including failure to report suspected fraud, may result in disciplinary action leading up to and including termination. Any losses from fraud may be recovered, if necessary, through civil action.

## **Client Fraud within the Housing Programs**

Fresno Housing and the U.S. Department of Housing and Urban Development have developed very specific procedures and guidelines for dealing with fraud by clients of its housing programs. These standards are contained in the *Admissions and Continued Occupancy Policy* for the Public Housing Program and *Section 8 Administrative Plan* for the Housing Choice Voucher Program. The Agency may take one or more of the following actions whenever it reaches a positive determination of fraud:

- Enter into a repayment agreement;
- Terminate assistance (Housing Choice Voucher Program);
- Terminate tenancy and evict (Public Housing Program or Mixed Finance Properties);
- Seek recovery of any excess subsidies including damages and legal costs through the civil courts; and/or
- Refer the matter to the Office of Inspector General.

## ACKNOWLEDGMENT OF RECEIPT OF POLICY

### Anti-Fraud/Ethics

I, \_\_\_\_\_ the undersigned, under penalty of perjury declare the following:  
(Print Name)

That I have received a copy of the Anti-Fraud/Ethics Policy and that I have read and understand its meaning, and agree to conduct myself in accordance with the Policy and its procedures.

I am aware that if I need to refer to the Anti-Fraud/Ethics Policy in the future, the most recent version will be available on the SharePoint website.

I also understand that this acknowledgment will be kept in my personnel file, and that this acknowledgment may be disclosed to third parties.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**RESOLUTION No. \_\_\_\_\_**

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

**RESOLUTION TO APPROVE THE ANTI-FRAUD/ETHICS POLICY**

WHEREAS, the Board of Commissioners approved the Anti-Fraud/Ethics Policy in June 2014; and

WHEREAS, the Policy is being revised to delete the Introduction section, provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Anti-Fraud/Ethics Policy.

PASSED AND ADOPTED THIS 26th day of March, 2024, 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 ANTI-FRAUD/ETHICS POLICY**

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PASSED AND ADOPTED THIS 26th day of March, 2024, 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:** March 26, 2024  
**AGENDA ITEM:**  
**SUBJECT:** Consideration of the 2023 Financial Results for Agency Operations and Housing Assistance Payments

**AUTHOR:** Crystal Cox  
**DEPARTMENT:** Finance  
**MEMO DATE:** 03/20/2024

## Executive Summary

The purpose of this memo is to present the financial results for Agency Operations and Housing Assistance Payments (HAP) as of December 31, 2023. The attachment provided with this memo shows the consolidation of all Housing Authority programmatic budgets combined into six divisions. Each budget, separately and together as a whole, is intended to ensure that the Fresno Housing Authority remains fiscally sound while investing in the Agency's future, and delivering services in accordance with our mission statement.

### Agency Operating Budget

#### OPERATING BUDGET

TOTAL INCOME

TOTAL EXPENSES

**NET OPERATING INCOME**

TOTAL NON-OPERATING EXPENSES

**NET INCOME**

**UNRESTRICTED NET INCOME**

Fresno Housing Authority	
Annual Budget	YTD Actuals
47,780,488	51,336,098
47,109,147	49,159,468
<b>671,341</b>	<b>2,176,630</b>
1,119,021	1,430,292
<b>(447,680)</b>	<b>746,338</b>
<b>570,102</b>	<b>617,370</b>

The 2023 Operating Budget was approved by the Boards of Commissioners in December 2022, with total revenues of \$47.8 million and total operating expenses of \$47.1 million. As of December 31, 2023, total revenues were \$51.3 million, which is \$3.6 million more than anticipated. Total operating expenses are \$2 million more than budgeted at \$49.2 million through December. Overall, the Agency performed better than budgeted with a total net operating income of \$2.2 million, which is \$1.5 million more than budgeted. \$617 thousand will be added to unrestricted reserves, which is \$47 thousand better than projected for 2023. Further details on major variances in revenues and expenditures are categorized below by Division in the next section of this report.

## FRESNO HOUSING

**Core:** Overall, the Core Division performed slightly better than budgeted ending the year utilizing \$68 thousand less in unrestricted reserves than budgeted. Total revenue was \$1.1 million more than budgeted due to an increase in management fees received from Housing Choice Voucher (HCV) program, which received higher administrative fees as a result of the increase in HUD proration in 2023. Total operating expenses are \$1.1 million higher than budgeted due to the following factors: Increased payroll expenses related to the vacation buyback for staff. There was an increase in maintenance expenses due to necessary one-time elevator repairs at the Central Office which also resulted in the increase in administrative expenses associated with central office interfund.

**Real Estate Development (RED):** The RED division ended the year with approximately \$770 thousand added to the unrestricted reserves. Total income was \$625 thousand less than budgeted primarily due to the conversion of the Step up on 99, a Homekey property. This project was awarded funding post budget approval and began construction on the conversion to permanent housing in July 2023. Additionally, the variance in administrative expenses is also attributed to the Step Up conversion.

- **Housing Choice Voucher:** The Housing Choice Voucher Programs (HCV) performed better than budgeted. As of December 31, 2023, revenue totaled \$13.9 million, which is \$2.7 million better than budgeted, and is attributable to an increase in HUD's proration for Administrative Fees. Total expenses are \$1 million higher than budgeted at \$12.7 million. Administrative expenses are higher than budgeted due to an increase in management fees paid to Core division.
- **Resident Empowerment Services:** The Resident Empowerment Services Division (RES) ended the year utilizing approximately \$36 thousand less in unrestricted reserves due to a realignment within the division, which included the transfer of the TCI grant from RES division to the Fresno Housing Education Corps (FHEC), which is a related entity of Fresno Housing.
- **Homeless Initiatives:** The Homeless Initiatives Division (HI) ended the year utilizing approximately \$171 thousand more unrestricted reserves than budgeted. The variance in HUD Grant Income and Other Income is mainly due to how grant reimbursements were recorded in the 2023 Budget. While the approved budget reflected the full grant amounts for each program, the grants actually operate on a reimbursement-basis, which means that the funds are dispersed after expenses have been incurred. To better allow for this in the future, when forecasting grant reimbursements for the 2023 budget, staff used prior expenditures as a basis. HUD Grant Income is less than budgeted however, the net effect on the overall budget is neutral as most of these grants operate on a reimbursement basis.
- **Housing Management:** The Housing Management Division (HSM) performed better than budgeted. Total revenues were \$15.3 million which is \$1.3 million better than budgeted primarily due to an increase in tenant rents. Other Grant Income is higher than budgeted as it includes grant income received for OMS Parlier Migrant Center. Maintenance costs are higher than expected due to additional repair needs to address vandalism, implement security upgrades, repair damages from leaks, and sewer line issues. Additionally, replacement reserve costs are higher than budgeted due to substantial improvements such as elevator maintenance, and the resumption of major repairs, postponed during COVID, which are necessary for the upkeep of property.

## FRESNO HOUSING

### Housing Assistance Payments (HAP) Budget

Housing Assistance Payments (HAP) are the subsidies paid to landlords on behalf of residents participating in the Housing Choice Voucher program (formerly known as “Section 8”). The 2023 HAP budget was approved by the Boards in December 2022 with total revenues of \$104.8 million and total expenses of \$104.7 million. As of December 31, 2023, HAP revenues are \$17 million higher than budgeted as additional funding was dispersed to Fresno Housing due to increase in payment standard resulting in higher payment made to landlords. The 2023 budget was approved using the estimated annual budget authority for the program, which varies from actual revenue received because it includes draws from HUD-held reserves. HAP expenses are \$16 million higher than budgeted. Below is a summary of HAP revenues and expenses as of December 31, 2023.

<b>HAP BUDGET</b>	<b>2023 Budget</b>	<b>2023 Results</b>	<b>\$ Variance</b>	<b>% Variance</b>
HAP REVENUE	104,799,005	121,522,009	16,723,004	116%
HAP EXPENSES	104,748,697	121,290,270	16,541,573	116%
<b>NET HAP INCOME</b>	<b>50,308</b>	<b>231,739</b>	<b>181,431</b>	<b>461%</b>

Overall voucher utilization rates were 87.2% and 90.5% for the City and County, respectively. 2023 HAP utilization rates for the City and County were 108.8 % and 105.1%, respectively. Voucher utilization rate is a percentage of the number of unit leased divided by the number of unit available. HAP utilization rate is a percentage of the spending in Housing Assistance Payment divided by Annual budget authority. In 2023, the Housing Authority of the City, and County of Fresno received ratings of “High-Performer” based on achieving maximum points for the SEMAP leasing indicator. Staff continues to use the SEMAP scoring factors as a guiding tool to self-monitor program performance.

### Recommendation

It is recommended that the Boards of Commissioners accept the financial results for Agency Operations and Housing Assistance Payments as of December 31, 2023.

**Fresno Housing Authority  
Financial Results as of December 31, 2023**

	Core		RED		HCV		RES		HI		HSM		Fresno Housing Authority	
	Annual Budget	YTD Actuals	Annual Budget	YTD Actuals	Annual Budget	YTD Actuals	Annual Budget	YTD Actuals	Annual Budget	YTD Actuals	Annual Budget	YTD Actuals	Annual Budget	YTD Actuals
<b>OPERATING BUDGET</b>														
INCOME														
NET TENANT INCOME	180,000	180,000	619,960	1,120,534	-	-	-	-	-	-	8,277,666	8,648,440	9,077,626	9,948,975
INTEREST INCOME	24,000	95,103	500,000	112,479	-	6,614	-	-	-	-	-	24,296	524,000	238,492
OTHER INCOME	171,783	217,465	420,000	405,981	-	605	777,484	938,374	30,273	93,419	521,251	499,704	1,920,791	2,155,548
ADMIN & MANAGEMENT FEE INCOME	9,358,577	10,377,777	100,000	-	-	-	-	-	-	-	-	-	9,458,577	10,377,777
DEVELOPER FEE INCOME	-	-	3,237,089	3,246,841	-	-	-	-	-	-	-	-	3,237,089	3,246,841
HUD GRANT INCOME	-	-	-	-	10,671,966	13,286,705	66,413	66,413	2,808,990	1,768,616	3,679,348	3,767,742	17,226,717	18,889,476
OTHER GRANT INCOME	-	-	3,255,425	2,621,460	533,333	562,592	425,000	-	657,462	939,850	1,464,468	2,355,088	6,335,688	6,478,989
<b>TOTAL INCOME</b>	<b>9,734,361</b>	<b>10,870,345</b>	<b>8,132,474</b>	<b>7,507,296</b>	<b>11,205,299</b>	<b>13,856,516</b>	<b>1,268,897</b>	<b>1,004,787</b>	<b>3,496,725</b>	<b>2,801,884</b>	<b>13,942,733</b>	<b>15,295,270</b>	<b>47,780,488</b>	<b>51,336,098</b>
EXPENSES														
PAYROLL EXPENSES	7,491,051	8,079,361	2,385,240	2,410,209	7,433,300	7,674,767	1,034,366	901,406	781,374	532,987	2,519,437	2,838,823	21,644,767	22,437,552
ADMINISTRATIVE EXPENSES	3,150,218	3,463,078	3,852,453	2,979,445	5,286,861	5,975,299	239,215	302,804	344,769	283,270	2,192,339	2,064,309	15,065,855	15,068,205
TENANT SERVICES EXPENSES	50,085	47,881	21,996	11,508	-	-	30,000	35,115	2,593,072	2,379,735	271,399	145,550	2,966,552	2,619,790
UTILITY EXPENSES	251,185	269,843	506,165	537,813	-	-	-	-	-	-	2,003,660	2,105,171	2,761,009	2,912,828
MAINTENANCE EXPENSES	469,370	617,973	270,794	558,681	12,000	73,796	243,765	9,301	4,766	4,373	2,673,244	3,618,053	3,673,938	4,882,177
TAXES & INSURANCE EXPENSES	47,171	48,358	115,715	238,935	-	3,686	2,000	851	-	68	832,136	947,020	997,022	1,238,917
<b>TOTAL EXPENSES</b>	<b>11,459,080</b>	<b>12,526,495</b>	<b>7,152,363</b>	<b>6,736,591</b>	<b>12,732,161</b>	<b>13,727,548</b>	<b>1,549,346</b>	<b>1,249,476</b>	<b>3,723,982</b>	<b>3,200,433</b>	<b>10,492,215</b>	<b>11,718,926</b>	<b>47,109,147</b>	<b>49,159,468</b>
<b>NET OPERATING INCOME</b>	<b>(1,724,720)</b>	<b>(1,656,150)</b>	<b>980,111</b>	<b>770,704</b>	<b>(1,526,862)</b>	<b>128,968</b>	<b>(280,449)</b>	<b>(244,689)</b>	<b>(227,257)</b>	<b>(398,549)</b>	<b>3,450,518</b>	<b>3,576,345</b>	<b>671,342</b>	<b>2,176,630</b>
NON-OPERATING EXPENSES														
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	-	-	-	-	-	686,711	1,005,281	686,711	1,005,281
TOTAL FINANCING EXPENSES	99,898	99,580	15,000	-	-	-	-	-	-	-	317,412	325,431	432,310	425,011
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-OPERATING EXPENSES	99,898	99,580	15,000	-	-	-	-	-	-	-	1,004,123	1,330,712	1,119,021	1,430,292
<b>NET INCOME</b>	<b>(1,824,618)</b>	<b>(1,755,729)</b>	<b>965,110</b>	<b>770,704</b>	<b>(1,526,861)</b>	<b>128,968</b>	<b>(280,449)</b>	<b>(244,689)</b>	<b>(227,257)</b>	<b>(398,549)</b>	<b>2,446,396</b>	<b>2,245,633</b>	<b>(447,680)</b>	<b>746,338</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(1,824,618)</b>	<b>(1,755,729)</b>	<b>827,729</b>	<b>770,704</b>			<b>(280,449)</b>	<b>(244,689)</b>	<b>(227,257)</b>	<b>(398,549)</b>	<b>2,074,697</b>	<b>2,245,633</b>	<b>570,102</b>	<b>617,370</b>

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

**Resolution Number:**

**RESOLUTION ACCEPTING THE HOUSING AUTHORITY'S 2023 FINANCIAL RESULTS  
AND THE 2023 HOUSING CHOICE VOUCHER PROGRAM LEASING AND HOUSING  
ASSISTANCE PAYMENTS**

WHEREAS, the Annual Operating Financial Results and the Housing Assistance Payments Financial Results for the Fresno Housing Authority for the fiscal year beginning January 1, 2023 and ending December 31, 2023 have been presented for acceptance before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on March 28, 2024; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$51,336,098 and total operating and non-operating expenses of \$50,589,760; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$67,554,474 and total expenses of \$67,376,071; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno accept the Annual Operating Financial Results and the Housing Assistance Payments Financial Results beginning on January 1, 2023 and ending on December 31, 2023.

PASSED AND ACCEPTED THIS 26<sup>th</sup> day of March, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly accepted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tyrone R. Williams, Secretary of the Boards of Commissioners

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

**Resolution Number:**

**RESOLUTION ACCEPTING THE HOUSING AUTHORITY'S 2023 FINANCIAL RESULTS  
AND THE 2023 HOUSING CHOICE VOUCHER PROGRAM LEASING AND HOUSING  
ASSISTANCE PAYMENTS**

WHEREAS, the Annual Operating Financial Results and the Housing Assistance Payments Financial Results for the Fresno Housing Authority for the fiscal year beginning January 1, 2023 and ending December 31, 2023 have been presented for acceptance before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on March 26, 2024; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$51,336,098 and total operating and non-operating expenses of \$50,589,760; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$53,967,535 and total expenses of \$53,914,199 and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County accept the Annual Operating Financial Results and the Housing Choice Voucher Program Leasing and Housing Assistance Payments Results beginning on January 1, 2023 and ending on December 31, 2023.

PASSED AND ACCEPTED THIS 26<sup>th</sup> day of March, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly accepted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Tyrone R. Williams, Secretary of the Boards of Commissioners



# 2023 Financial and HAP Results

*March 26, 2024*



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



# 2023 Financial Results

- 2023 Agency budget was approved by the Boards in December, 2022
- 2023 Agency annual projections were presented to the Boards in November, 2023

	2023 Budget	2023 Projections	2023 Results
<b>OPERATING BUDGET</b>			
TOTAL INCOME	47,780,488	49,477,838	51,336,098
TOTAL EXPENSES	47,109,147	46,268,529	49,159,468
<b>NET OPERATING INCOME</b>	<b>671,341</b>	<b>3,209,309</b>	<b>2,176,630</b>
TOTAL NON-OPERATING EXPENSES	1,119,021	1,433,358	1,430,292
<b>NET INCOME</b>	<b>(447,680)</b>	<b>1,775,951</b>	<b>746,338</b>
<b>UNRESTRICTED NET INCOME</b>	<b>570,102</b>	<b>621,250</b>	<b>617,370</b>

# 2023 Financial Results by Division

## Comparison of Actual Results to the Budget

	Core	Real Estate Development	Housing Choice Voucher	Resident Empowerment	Homeless Initiatives	Housing Management	Total
<b>OPERATING RESULTS</b>							
TOTAL INCOME	10,870,345	7,507,296	13,856,516	1,004,787	2,801,884	15,295,270	51,336,098
TOTAL EXPENSES	12,526,495	6,736,591	13,727,548	1,249,476	3,200,433	11,718,926	49,159,468
<b>NET OPERATING INCOME</b>	<b>(1,656,150)</b>	<b>770,704</b>	<b>128,968</b>	<b>(244,689)</b>	<b>(398,549)</b>	<b>3,576,345</b>	<b>2,176,630</b>
TOTAL NON-OPERATING EXPENSES	99,580	-	-	-	-	1,330,712	1,430,292
<b>NET INCOME</b>	<b>(1,755,729)</b>	<b>770,704</b>	<b>128,968</b>	<b>(244,689)</b>	<b>(398,549)</b>	<b>2,245,633</b>	<b>746,338</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(1,755,729)</b>	<b>770,704</b>		<b>(244,689)</b>	<b>(398,549)</b>	<b>2,245,633</b>	<b>617,370</b>
<b>BUDGETED NET INCOME</b>	<b>(1,824,618)</b>	<b>965,110</b>	<b>(1,526,861)</b>	<b>(280,450)</b>	<b>(227,257)</b>	<b>2,446,397</b>	<b>(447,680)</b>
<b>BUDGETED UNRESTRICTED NET INCOME</b>	<b>(1,824,618)</b>	<b>827,729</b>		<b>(280,450)</b>	<b>(227,257)</b>	<b>2,074,697</b>	<b>570,102</b>

Impactful drivers for 2023 variances:

- Higher Administrative Fees for the Housing Choice Voucher Program
  - Impacts both Core and Housing Choice Voucher Divisions
- Conversion of Step Up on 99
  - Impacts the Real Estate Development Division

# Unrestricted Reserves

Unrestricted Reserves	\$ Change	Balance
2013 Financial Results	1,570,359	1,570,359
2014 Financial Results	1,368,730	2,939,089
2015 Financial Results	153,228	3,092,317
2016 Financial Results	261,439	3,353,756
2017 Financial Results	920,239	4,273,995
2018 Financial Results	1,545,106	5,819,101
2019 Financial Results	197,958	6,017,059
2020 Financial Results	1,758,190	7,775,249
2021 Financial Results	(958,498)	6,816,751
2022 Sales/ Refinancing Proceeds Transferred to HRFC	(3,052,260)	3,764,491
2022 Financial Results	418,103	4,182,594
2023 Sales Proceeds	2,032,714	6,215,308
2023 Financial Results	617,370	6,832,678
2024 Adopted Budget	47,553	6,880,231
<b>Total Unrestricted Reserves</b>	<b>6,880,231</b>	

**Note:** *A reminder that unrestricted reserves benefit the Agency by providing flexible funding that can be utilized to support development, provide a safety net for restricted programs and support Board authorized special initiatives*

# 2023 Housing Assistance Payments (HAP)

## *Payments to landlords participating in the Housing Choice Voucher (HCV) Program*

<b>HAP BUDGET</b>	<b>2023 Budget</b>	<b>2023 Results</b>	<b>\$ Variance</b>
HAP REVENUE	104,799,005	121,522,009	16,723,004
HAP EXPENSES	104,748,697	121,290,270	16,541,573
<b>NET HAP INCOME</b>	<b>50,308</b>	<b>231,739</b>	<b>181,431</b>

- 10/1/22 - Fresno Housing adopted small area fair market rents (SAFMR's) to allow rents to be calculated at zip code level and be useful in setting payment standards that are closer to the rental market in the PHA's jurisdiction.
- 4/1/23 – Fresno Housing re-evaluated the fair market rent resulted in higher payment standards.
- These changes support families finding a unit with a voucher in response to higher rental costs
- HAP revenue and expenses are higher than budgeted due to these changes which, together have improved lease up rates

# 2023 Year-End HAP Reserves

Entity	PHA-Held	HUD-Held
City HCV	-	-
City EHV	8,165	1,142,149
County HCV	-	-
County EHV	323,870	852,121
<b>Total</b>	<b>332,035</b>	<b>1,994,270</b>

<b>Total HAP Reserves</b>	<b>1,175,991</b>
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**Note:** *HAP reserves are funds accumulated by the Agency that can be requested from HUD-Held Reserves when additional funds are needed to cover landlord payments.*

\*EHV - Emergency Housing Vouchers  
HCV – Housing Choice Vouchers

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**Questions or Comments?**

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 3/26/2024  
**SUBJECT:** Update on Beyond Housing Foundation and Approval of Administrative Services Agreement between Fresno Housing and the Beyond Housing Foundation

**AUTHOR:** Nicole Diaz  
**DEPARTMENT:** Accounting & Finance  
**MEMO DATE:** 3/20/2024

## Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the new Fresno Housing Foundation: Beyond Housing Foundation (BHF). Staff will provide updates on the Foundation structure, activities, strategic area of focus and fund development.

In addition, the Board of Commissioners are asked to approve an administrative services agreement between Fresno Housing and the Beyond Housing Foundation. BHF is a California nonprofit public benefit corporation formed for specific charitable purposes. The foundation is in need of certain administrative services to assist in carrying out its charitable purposes. Fresno Housing desires to provide BHF with certain administrative services, pursuant to the terms and subject to the conditions set forth in the attached agreement.

## Fiscal Impact

Beyond Housing Foundation shall pay Fresno Housing a nominal annual fee of \$1 until BHF has sufficient funds to reimburse Fresno Housing for its costs and expenses in providing the services.

## Recommendations

It is recommended that the Boards of Commissioners authorize the Chief Executive Officer or his designee to execute the Administrative Services Agreement with Beyond Housing Foundation.

**ADMINISTRATIVE SERVICES AGREEMENT  
(Beyond Housing Foundation – Fresno Housing Authority)**

THIS ADMINISTRATIVE SERVICES AGREEMENT (the “**Agreement**”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2024 (the “**Effective Date**”), by and between BEYOND HOUSING FOUNDATION, a California nonprofit public benefit corporation (hereinafter, “**BHF**”), and the FRESNO HOUSING AUTHORITY, a public body corporate and politic (hereinafter, “**Fresno Housing**”). BHF and Fresno Housing are sometimes collectively referred to herein as the “**Parties**” and singularly by their individual names or as a “**Party.**”

**RECITALS**

A. BHF is a California nonprofit public benefit corporation formed for specific charitable purposes, including to raise funds to focus on two key areas of opportunity: (i) enhancing the educational and academic achievement of those who receive services from Fresno Housing; and (ii) supporting the economic mobility goals of those who receive services from the Fresno Housing.

B. Fresno Housing is a public body corporate and politic formed and operating under the Housing Authorities Law of the State of California (Health & Safe. Code § 34200 et seq.).

C. BHF is in need of certain administrative services to assist it in carrying out its charitable purposes; Fresno Housing desires to provide BHF with certain administrative services, pursuant to the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, for valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. **Administrative Services.** In consideration of the Annual Fee and Compensation discussed in Section 2 below, Fresno Housing shall fulfill all administrative responsibilities reasonably requested by BHF, including the following (collectively, the “**Administrative Services**”):

(a) Fresno Housing shall provide all staff necessary for the day-to-day operations of BHF, including scheduling services, office bookkeeping services, and office facility services;

(b) Fresno Housing shall provide adequate workspace, office space, and other space needed by BHF for the performance of its operations;

(c) Fresno Housing shall, at the direction of the Board of Directors of BHF (the “**BHF Board**”), assess the performance of and evaluate the benefit, productivity, and impact of all programs implemented by BHF, and submit annual

progress reports to the BHF Board, the Fresno Housing boards of Commissioners (collectively, the “**Fresno Housing Board**”), and Fresno Housing executive leadership regarding such productivity and impact;

(d) Fresno Housing shall, at the direction of the BHF Board, procure audits of funds and shall resolve any questions arising from said audits;

(e) Fresno Housing shall procure and maintain BHF fixed assets and expendable supplies necessary for BHF’s operation;

(f) Fresno Housing shall perform and provide certain development and management of resident service programs that might otherwise be funded by or be the responsibility of BHF, including but not limited to managing scholarship programs, homeownership programs, learning activities, steward partnerships, and, when necessary, executing partnership agreements that are aligned with BHF’s mission;

(g) Fresno Housing shall assist BHF to raise, manage, distribute, and steward private resources to support the mission of empowering Fresno Housing residents to achieve their educational and workforce aspirations;

(h) Fresno Housing shall oversee the performance and all aspects of BHF operations based on BHF’s governing documents;

(i) Fresno Housing shall assist BHF in BHF’s efforts to recruit and maintain BHF Board members;

(j) Fresno Housing shall be responsible for planning and executing comprehensive fundraising and donor-acquisition programs on behalf of BHF in support of BHF’s mission;

(k) Fresno Housing will provide additional support services to the BHF as needed, such as communications and marketing, grant writing, accounting/budgeting, data management and reporting, and duplication and office administration;

(l) Fresno Housing shall assist BHF in obtaining insurance and indemnity coverage as needed;

(m) Fresno Housing shall provide financial administration services, including but not limited to managing, allocating, and monitoring BHF financial resources to assist BHF in ensuring transparency, compliance, effectiveness, and accountability in its financial management; these responsibilities include but are not limited to services related to bookkeeping, budgeting, banking, policy development, financial reporting, and auditing and tax compliance; and

(n) Fresno Housing shall perform other administrative duties and responsibilities as directed by BHF.

2. **Compensation.** In consideration for the Administrative Services, BHF shall pay Fresno Housing a nominal annual fee (the “**Annual Fee**”) of One Dollar (\$1.00) until such time that the BHF Board and Fresno Housing mutually agree in writing that BHF has sufficient funds to establish an operational reserve and has established regular and continuing funding sources that will allow BHF to reimburse Fresno Housing for its costs and expenses in providing the services provided for herein (the “**Compensation**”). The writing contemplated in this Section 2 shall be executed by a BHF Board member who is not otherwise employed by Fresno Housing.

3. **Independent Contractor.** At times, Fresno Housing personnel may identify themselves as being affiliated with BHF. Such identification is to avoid public confusion regarding the delivery of charitable services. Notwithstanding the foregoing, Fresno Housing is an independent contractor. All persons employed by Fresno Housing are employees of Fresno Housing and not BHF. In performance of this Agreement, Fresno Housing, including any and all of Fresno Housing’s, officers, agents, employees, and independent contractors, will at all times be acting and performing as an independent contractor, and will act in its independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of BHF. BHF has no right to control, supervise, or direct the manner or method by which Fresno Housing performs its obligations under this Agreement. However, BHF may administer this Agreement so as to verify that Fresno Housing is performing its obligations in accordance with the terms and conditions of this Agreement.

4. **Administrative Budget and Personnel.** Prior to December 31<sup>st</sup> of each year Fresno Housing shall prepare and submit to BHF for consideration and approval at a regularly scheduled meeting of BHF, an operational budget and personnel plan that includes the amount appropriated for salaries and benefits, services and supplies, and fixed assets anticipated over the course of the proposed budget. The personnel plan shall also include a listing of positions retained, or contracted, as well as Fresno Housing’s proposed Compensation. No expenditures shall be incurred pursuant to said budget and personnel plan until each Party individually approves said budget and plan. Once approved by all Parties, the administrative budget and personnel plan shall serve, without the requirement of further approval by any of the Parties, as the operational guideline of Fresno Housing until the subsequent administrative budget and personnel plan are prepared and approved.

5. **Accounting and Programmatic Monitoring.** Fresno Housing shall implement accounting and reporting procedures necessary to ensure compliance with the requirements of the State, the Governor, and Generally Accepted Accounting Principles. BHF may request, as often as it deems necessary, and Fresno Housing shall deliver in a timely manner, all necessary information, documentation, and reports for purposes of programmatic and fiscal monitoring. Notwithstanding the above, Fresno Housing shall provide to BHF audited financial statements not less frequently than once a year, after the end of its fiscal year, and reporting budget and expenditure statements provided not less frequently than quarterly.

6. **Liability.** The debts, liabilities, and obligations of Fresno Housing shall remain the debts, liabilities, and obligations of Fresno Housing alone. The debts, liabilities, and obligations of BHF shall remain the debts, liabilities, and obligations of BHF alone.

7. **Insurance.** Without limiting BHF's right to obtain indemnification pursuant to Section 8 below from Fresno Housing or any third parties, Fresno Housing, at its sole expense, shall maintain in full force and effect the following insurance policies, naming BHF as an additional insured, throughout the term of this Agreement with one or more insurers that are either (a) admitted by the California Insurance Commissioner to do business in California and rated not less than "A-VII" in Best's Insurance Rating Guide, or (b) approved by BHF. Specifically, Fresno Housing will obtain Commercial General Liability insurance, including contractual, products and completed operations coverages, and bodily injury and property damage liability insurance, with combined single limits of not less than One Million Dollars (\$1,000,000.00)

8. **Indemnification.** To the fullest extent permitted by law, each Party shall indemnify, defend (at the indemnifying Party's sole cost and expense), protect and hold harmless the other and each of their officers, employees, agents, and volunteers, and all representatives, successors, and assigns, from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgment fines, penalties, forfeitures, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs, and any and all other professional, expert or consultants' fees and costs and general and administrative expenses) of every kind and nature whatsoever (individually, a "**Claim;**" collectively, "**Claims**"), which may arise from or in any manner relate (directly or indirectly) to, and only to the extent of, the negligent and/or willful acts, errors and/or omissions of the indemnifying Party, its officers, officials, agents, employees, person(s) under the supervision of the indemnifying Party, vendors, suppliers, contractors, subcontractors, consultants, subconsultants, subcontractors, anyone employed directly or indirectly by any of them or for whose acts they may be liable, or any or all of them, in performing any work or services to be provided under this Agreement.

9. **Term; Termination.** This Agreement shall be effective upon the Effective Date and shall continue in effect until terminated by:

- (a) Mutual agreement of BHF and Fresno Housing.
- (b) Written notice of one Party to the other not less than nine (9) months prior to the effective date of the termination.
- (c) Breach of Contract – BHF may immediately suspend or terminate this Agreement in whole or in part, where in the determination of BHF there is:
  - (i) A failure by Fresno Housing to comply with any term of this Agreement.

(ii) A substantially incorrect or incomplete report submitted by Fresno Housing to BHF that constitutes a material breach of this Agreement.

(iii) Improperly performed services by Fresno Housing that constitutes a material breach of this Agreement.

In the event that BHF provides notice to terminate this Agreement without cause, Fresno Housing shall, upon receiving notice of termination, send an invoice to BHF, which BHF shall immediately pay, for all unpaid Administrative Services provided by Fresno Housing to BHF from the Effective Date of this Agreement.

10. **Amendments.** This Agreement may be modified from time to time only by the written consent of BHF and Fresno Housing.

11. **Governing Law; Venue; Attorneys' Fees.** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California. Venue for the purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California. The prevailing party in any litigation between the Parties shall be entitled to reasonable attorneys' fees.

12. **Complete Expression of Agreement.** This Agreement contains the entire agreement between BHF and Fresno Housing in regard to the subject matter hereof, and no oral statements or prior written documents not specifically incorporated into this Agreement shall be of any force or effect.

*[This space intentionally blank; signatures follow on next page]*

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the Effective Date.

**“BHF”**

**“FRESNO HOUSING”**

BEYOND HOUSING FOUNDATION, a  
California nonprofit public benefit corporation

FRESNO HOUSING AUTHORITY, a public  
body corporate and politic

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

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

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

**RESOLUTION APPROVING ADMINISTRATIVE SERVICES AGREEMENT WITH BEYOND  
HOUSING FOUNDATION**

WHEREAS, Beyond Housing Foundation is a California nonprofit public benefit corporation formed for specific charitable purposes; and

WHEREAS, BHF is in need of certain administrative services to assist it in carrying out its charitable purposes; and

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") desires to provide BHF with certain administrative services;

WHEREAS, BHF shall pay Agency a nominal annual fee of \$1 until BHF Board and the Agency mutually agree in writing that BHF has sufficient funds to reimburse the Agency for its costs and expenses in providing the services; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize the Chief Executive Officer, or his designee, to execute the administrative services agreement with Beyond Housing Foundation.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of March 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Tyrone Williams, Secretary of the Boards of Commissioners

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

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

**RESOLUTION APPROVING ADMINISTRATIVE SERVICES AGREEMENT WITH BEYOND  
HOUSING FOUNDATION**

WHEREAS, Beyond Housing Foundation is a California nonprofit public benefit corporation formed for specific charitable purposes; and

WHEREAS, BHF is in need of certain administrative services to assist it in carrying out its charitable purposes; and

WHEREAS, the Housing Authority of Fresno County (the "Agency") desires to provide BHF with certain administrative services;

WHEREAS, BHF shall pay Agency a nominal annual fee of \$1 until BHF Board and the Agency mutually agree in writing that BHF has sufficient funds to reimburse the Agency for its costs and expenses in providing the services; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize the Chief Executive Officer, or his designee, to execute the administrative services agreement with Beyond Housing Foundation.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of March 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Tyrone Williams, Secretary of the Boards of Commissioners



# Update on the New Fresno Housing Foundation

*March 26, 2024*



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



# Objectives

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- New Foundation and Identity
- Strategic Areas of Focus
- Administrative Services Agreement



# New Foundation Name & Identity

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# BEYOND HOUSING FOUNDATION

*Empowering Residents. Investing in Futures.*



# **STRATEGIC AREAS OF FOCUS**

**Organizational structure and culture**

**Fundraising and sustainability**

**Resident Impact**

## ADMINISTRATIVE SERVICES AGREEMENT

Staff Support

Fiscal and Administrative Management

Outline of Responsibilities



A FUNDRAISING AFFILIATE FOR FRESNO HOUSING

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 03/26/2024  
**AGENDA ITEM:** 8a  
**SUBJECT:** Real Estate Development Update

**AUTHOR:** Michael Duarte  
Chief Real Estate Officer  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 03/20/2024

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## 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:** 3/26/2024  
**AGENDA ITEM:**  
**SUBJECT:** Update on Housing Relinquished Fund Corporation Reserves

**AUTHOR:** Nicole Diaz  
**DEPARTMENT:** Finance & Accounting  
**MEMO DATE:** 3/19/2024

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## Executive Summary

Staff will be presenting an update on the Housing Relinquished Fund Corporation (HRFC) cash reserves. The analysis will include actual inflows and outflows as of February 29, 2024 as well as current commitments.

## Recommendation

No action is necessary. This item is informational only.



# Update on HRFC Reserves

*Boards of Commissioners Meeting*

*March 26, 2024*



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



# HRFC Reserves

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- The Housing Relinquished Fund (HRFC) reserves allow for the expansion of affordable housing
- Reserves have accumulated from various sources including:
  - Proceeds and loan repayments from development projects
  - Interest income from loans
  - Sales or refinancing of properties
- HRFC reserves can be restricted by Board action or agreements with HUD

# Current HRFC Reserves

<b>Cash Balance as of 12/31/2023</b>	<b>6.82</b>
<b>2024 Cash Inflow (Outflow):</b>	
Predevelopment Funding	(0.23)
Kresge Quarterly Interest Payment	(0.01)
The California Endowment Quarterly Interest Payment	(0.02)
Magill Monthly Loan Repayment	-
Iron Bird (Fulton Plaza) Repayments	0.03
Corazon del Valle Bridge Loan Repayment	0.20
Corazon del Valle Predevelopment Repayment	0.08
Esperanza Mendota Predevelopment Repayment	0.05
Net of Bank Interests Received and Bank Fees Charged	0.03
<b>Cash Balance as of 02/29/2024</b>	<b>6.95</b>

\*In Millions



# Potential Cash Inflows

## **Potential Inflows**

<i>Step Up @ 99 Motel 99 Pre-Development Repayment - currently with Fresno Housing</i>	2.20
<i>San Joaquin W Colorado Pre-Dev Repayment</i>	0.20
<i>Parlier District Office Lease (Building) started April 2023</i>	0.39
<i>Sun Lodge from City of Fresno Source: Home ARP</i>	0.70
<i>Pine Warehouse - with Fresno Housing</i>	2.03
<i>Villages at Paragon Bridge Loan Repayment</i>	0.54
<i>Corazon del Valle Huron-GDA Proceeds</i>	0.53
<i>Chinatown loan Repayment</i>	1.35
<i>Avalon II CDBG Fund (reimbursement for Acquisition)</i>	1.24
<i>Parkside Inn CDBG Funds (Reimbursement for Acquisition)</i>	3.00
<b>Total</b>	<b>12.19</b>



# Outflows from HRFC

	Total Commitment 02/29/2024	Total Expenditures through 02/29/2024	Remaining Commitment
<b>Current Commitments</b>			
<i>Pre-developments Loans</i>			
West Fresno Planning/CA Triangle	1.12	0.95	0.17
General Pre-Development	0.60	0.24	0.36
Avalon Commons Phase II Pre-dev	1.10	1.09	0.01
Step Up @ 99 Motel 99 Pre-Dev	3.00	2.20	0.80
Heritage Estate	0.30	0.30	-
North Fulton (CVS) + CO Parking	3.00	3.00	-
<i>RAD Pre-developments</i>			
Other RAD Pre-Development	0.25	0.25	-
San Joaquin W Colorado	0.30	0.20	0.10
<i>Other Commitments</i>			
466 N. Roosevelt	0.50	0.42	0.08
<b>Total Commitments</b>	<b>10.17</b>	<b>8.65</b>	<b>1.52</b>



# Other Loan Repayment

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<i>The California Endowment Loan</i>	3.00
<i>The Kresge Foundation Loan</i>	2.00

\* These loans provide short-term cash flow for development work around neighborhoods of opportunity, supportive housing, and rural development. While the full maturity date is in 2026, half is to be repaid in 2025.



# Cash Flow Projections

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<b>Current Cash Balance as of 02/29/2024</b>	<b>6.95</b>
Potential Inflows	12.19
Remaining Commitments	(1.52)
Loan Repayment	(5.00)
<b>Uncommitted Cash</b>	<b>12.62</b>

- Total cash at 2/29/24 is \$6.95 million
- Estimating inflows of \$12.19 million and \$1.52 million in remaining commitments & loan repayment of \$5 million
- This leaves approximately \$12.62 million in uncommitted funds



Questions or  
Comments ?