



# Boards of Commissioners Meeting

April 26, 2016

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

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

**5pm April 26, 2016 – Board Room**  
**1331 Fulton Mall, Fresno, CA 93721**

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

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

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PAGE #

1. **Call to Order and Roll Call**
2. **Approval of agenda as posted (or amended)**
3. **Public Comment**

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

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

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<b>5. Consent Agenda</b>	
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e. Overview of 2015 Mixed Finance, Operating, and HAP Financial Results	20
<b>7. Action Items – Commissioners may Consider, Approve, Deny, and/or Continue</b>	
a. Consideration to Accept the 2015 Operating and HAP Financial Results	25
b. Consideration of the 2016 Capital Fund Budget	30
c. Consideration of HOME Partnership Investment Funding Application Submission, Purchase and Sale Agreement, and Memorandum of Understanding – Highway City CenterPoint	35
d. Consideration of Project-Based Voucher Allocation – Parc Grove Commons Northeast	40
<b>8. Commissioners’ Report</b>	--
<b>9. Executive Director’s Report</b>	44
<b>10. Closed Session</b>	
PUBLIC EMPLOYMENT	
<i>Pursuant to Government Code Section 54597</i>	
<b>11. Adjournment</b>	

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

**Thursday, March 10, 2016**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special joint session on Thursday, March 10, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The 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 by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:      ADRIAN JONES, Chair  
   RUEBEN SCOTT, Vice Chair  
   STEVEN BEDROSIAN  
   JORGE AGUILAR

COMMISSIONERS ABSENT:      CRAIG SCHARTON  
   KARL JOHNSON

The meeting was called to order at 5:10 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:      STACY SABLAN, Chair  
   JIM PETTY  
   NANCY NELSON  
   JOEY FUENTES

COMMISSIONERS ABSENT:      RENEETA ANTHONY, Vice Chair  
   VENILDE MILLER  
   LEE ANN EAGER

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

No public comment.

*Commissioner Scott motioned for the City Board's approval of the agenda as posted. This action was seconded by Commissioner Aguilar, and by unanimous vote of the Board of Commissioners for the City, the agenda was approved as posted.*

*Commissioner Petty motioned for the County Board's approval of the agenda as posted. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the agenda was approved as posted.*

3. PUBLIC COMMENT

There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

This was the time for any Commissioner who had a potential conflict of interest to identify the item and recuse themselves from discussing and voting on the matter per Government Code section 87105.

There were no conflicts of interest announced.

5. ACTION ITEMS – COMMISSIONERS MAY CONSIDER, APPROVE, DENY, AND/OR CONTINUE

a. Consideration of the Omnibus Resolution and Funding Commitments – Shockley Terrace

Christina Husbands, Senior Manager of Planning and Community Development presented the Boards with a recommendation to approve the omnibus resolution and funding commitments. The omnibus resolution recommended the Boards authorize the execution and delivery of documents in connection with the financing, development and operation of the Shockley Terrace.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the omnibus resolution and funding commitments for Shockley Terrace. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the omnibus resolution and funding commitments for Shockley Terrace was approved.*

*Commissioner Petty motioned for the County Board's approval of the omnibus resolution and funding commitments for Shockley Terrace. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for*

*the County, the consideration of the omnibus resolution and funding commitments for Shockley Terrace was approved.*

b. Consideration of Omnibus Resolution and Funding Commitment – Lowell Neighborhood Project

Christina Husbands presented the Boards with a recommendation to approve the omnibus resolution and funding commitments for the Lowell Neighborhood Project. The omnibus resolution recommended the Boards authorize the execution and delivery of documents in connection with the financing, development and operation of the Lowell Neighborhood Project.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the omnibus resolution and funding commitments for the Lowell Neighborhood Project. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the omnibus resolution and funding commitments for the Lowell Neighborhood Project was approved.*

*Commissioner Petty motioned for the County Board's approval of the omnibus resolution and funding commitments for the Lowell Neighborhood Project. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the consideration of the omnibus resolution and funding commitments for the Lowell Neighborhood Project was approved.*

6. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 5:22 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

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

**Tuesday, March 22, 2016**

**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, March 22, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The 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 by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:       ADRIAN JONES, Chair  
  RUEBEN SCOTT, Vice Chair  
  CRAIG SCHARTON  
  STEVEN BEDROSIAN  
  CRAIG SCHARTON

COMMISSIONERS ABSENT:       JORGE AGUILAR

The meeting was called to order at 5:10 p.m. by Board Vice Chair, Commissioner Anthony, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:       RENEETA ANTHONY, Vice Chair  
  JIM PETTY  
  NANCY NELSON  
  LEE ANN EAGER  
  JOEY FUENTES

COMMISSIONERS ABSENT:       STACY SABLAN, Chair  
  VENILDE MILLER

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

## 2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

No public comment.

*Commissioner Scott motioned for the City Board's approval of the agenda as posted. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the agenda was approved as posted.*

*Commissioner Eager motioned for the County Board's approval of the agenda as posted. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the agenda was approved as posted.*

## 3. PUBLIC COMMENT

There was no public comment.

## 4. POTENTIAL CONFLICTS OF INTEREST

This was the time for any Commissioner who had a potential conflict of interest to identify the item and recuse themselves from discussing and voting on the matter per Government Code section 87105.

There were no conflicts of interest announced.

## 5. CONSENT AGENDA

- a. Consideration of the minutes of February 23, 2016
- b. City: Charge-off Uncollectible Accounts to Collection Losses for the 1st Quarter 2016
- c. County: Charge-off Uncollectible Accounts to Collection Losses for the 1st Quarter 2016

*Commissioner Scott motioned for the City Board's approval of the consent agenda. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consent agenda was approved.*

*Commissioner Petty motioned for the County Board's approval of the consent agenda. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consent agenda was approved.*

## 6. INFORMATIONAL

- a. 2015 Agency Highlights and 75th Anniversary Overview

Preston Prince, CEO/Executive Director presented 75th Anniversary Overview with 2015 Agency Highlights to the Boards.

Mr. Prince showed a video with the 2015 Agency Highlights and the 75th Anniversary.

b. ConnectHome Update – A White House Initiative

Sabrina Kelly, Resident Engagement Manager, and Bobby Coulter, Information Technology Systems and Project Manager presented, an update on ConnectHome. Mr. Coulter announced that the Housing Authority and the community partners will be launching ConnectHome at Parc Grove Commons with a Tech Launch Party. Ms. Kelly discussed with the Boards how the Tech Launch Party will increase awareness and create excitement about ConnectHome.

c. Overview of 2016 Mixed Finance Budgets – Renaissance Projects

Michael Duarte, Director of Planning & Community Development, presented an overview of 2016 Mixed Finance Budgets for the Renaissance Projects. Mr. Duarte's overview defined Mixed Finance Properties and how they impact the Housing Authority. Mr. Duarte presented the 2016 Renaissance Operations Budgets and gave a summary of the development reserves.

There was further conversation regarding the maintenance budgets for each property. The Commissioners asked for clarity on the amount budgeted for maintenance. Mr. Duarte provided several scenarios that will explain the amount budgeted for maintenance at these properties.

d. Real Estate Development Overview

Tracewell Hanrahan, Deputy Executive Director presented the Real Estate Development Overview. Ms. Hanrahan's presentation gave an overview of Marcelli Terrace and Highway City. Ms. Hanrahan presented data on the residents and households served in the Highway City area. Ms. Hanrahan presented the Boards with a proposed development plan for a Community Building in Highway City and provided budget estimates for the proposed plan. Ms. Hanrahan explained that it is not an action item but the Highway City CDC and the Housing Authority were discussing the development of the project as it would be beneficial to the community.

There was further discussion between Staff and the Boards to clarify details and address concerns for the potential project.

7. ACTION ITEMS – COMMISSIONERS MAY CONSIDER, APPROVE, DENY, AND/OR CONTINUE

a. Consideration of the Congressional Correspondence

Doreen Eley, Assisted Housing Manager, presented the Boards with action to approve the Congressional Correspondence presented in the Board packet. Ms. Eley

recommended the Boards authorize the CEO/Executive Director to sign and send the letter to all Congressional representatives, and attest, on behalf of the Boards of Commissioners, the desire to find solutions to the key issues found with the Fresno Housing Authority's utilization of the Veterans Affairs Supportive Housing (HUD-VASH) Voucher Program.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the Congressional Correspondence. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the Congressional Correspondence was approved.*

*Commissioner Petty motioned for the County Board's approval of the Congressional Correspondence. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the Congressional Correspondence was approved.*

## 8. EXECUTIVE DIRECTOR'S REPORT

In addition to the written Director's report, the following items were announced:

- Introduced Scott Boatwright, who joined the Agency as a Financial Analyst.
- Housing Authority officially closed on Shockley Terrace and the Lowell Neighborhood Project.
- The Shockley Terrace Revitalization Event will be on March 30, 2016 at 10:00 a.m.
- The Lowell Neighborhood Project Ground Breaking will be on April 7, 2016 with more details to come.
- The NAHRO Washington Conference is on April 9, 2016 to April 13, 2016.
- There is a presentation for the community, tentatively on April 20, 2016 concerning landlords and housing quality standards. Details will be sent to the Boards when the agenda is finalized.
- There will be an article published by the Fresno Bee Sunday, on or about April 3, 2016 about landlords within the community and how the Agency is working to mitigate the issues.
- The Executive Committee have reviewed and approved the 2016 Goals. They are now being embedded in the staff evaluation process, and have been distributed to the Boards.
- The All Staff Event was on March 4, 2016 at Parc Grove Commons. Mr. Prince provided an overview of the conversations and the video "Home Stretch" that

was presented to staff. Mr. Prince presented Fidel Contreras, the Steward of the Year Award. Fidel Contreras, Communications Coordinator, gave a brief speech.

- Stacy Vaillancourt, the CAO of Saint Agnes, is the new City Commissioner.

#### 9. COMMISSIONER'S REPORT

Commissioner Eager announced that she attended the recent Five Cities Board meeting; there was a request for a Housing Authority representative to participate in one of the future Board meetings. Tiffany Mangum will follow up with Commissioner Eager.

#### 10. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 7:01 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

**BOARD  
MEMO**

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 Fresno, California 93721  
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**TO:** Boards of Commissioners  
 Fresno Housing Authority  
**FROM:** Preston Prince  
 CEO/Executive Director  
**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**AGENDA ITEM:** 5b  
**AUTHOR:** Tiffany Mangum  
**SUBJECT:** Out of State Travel – CEO/Executive Director, Commissioners

**Executive Summary**

Out-of-State Travel is requested for the CEO/Executive Director and/or Commissioners\* as follows:

**Travel/Conference Agenda**

Date	Location	Event
5/12-5/13/16	Washington, DC	CLPHA Housing & Education Symposium
5/17-5/19/16	Nashville, TN	National Head Start Conference
7/25/16	Chicago, IL	National Public Housing Museum Board Meeting

**Recommendation**

It is recommended the Boards of Commissioners of the Fresno Housing Authority, approve the aforementioned out-of-state travel itinerary and attendee(s).

**Fiscal Impact**

All travel and conference expenditures are within budget, and funds have been previously approved as part of the FY2016 Operating Budgets submitted and approved in December 2015.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6a

**AUTHOR:** Tracewell Hanrahan

**SUBJECT:** Overview – Leveraging the Housing Choice Voucher Program to Improve Quality Housing

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### Executive Summary

Over the past year, Fresno Housing Staff has been undergoing a deep analysis around quality housing for our residents throughout Fresno County. Through these conversations, we have taken a deeper look at the policies we employ and those we are subject to, in making sure we are able to provide quality affordable housing for our residents, ensure that the proper provisions are made to protect the interests of our residents and our landlords, and that we maximize the use of the limited resources entrusted to us as an affordable housing provider.

Staff will give an overview of the analysis conducted and its impacts, along with the policies impacted by this work.

This presentation will also include a preview of the upcoming Community Stakeholder meeting, where we will present this information and facilitate a conversation about how to continue to be a valued partner and responsible affordable housing provider.

### Recommendation

None at this time. Informational only.

## BOARD MEMO


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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6b

**AUTHOR:** Juan Lopez

**SUBJECT:** 1<sup>st</sup> Quarter 2016 Update on Leasing and Housing Assistance  
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

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### Executive Summary

The U.S. Department of Housing and Urban Development (HUD) has used historical data as a benchmark to determine future funding, and this method will continue for Calendar Year (CY) 2016. HUD has preliminarily set 2016 HAP proration levels at 99.6% of 2015 HAP expenses. This level of proration will allow us to continue leasing activities and house as many families as allowed by HUD. Currently, the agency has 343 Vouchers designated for the Veterans Affairs Supportive Housing (VASH) program, all of which reside with the City HCV Program. These vouchers are referral-based and are tracked very closely and issued as quickly as families are referred from The United States Department of Veterans Affairs (VA).

As in the past, we will continue to diligently monitor our HAP and voucher utilization rates.

#### City HCV

HAP expenditures for the month of March totaled \$3,405,791. The Per Unit Cost (PUC) for the month was \$453 for VASH vouchers and \$503 for non-VASH vouchers. HAP expenditures for the year are projected at \$42.08 million, resulting in 96.7% utilization of HAP cash funding, and an expected year-end balance of \$5 million in total HAP reserves.

The overall projected voucher utilization for CY 2016 is 98.1%, ending the month of December at 104.6%.

#### County HCV

HAP expenditures for the month of January totaled \$2,783,232. The PUC for the month was \$493. HAP expenditures for the year are projected at \$33.18 million, resulting in 94.41% utilization of HAP cash funding, and an expected year-end balance of \$3.1 million in total HAP reserves.

The overall projected voucher utilization for CY 2016 is 99.2%, ending the month of December at 97.7%.

#### Recommendation

This item is informational only. No action is necessary.

CITY HAP ANALYSIS - CALENDAR YEAR 2016

**Legend:**

☐ = Projection for the remainder of CY

HAP	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	CY 2016 Total
Total HAP Revenue (99.6% proration)	3,595,168	2,962,980	3,636,150	3,362,091	3,637,643	3,637,643	3,782,112	3,782,112	3,782,112	3,782,112	3,782,112	3,782,112	43,524,344
HAP Expenses	3,456,391	3,459,332	3,405,791	3,366,821	3,387,695	3,395,997	3,416,871	3,500,606	3,584,342	3,668,077	3,701,524	3,734,970	42,078,417
<b>Net HAP</b>	<b>138,777</b>	<b>(496,352)</b>	<b>230,359</b>	<b>(4,730)</b>	<b>249,948</b>	<b>241,646</b>	<b>365,241</b>	<b>281,505</b>	<b>197,770</b>	<b>114,034</b>	<b>80,588</b>	<b>47,142</b>	<b>1,445,927</b>
Items Impacting NRA*	1,081	1,177	-	-	-	-	-	-	-	-	-	-	2,258
<b>PHA-Held Reserve Balance</b>	<b>\$1,863,304</b>	<b>\$1,368,129</b>	<b>\$1,598,488</b>	<b>\$1,593,758</b>	<b>\$1,843,706</b>	<b>\$2,085,352</b>	<b>\$2,450,593</b>	<b>\$2,732,098</b>	<b>\$2,929,868</b>	<b>\$3,043,902</b>	<b>\$3,124,490</b>	<b>\$3,171,631</b>	<b>\$3,171,631</b>
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HUD-Held Reserve Balance</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>	<b>\$1,832,884</b>
<b>Total HAP Reserve Balance</b>	<b>\$3,696,188</b>	<b>\$3,201,013</b>	<b>\$3,431,372</b>	<b>\$3,426,642</b>	<b>\$3,676,590</b>	<b>\$3,918,236</b>	<b>\$4,283,477</b>	<b>\$4,564,982</b>	<b>\$4,762,752</b>	<b>\$4,876,786</b>	<b>\$4,957,374</b>	<b>\$5,004,515</b>	<b>\$5,004,515</b>
Monthly HAP Revenue Utilization	96.14%	116.75%	93.66%	100.14%	93.13%	93.36%	90.34%	92.56%	94.77%	96.98%	97.87%	98.75%	
YTD HAP Revenue Utilization	92.98%	105.45%	101.25%	100.97%	99.31%	98.27%	97.05%	96.46%	96.26%	96.33%	96.48%	96.68%	<b>96.68%</b>

REGULAR VOUCHER UTILIZATION														
Baseline	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	81,420
Total Unit Months Leased	6,582	6,606	6,538	6,456	6,493	6,505	6,542	6,704	6,866	7,028	7,090	7,152	80,562	
Variance	(203)	(179)	(247)	(329)	(292)	(280)	(243)	(81)	81	243	305	367	(858)	
Monthly Utilization	97.01%	97.36%	96.36%	95.15%	95.70%	95.87%	96.42%	98.81%	101.19%	103.58%	104.50%	105.41%		
YTD Utilization	97.01%	97.18%	96.91%	96.47%	96.32%	96.24%	96.27%	96.58%	97.10%	97.75%	98.36%	98.95%	<b>98.95%</b>	

VASH VOUCHER UTILIZATION														
Baseline	343	343	343	343	343	343	343	343	343	343	343	343	343	4,116
Total Unit Months Leased	263	249	260	265	270	275	280	285	290	295	300	305	3,337	
Variance	(80)	(94)	(83)	(78)	(73)	(68)	(63)	(58)	(53)	(48)	(43)	(38)	(779)	
Monthly Utilization	76.68%	72.59%	75.80%	77.26%	78.72%	80.17%	81.63%	83.09%	84.55%	86.01%	87.46%	88.92%		
YTD Utilization	76.68%	74.64%	75.02%	75.58%	76.21%	76.87%	77.55%	78.24%	78.94%	79.65%	80.36%	81.07%	<b>81.07%</b>	

ALL VOUCHER UTILIZATION														
Baseline	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	85,536
Total Unit Months Leased	6,845	6,855	6,798	6,721	6,763	6,780	6,822	6,989	7,156	7,323	7,390	7,457	83,899	
Variance	(283)	(273)	(330)	(407)	(365)	(348)	(306)	(139)	28	195	262	329	(1,637)	
Monthly Utilization	96.03%	96.17%	95.37%	94.29%	94.88%	95.12%	95.71%	98.05%	100.39%	102.74%	103.68%	104.62%		
YTD Utilization	96.03%	96.10%	95.86%	95.47%	95.35%	95.31%	95.37%	95.70%	96.22%	96.87%	97.49%	98.09%	<b>98.09%</b>	

PER UNIT COSTS													
Regular Vouchers	508	508	503	503	503	503	503	503	503	503	503	503	504
VASH Vouchers	432	415	453	453	453	453	453	453	453	453	453	453	448
ALL VOUCHERS	505	505	501	501	501	501	501	501	501	501	501	501	502

\*Items impacting NRA include: Fraud Recoveries and FSS Escrow Forfeitures

COUNTY HAP ANALYSIS - CALENDAR YEAR 2016

**Legend:**

☐ = Projection for the remainder of CY

HAP	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	CY 2016 Total
Total HAP Revenue (99.6% proration)	3,023,490	2,783,898	3,010,383	2,809,477	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	35,146,667
HAP Expenses	2,914,420	2,824,803	2,783,232	2,735,441	2,733,470	2,731,499	2,741,846	2,752,192	2,762,539	2,748,251	2,733,963	2,719,674	33,181,329
<b>Net HAP</b>	<b>109,070</b>	<b>(40,905)</b>	<b>227,151</b>	<b>74,036</b>	<b>206,458</b>	<b>208,428</b>	<b>198,082</b>	<b>187,735</b>	<b>177,389</b>	<b>191,677</b>	<b>205,965</b>	<b>220,253</b>	<b>1,965,338</b>
Items Impacting NRA*	2,060	15	2,841	-	-	-	-	-	-	-	-	-	4,916
PHA-Held Reserve Balance	\$896,781	\$855,891	\$1,085,883	\$1,159,919	\$1,366,377	\$1,574,805	\$1,772,887	\$1,960,622	\$2,138,011	\$2,329,688	\$2,535,652	\$2,755,905	\$2,755,905
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HUD-Held Reserve Balance	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101
<b>Total HAP Reserve Balance</b>	<b>\$1,248,882</b>	<b>\$1,207,992</b>	<b>\$1,437,984</b>	<b>\$1,512,020</b>	<b>\$1,718,478</b>	<b>\$1,926,906</b>	<b>\$2,124,988</b>	<b>\$2,312,723</b>	<b>\$2,490,112</b>	<b>\$2,681,789</b>	<b>\$2,887,753</b>	<b>\$3,108,006</b>	<b>\$3,108,006</b>
Monthly HAP Revenue Utilization	96.39%	101.47%	92.45%	97.36%	92.98%	92.91%	93.26%	93.61%	93.97%	93.48%	92.99%	92.51%	
YTD HAP Revenue Utilization	96.39%	98.83%	96.65%	96.82%	96.05%	95.52%	95.20%	95.00%	94.88%	94.74%	94.58%	94.41%	<b>94.41%</b>

**VOUCHER UTILIZATION**

<b>Baseline</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>5,652</b>	<b>67,824</b>
<b>Total Unit Months Leased</b>	<b>5,868</b>	<b>5,728</b>	<b>5,649</b>	<b>5,552</b>	<b>5,548</b>	<b>5,544</b>	<b>5,565</b>	<b>5,586</b>	<b>5,607</b>	<b>5,578</b>	<b>5,549</b>	<b>5,520</b>	<b>67,294</b>
<i>Variance</i>	<i>216</i>	<i>76</i>	<i>(3)</i>	<i>(100)</i>	<i>(104)</i>	<i>(108)</i>	<i>(87)</i>	<i>(66)</i>	<i>(45)</i>	<i>(74)</i>	<i>(103)</i>	<i>(132)</i>	<i>(530)</i>
YTD Baseline	5,652	11,304	16,956	22,608	28,260	33,912	39,564	45,216	50,868	56,520	62,172	67,824	67,824
YTD Unit Months Leased	5,868	11,596	17,245	22,797	28,345	33,889	39,454	45,040	50,647	56,225	61,774	67,294	67,294
Monthly Utilization	103.82%	101.34%	99.95%	98.23%	98.16%	98.09%	98.46%	98.83%	99.20%	98.69%	98.18%	97.66%	
YTD Utilization	103.82%	102.58%	101.70%	100.84%	100.30%	99.93%	99.72%	99.61%	99.57%	99.48%	99.36%	99.22%	<b>99.22%</b>

**PER UNIT COST**

Per Unit Cost	497	493	493	493	493	493	493	493	493	493	493	493	493
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\*Items impacting NRA include: Fraud Recoveries and FSS Escrow Forfeitures

## BOARD MEMO

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1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6c

**AUTHOR:** Christina Husbands

**SUBJECT:** Real Estate Development Overview

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### Executive Summary

Staff will provide an overview of all projects in pre-development.

### Recommendation

None at this time. Informational only.

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6d

**AUTHOR:** Bobby Coulter

**SUBJECT:** Enterprise Management System (EMS) Update

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### Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the status of the Agency's Enterprise Management System (EMS) implementation.

At the Boards of Commissioners meeting on May 26, 2015, Yardi Systems Inc. was approved by the Boards as the awardee of the Enterprise Management System RFP. The contract was approved on July 28, 2015, and in late 2015, the Agency, along with Yardi staff and our project management team, began the implementation of the Yardi Enterprise Management System.

The implementation was broken up into three phases in order to meet the needs of the Agency.

- The first phase of the implementation was a pilot test where one property was to be produced and managed within Yardi. The property (Trailside Terrace) was successfully created in Yardi in December of 2015, and the Agency successfully posted rent within Yardi on January 14<sup>th</sup>. This is significant as it was the first time staff ran through the entire resident management process in Yardi with real data.
- The second phase of implementation was the execution of Yardi's financial functionality. This phase of the implementation included many of the features that factored into the decision to choose the Yardi system, including invoice approval workflows, check printing, internal control measures, and financial reporting. All financial information was successfully migrated from the former financial system (Ifas) to Yardi in April 2015, and a large group of staff is currently working only in the Yardi system.
- The third and final phase is the implementation of the housing functionality, which includes our Housing Choice Voucher, Public Housing, and Mixed Finance properties. The estimated delivery date is September 1, 2016.

Staff will be presenting more information on the implementation, including security set ups, sample reports, lessons learned and next steps at the Boards of Commissioners meeting.

**Recommendation**

This item is informational only. No action is necessary.

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6e

**AUTHOR:** Emily De La Guerra

**SUBJECT:** 2015 Financial Results for Mixed Finance Properties

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### Executive Summary

On several occasions, Agency staff have asked the Boards of Commissioners to sponsor the development or rehabilitation of numerous affordable housing properties. Over the past seven years, the Boards have approved over 20 projects, beginning with Yosemite Village, Granada Commons, two phases of Parc Grove Commons, three Renaissance projects, four RAD projects, and several other developments throughout Fresno County. We collectively call these groups of projects the “Mixed Finance Properties” because we used several (“mixed”) financing sources to acquire and construct the units.

As part of this “sponsorship” process, the Boards are first asked to approve the formation and creation of a limited partnership that will “own” the affordable housing development, and where Silvercrest, Inc. (a subsidiary of the Housing Authority) is generally named as the managing general partner (MGP) of the partnership. The role of the managing general partner is to manage the on-going operations of the partnership. This includes, amongst other things:

- Renting, maintaining, and repairing the project, as needed
- Selecting the property management company
- Monitoring tenant and financial compliance, and
- Preparing reports, including the annual financial audit

Another one of the responsibilities of the managing general partner is to review and approve the annual operating budgets and financial performance for the partnerships. However, because the Fresno Housing Authority originally sponsored these projects and has a vested interest in the success of the properties, staff will be presenting the 2015 annual performance of these properties to the Board of Commissioners, and then later requesting that Silvercrest, Inc. approve these results.

	2015 Mixed Finance Budget	2015 Mixed Finance Results	Results to 2015 Budget	
			Fav/(Unfav)	
<b>INCOME</b>				
TENANT RENTAL INCOME	5,546,990	5,538,638	(8,352)	0%
RENTAL ASSISTANCE	4,013,881	3,773,779	(240,102)	-6%
OTHER INCOME	75,587	156,258	80,671	107%
<b>Total Income:</b>	<b>9,636,457</b>	<b>9,468,674</b>	<b>(167,783)</b>	<b>-2%</b>
<b>EXPENSES</b>				
PAYROLL & PAYROLL TAXES	1,865,063	1,882,198	(17,135)	-1%
ADMINISTRATIVE EXPENSES	473,878	690,175	(216,297)	-46%
MANAGEMENT FEES	705,835	766,133	(60,298)	-9%
TAXES & INSURANCE	280,752	275,944	4,808	2%
UTILITIES, WATER & SEWER	1,175,034	1,226,397	(51,363)	-4%
MAINTENANCE	1,084,044	1,459,382	(375,338)	-35%
RESIDENT SERVICES	503,811	226,342	277,469	55%
SECURITY	205,310	285,690	(80,380)	-39%
<b>Total Operating Expenses:</b>	<b>6,293,728</b>	<b>6,812,262</b>	<b>(518,534)</b>	<b>-8%</b>
<b>Net Operating Income:</b>	<b>3,342,729</b>	<b>2,656,412</b>	<b>(686,317)</b>	<b>-21%</b>
<b>DEBT RELATED COSTS</b>	<b>942,260</b>	<b>741,785</b>	<b>200,475</b>	<b>21%</b>
<b>PARTNERSHIP COSTS</b>	<b>200,906</b>	<b>184,921</b>	<b>15,985</b>	<b>8%</b>
<b>OTHER</b>	<b>(7,702)</b>	<b>30,060</b>	<b>(37,762)</b>	<b>490%</b>
<b>Total Non-Operating Expenses</b>	<b>1,135,464</b>	<b>973,752</b>	<b>(161,712)</b>	<b>-14%</b>
<b>Total Net Income:</b>	<b>2,207,265</b>	<b>1,682,660</b>	<b>(524,606)</b>	<b>-24%</b>

The attached budget represents the revenues and expenses for sixteen mixed finance properties. It should be noted that Marion Villas in Kingsburg did not have an approved budget for 2015 as operations began mid-year. The financial results are included in the attachment.

In 2015, these properties, collectively, operated below budgeted levels, incurring 2% lower revenues and 8% higher operating expenses. While each property has its own unique characteristics, there are several variances to note.

The Fresno RAD project received about \$400 thousand less than budgeted in revenue. This was mostly due to errors in forecasting of potential rental and subsidy revenues and was not a result of vacancies. Yosemite Village, Pacific Gardens and Parc Grove Commons earned about 10% higher revenues initially budgeted, mainly attributable to higher tenant rents. The three Renaissance properties, comprised of Trinity, Alta Monte, and Santa Clara, also received higher rental revenues due to corrections of HAP subsidy contracts.

In looking at expenditures, we see that Alta Monte and Santa Clara had higher security costs than anticipated. This issue was noted and corrected in 2016, with new security contracts in place at those sites. Many of the properties, specifically those in cities outside the city of Fresno, experienced higher utility costs, due to increased water rates as a result of the current drought. Collectively, maintenance expenses were also high relative to the 2015 budgets. Specifically, Bridges at Florence, Yosemite Village and Santa Clara required significantly higher than expected maintenance and repairs. This is largely due

to deliberate expenditures that were made in order to pass compliance inspections (REAC, TCAC) and/or to improve resident safety and security. Finally, Resident Services expenses are lower than anticipated due to construction delays at the RAD properties, which delayed the start of services.

Staff will be presenting additional information at the Boards of Commissioners meeting regarding revenues, expenses and annual cash flow distributions to the Housing Authority and its affiliates.

**Recommendation**

This item is information only. No action is required. However, the Board of Directors for the Silvercrest, Inc. will be asked to approve the 2015 Mixed Finance Results.

## 2015 Budget

	Yosemite Village	Pacific Gardens	Parc Grove Commons	Trinity	Alta Monte	Santa Clara	Parc Grove NW	Fresno-RAD	Viking Village	Bridges at Florence	City View	Granada	Kings River Commons	RAD- Mendota	RAD-OC	Total Mixed Finance
<b>INCOME</b>																
TENANT RENTAL INCOME	183,360	188,470	1,176,051	30,320	47,634	80,000	1,374,000	550,000	125,000	202,080	299,250	77,000	384,456	530,000	299,369	5,546,990
RENTAL ASSISTANCE	240,000	131,340	528,000	121,000	145,000	337,406	-	1,283,348	195,220	-	-	25,000	-	545,248	462,319	4,013,881
OTHER INCOME	1,500	2,200	5,729	2,910	21,726	10,058	4,800	8,485	-	300	2,500	640	6,744	5,000	2,995	75,587
<b>Total Income:</b>	<b>424,860</b>	<b>322,010</b>	<b>1,709,780</b>	<b>154,230</b>	<b>214,360</b>	<b>427,464</b>	<b>1,378,800</b>	<b>1,841,833</b>	<b>320,220</b>	<b>202,380</b>	<b>301,750</b>	<b>102,640</b>	<b>391,200</b>	<b>1,080,248</b>	<b>764,683</b>	<b>9,636,457</b>
<b>EXPENSES</b>																
PAYROLL & PAYROLL TAXES	73,800	106,985	294,400	62,216	66,500	126,658	212,800	303,128	59,025	37,800	50,300	38,492	78,675	179,994	174,290	1,865,063
ADMINISTRATIVE EXPENSES	48,550	36,318	56,000	17,997	23,761	30,341	13,800	74,181	20,826	9,900	16,000	19,694	9,400	49,452	47,659	473,878
MANAGEMENT FEES	33,120	26,880	89,763	9,600	14,400	33,600	68,000	157,488	32,640	15,840	18,900	-	30,980	101,184	73,440	705,835
TAXES & INSURANCE	23,000	12,086	51,950	8,627	9,882	25,109	32,350	36,766	11,250	10,250	18,000	3,583	-	22,500	15,400	280,752
UTILITIES, WATER & SEWER	80,320	35,000	184,780	21,590	32,520	64,400	145,750	181,402	24,521	29,560	60,000	14,300	53,291	156,100	91,500	1,175,034
MAINTENANCE	113,500	18,465	317,700	22,205	39,300	32,889	146,800	147,266	24,650	29,000	44,200	7,550	20,069	55,850	64,600	1,084,044
RESIDENT SERVICES	44,200	13,125	86,000	6,300	10,000	-	54,000	81,900	3,000	32,000	13,500	7,000	21,000	76,362	55,424	503,811
SECURITY	6,000	500	-	1,410	16,000	144,000	-	2,000	2,000	-	-	900	-	2,500	30,000	205,310
<b>Total Operating Expenses:</b>	<b>422,490</b>	<b>249,359</b>	<b>1,080,593</b>	<b>149,945</b>	<b>212,363</b>	<b>456,996</b>	<b>673,500</b>	<b>984,131</b>	<b>177,912</b>	<b>164,350</b>	<b>220,900</b>	<b>91,519</b>	<b>213,415</b>	<b>643,941</b>	<b>552,313</b>	<b>6,293,728</b>
<b>Net Operating Income:</b>	<b>2,370</b>	<b>72,650</b>	<b>629,187</b>	<b>4,285</b>	<b>1,997</b>	<b>(29,532)</b>	<b>705,300</b>	<b>857,701</b>	<b>142,308</b>	<b>38,030</b>	<b>80,850</b>	<b>11,121</b>	<b>177,785</b>	<b>436,307</b>	<b>212,370</b>	<b>3,342,729</b>
DEBT RELATED COSTS	-	60,000	243,360	-	-	25,000	225,900	81,000	40,000	-	-	68,000	-	184,000	15,000	942,260
PARTNERSHIP COSTS	20,705	16,021	33,400	8,925	17,550	30,765	30,000	-	-	15,000	5,000	5,000	18,540	-	-	200,906
OTHER	-	-	-	16,338	(23,444)	(596)	-	-	-	-	-	-	-	-	-	(7,702)
<b>Total Non-Operating Expenses</b>	<b>20,705</b>	<b>76,021</b>	<b>276,760</b>	<b>25,263</b>	<b>(5,894)</b>	<b>55,169</b>	<b>255,900</b>	<b>81,000</b>	<b>40,000</b>	<b>15,000</b>	<b>5,000</b>	<b>73,000</b>	<b>18,540</b>	<b>184,000</b>	<b>15,000</b>	<b>1,135,464</b>
<b>Total Net Income:</b>	<b>(18,335)</b>	<b>(3,371)</b>	<b>352,427</b>	<b>(20,978)</b>	<b>7,891</b>	<b>(84,701)</b>	<b>449,400</b>	<b>776,701</b>	<b>102,308</b>	<b>23,030</b>	<b>75,850</b>	<b>(61,879)</b>	<b>159,245</b>	<b>252,307</b>	<b>197,370</b>	<b>2,207,265</b>


2015 Mixed Finance Results																	2015 Financial Results to 2015 Budget			
	Yosemite Village	Pacific Gardens	Parc Grove Commons	Trinity	Alta Monte	Santa Clara	Parc Grove NW	Fresno-RAD	Viking Village	Bridges at Florence	City View	Granada	Marion Villas	Kings River Commons	RAD-Mendota	RAD-OC	Total County Mixed Finance	Total Mixed Finance	Fav/(Unfav)	
<b>INCOME</b>																				
TENANT RENTAL INCOME	193,106	225,039	1,220,376	42,052	38,674	134,975	1,385,583	406,521	91,384	201,880	282,127	75,788	38,843	402,368	435,931	363,990	1,316,920	5,538,638	(8,352)	0%
RENTAL ASSISTANCE	240,000	110,937	584,937	129,967	159,857	356,025	-	983,784	228,979	-	-	30,815	-	-	589,234	359,243	979,292	3,773,779	(240,102)	-6%
OTHER INCOME	36,585	13,277	8,756	5,139	28,173	18,295	17,475	12,927	6,004	-	(1,752)	3,131	2,420	2,320	1,304	2,203	11,378	156,258	80,671	107%
<b>Total Income:</b>	<b>469,691</b>	<b>349,253</b>	<b>1,814,069</b>	<b>177,158</b>	<b>226,704</b>	<b>509,295</b>	<b>1,403,058</b>	<b>1,403,232</b>	<b>326,367</b>	<b>201,880</b>	<b>280,375</b>	<b>109,734</b>	<b>41,263</b>	<b>404,688</b>	<b>1,026,470</b>	<b>725,436</b>	<b>2,307,591</b>	<b>9,468,674</b>	<b>(167,783)</b>	<b>-2%</b>
<b>EXPENSES</b>																				
PAYROLL & PAYROLL TAXES	90,631	82,103	287,857	66,859	39,303	74,794	188,652	392,225	88,519	33,603	40,800	27,491	11,897	74,456	198,434	184,573	496,850	1,882,198	(17,135)	-1%
ADMINISTRATIVE EXPENSES	44,491	21,457	67,681	22,521	23,571	50,594	29,415	138,638	45,301	24,810	17,685	25,432	74	29,787	82,915	65,803	204,011	690,175	(216,297)	-46%
MANAGEMENT FEES	32,320	27,661	91,387	9,600	15,040	33,000	65,176	178,560	36,270	16,280	20,400	10,111	5,993	29,035	114,390	80,910	240,439	766,133	(60,298)	-9%
TAXES & INSURANCE	24,001	20,203	75,163	3,160	1,604	4,347	(10,900)	43,377	387	4,728	10,380	2,576	-	12,649	29,869	54,402	99,496	275,944	4,808	2%
UTILITIES, WATER & SEWER	77,510	29,601	144,041	26,049	40,637	64,903	145,244	198,703	21,556	31,448	53,382	4,236	4,221	58,553	180,914	145,400	393,324	1,226,397	(51,363)	-4%
MAINTENANCE	165,735	38,538	396,112	37,866	52,362	79,824	159,206	164,940	39,736	69,061	30,235	13,656	4,457	58,293	92,967	56,394	225,768	1,459,382	(375,338)	-35%
RESIDENT SERVICES	24,310	9,411	65,644	6,848	9,562	260	58,271	1,584	7,350	14,051	-	7,474	-	19,250	2,327	-	29,051	226,342	277,469	55%
SECURITY	5,709	389	-	975	75,355	173,913	-	18,372	5,555	-	-	1,109	-	-	3,025	1,289	5,423	285,690	(80,380)	-39%
<b>Total Operating Expenses:</b>	<b>464,707</b>	<b>229,364</b>	<b>1,127,885</b>	<b>173,877</b>	<b>257,433</b>	<b>481,635</b>	<b>635,064</b>	<b>1,136,399</b>	<b>244,673</b>	<b>193,981</b>	<b>172,882</b>	<b>92,085</b>	<b>26,642</b>	<b>282,023</b>	<b>704,841</b>	<b>588,771</b>	<b>1,694,362</b>	<b>6,812,262</b>	<b>(518,534)</b>	<b>-8%</b>
<b>Net Operating Income:</b>	<b>4,984</b>	<b>119,889</b>	<b>686,184</b>	<b>3,281</b>	<b>(30,729)</b>	<b>27,660</b>	<b>767,994</b>	<b>266,833</b>	<b>81,694</b>	<b>7,899</b>	<b>107,493</b>	<b>17,649</b>	<b>14,621</b>	<b>122,665</b>	<b>321,629</b>	<b>136,665</b>	<b>613,229</b>	<b>2,656,412</b>	<b>(686,317)</b>	<b>-21%</b>
DEBT RELATED COSTS	-	-	243,329	-	-	-	256,809	-	10,447	-	26,740	-	-	-	189,461	15,000	204,461	741,785	200,475	21%
PARTNERSHIP COSTS	11,748	14,200	71,914	47	-	25,200	35,000	-	-	(1,500)	-	5,000	-	23,312	-	-	28,312	184,921	15,985	8%
OTHER	-	6,390	-	4,852	7,035	-	-	3,866	2,289	-	5,628	-	-	-	-	-	-	30,060	(37,762)	490%
<b>Total Non-Operating Expenses</b>	<b>11,748</b>	<b>20,590</b>	<b>315,243</b>	<b>4,899</b>	<b>7,035</b>	<b>25,200</b>	<b>291,809</b>	<b>3,866</b>	<b>12,736</b>	<b>15,486</b>	<b>32,368</b>	<b>5,000</b>	<b>-</b>	<b>23,312</b>	<b>189,461</b>	<b>15,000</b>	<b>232,773</b>	<b>973,752</b>	<b>(161,712)</b>	<b>-14%</b>
<b>Total Net Income:</b>	<b>(6,764)</b>	<b>99,300</b>	<b>370,941</b>	<b>(1,618)</b>	<b>(37,763)</b>	<b>2,460</b>	<b>476,185</b>	<b>262,967</b>	<b>68,958</b>	<b>(7,587)</b>	<b>75,125</b>	<b>12,649</b>	<b>14,621</b>	<b>99,353</b>	<b>132,168</b>	<b>121,665</b>	<b>380,456</b>	<b>1,682,660</b>	<b>(524,606)</b>	<b>-24%</b>

# BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince   
CEO/Executive Director  
**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**AGENDA ITEM:** 7a  
**AUTHOR:** Emily De La Guerra  
**SUBJECT:** 2015 Financial Results for Agency Operations and Housing Assistance Payments

## Executive Summary

The purpose of this memo is to inform the Boards of Commissioners regarding the Agency's financial performance in 2015. The attached budget represents the revenues and expenses for the Fresno Housing Authority by program, department, and division. This budget is a consolidation of 79 programmatic budgets combined into five Agency divisions. Each budget, separately and together as a whole, is intended to ensure that the Agency remains in a strong financial position while investing in its future, and delivering services in accordance with our mission.

In 2015, the Fresno Housing Authority operated above budgeted levels, incurring 2.3% higher revenues and 1.6% lower operating expenses, resulting in an \$800 thousand positive variance in unrestricted funds. The most significant contribution to unrestricted funds was an increase to Housing Choice Voucher administrative fee revenue.

	2015 Budget	2015 Financial Results	2015 Financial Results to 2015 Budget	
	Total	Total	Fav/(Unfav)	
<b>INCOME</b>				
ADMIN & MANAGEMENT FEES	13,927,050	14,940,301	1,013,251	7.3%
RENTAL INCOME	6,196,338	6,668,115	471,777	7.6%
HUD GRANTS	5,315,523	5,170,598	(144,924)	-2.7%
MISCELLANEOUS	6,302,927	5,385,344	(917,583)	-14.6%
GRANT FUNDING (Non-HUD)	2,039,258	2,413,231	373,973	18.3%
SOFTWARE, EQUIP & OCCUPANCY	1,573,147	1,600,898	27,751	1.8%
SALES OF INVESTMENTS/ASSETS	5,000	-	(5,000)	-100.0%
INTERNAL EQUITY TRANSFER	-	-	-	
<b>Total Income:</b>	<b>35,359,243</b>	<b>36,178,487</b>	<b>819,245</b>	<b>2.3%</b>
<b>EXPENSES</b>				
Salaries & Benefits	14,789,893	15,128,656	(338,763)	-2.3%
Administrative Overhead	14,470,522	13,761,702	708,820	4.9%
Fleet & Facilities	4,803,824	4,604,860	198,963	4.1%
TRAVEL, TRAINING, STAFF DEVELOPMENT	429,947	539,373	(109,426)	-25.5%
Other	595,461	494,276	101,185	17.0%
<b>Total Expenses:</b>	<b>35,089,646</b>	<b>34,528,867</b>	<b>560,779</b>	<b>1.6%</b>
<b>Net Operating Income:</b>	<b>269,596</b>	<b>1,649,620</b>	<b>1,380,024</b>	<b>511.9%</b>
<b>Unrestricted Funds</b>	<b>(663,804)</b>	<b>153,228</b>	<b>817,032</b>	<b>-123.1%</b>

Looking at revenue, the Agency received 7.3% in additional income, mainly in the form of unrestricted, Housing Choice Voucher (HCV) administrative fee revenue. This was due to a 2.6% higher proration of administration fees as well as an increase in leasing activities in the HCV program, which resulted in an additional \$550 thousand to the program.

Another component of the revenue variance was developer fees and the timing of said developer fee receipts. These developer fees were deferred from late 2015 to early 2016 as a result of changes in project timelines tied to RAD developments. About \$900 thousand of developer fees budgeted for 2015 will actually be received in 2016.

As for expenditures, the Agency was able to reduce our total budgetary expenses for 2015 by \$560 thousand. The biggest savings were found in professional and consulting fees within the Planning and Community Development department. Some of these savings are permanent reductions due to capacity building within our own staff. Some of the fees will be paid in 2016 when we receive the respective developer fees.

Agency personnel expenses were over budget by \$330 thousand. Many departments were affected by payouts from our early retirement offering, most significant of which was Core. Additionally, Core personnel expense increases are attributable to new employees in the Accounting and Human Resources departments, two areas that serve as strong support hubs across the Agency. Housing Management and Assisted Housing personnel expenses increased as a result of large-scale recertification projects, where additional temporary staff was brought in to complete those recertifications. The Agency also invested additional funds into staff training and development.

Staff will be presenting additional information at the Boards of Commissioners meeting, including a review of Developer Fees and Staffing costs across the Agency.

### Housing Assistance Payments

The Housing Assistance Payments subsidize landlords on behalf of participating residents in the Housing Choice Voucher program (formerly “Section 8). Due to HUD’s Cash Management policy for the HCV program, as expenses are lowered within the program, so is the total funding. In a perfect world, HUD would only send the exact amount of cash the Agency needs in order to pay the landlords. In the cases where the figures don’t match, the Agency has HAP reserves available to cover any deficits. In 2015, HUD set HAP proration levels at 101.2% of 2014 funding. This, along with extra HAP funding from vouchers for Veterans (VASH), caused a favorable variance of nearly \$1 million. Most of these funds will be included in our HUD-Held reserves, and are available to our HCV program as needed.

	2015 Budget	2015 Financial Results	2015 Financial Results to 2015 Budget	
	Total	Total	Fav/(Unfav)	
<b>HAP BUDGET</b>				
HAP RENTAL ASSISTANCE	80,849,643	82,066,581	1,216,938	1.5%
HAP PAYMENTS	79,627,255	79,851,947	(224,692)	-0.3%
HUD-Held Reserves	1,222,388	2,214,634	992,246	81.2%

### Recommendation

Staff recommends that the Boards of Commissioners accept the 2015 financial results for Agency Operations and Housing Assistance Payments.

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

**Resolution Number: \_\_\_\_\_**

**RESOLUTION ACCEPTING THE 2015 HOUSING AUTHORITY'S FINANCIAL RESULTS  
AND THE 2015 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, 2015 and ending December 31, 2015 has been presented for acceptance before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on April 26, 2016; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$36,178,487 and total expenses of \$34,528,867; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$82,066,581 and total expenses of \$79,851,947; 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, 2015 and ending on December 31, 2015.

PASSED AND ACCEPTED THIS 26<sup>th</sup> day of April, 2016. 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:

---

Preston Prince, Secretary of the Boards of Commissioners

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

**Resolution Number:** \_\_\_\_\_

**RESOLUTION ACCEPTING THE 2015 HOUSING AUTHORITY'S FINANCIAL RESULTS  
AND THE 2015 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, 2015 and ending December 31, 2015 has been presented for acceptance before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on April 26, 2016; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$36,178,487 and total expenses of \$34,528,867; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$82,066,581 and total expenses of \$79,851,947; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno accept the Annual Operating Financial Results, and the Housing Assistance Payments Financial Results beginning on January 1, 2015 and ending on December 31, 2015.

PASSED AND ACCEPTED THIS 26<sup>th</sup> day of April, 2016. 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:

---

Preston Prince, Secretary of the Boards of Commissioners

	2015 Budget							2015 Financial Results							2015 Financial Results to 2015 Budget	
	Core	Inst	P&CD	AHD	HSM	Aff	Total	Core	Inst	P&CD	AHD	HSM	Aff	Total	Fav/(Unfav)	
<b>HAP BUDGET</b>																
HAP RENTAL ASSISTANCE	-	-	-	80,849,643	-	-	80,849,643	-	-	-	82,066,581	-	-	82,066,581	1,216,938	1.5%
HAP PAYMENTS	-	-	-	79,627,255	-	-	79,627,255	-	-	-	79,851,947	-	-	79,851,947	(224,692)	-0.3%
HUD-Held Reserves	-	-	-	1,222,388	-	-	1,222,388	-	-	-	2,214,634	-	-	2,214,634	992,246	81.2%
<b>OPERATING BUDGET</b>																
<b>INCOME</b>																
ADMIN & MANAGEMENT FEES	5,053,326	-	-	8,402,808	470,917	-	13,927,050	5,504,205	22,809	-	8,953,740	459,548	-	14,940,301	1,013,251	7.3%
RENTAL INCOME	-	-	-	-	4,486,003	1,710,335	6,196,338	-	-	-	-	4,718,328	1,949,787	6,668,115	471,777	7.6%
HUD GRANTS	-	-	-	364,608	4,950,915	-	5,315,523	-	-	-	244,282	4,926,316	-	5,170,598	(144,924)	-2.7%
MISCELLANEOUS	155,100	1,490,852	3,698,475	795,788	135,412	27,300	6,302,927	100,708	1,345,247	2,633,323	866,461	395,188	44,417	5,385,344	(917,583)	-14.6%
GRANT FUNDING (Non-HUD)	-	-	-	154,534	1,884,724	-	2,039,258	-	-	-	402,556	2,010,675	-	2,413,231	373,973	18.3%
SOFTWARE, EQUIP & OCCUPANCY	1,573,147	-	-	-	-	-	1,573,147	1,600,898	-	-	-	-	-	1,600,898	27,751	1.8%
SALES OF INVESTMENTS/ASSETS	5,000	-	-	-	-	-	5,000	-	-	-	-	-	-	-	(5,000)	-100.0%
INTERNAL EQUITY TRANSFER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income:</b>	<b>6,786,572</b>	<b>1,490,852</b>	<b>3,698,475</b>	<b>9,717,737</b>	<b>11,927,971</b>	<b>1,737,635</b>	<b>35,359,243</b>	<b>7,205,811</b>	<b>1,368,056</b>	<b>2,633,323</b>	<b>10,467,039</b>	<b>12,510,054</b>	<b>1,994,204</b>	<b>36,178,487</b>	<b>819,245</b>	<b>2.3%</b>
<b>EXPENSES</b>																
SALARIES (inc temps)	2,833,479	104,827	1,036,229	4,160,199	2,273,466	29,825	10,438,024	3,044,660	120,526	895,156	4,325,853	2,380,997	5,983	10,773,175	(335,151)	-3.2%
BENEFITS & TAXES	1,024,412	45,827	385,812	1,721,299	1,157,839	16,679	4,351,868	1,118,044	68,377	323,451	1,616,299	1,226,401	2,909	4,355,481	(3,613)	-0.1%
Salaries & Benefits	3,857,891	150,654	1,422,040	5,881,498	3,431,305	46,504	14,789,893	4,162,704	188,903	1,218,607	5,942,152	3,607,397	8,893	15,128,656	(338,763)	-2.3%
ADMIN, ACCTG, MANAGEMENT, PILOT FEES	-	411,000	-	2,895,012	1,987,176	4,760	5,297,948	-	400,000	-	2,982,062	1,999,197	-	5,381,259	(83,311)	-1.6%
PROFESSIONAL/ADMINISTRATIVE FEES	1,630,800	76,098	1,117,295	443,273	511,669	5,362	3,784,497	1,375,105	79,050	223,774	394,435	637,049	8,144	2,717,557	1,066,940	28.2%
SOFTWARE, EQUIPMENT & OCCUPANCY	860,534	-	155,311	1,129,716	184,556	4,161	2,334,277	989,343	20,647	149,232	961,457	203,136	1,506	2,325,321	8,956	0.4%
OTHER	542,000	547,152	-	152,500	887,661	4,235	2,133,549	886,369	549,664	-	187,505	609,543	12,081	2,245,162	(111,613)	-5.2%
OFFICE SUPPLIES, ADVERT., SUBSCRIPTIONS	160,050	-	19,100	145,500	104,977	2,930	432,557	235,591	13,933	25,965	149,092	68,476	4,965	498,022	(65,465)	-15.1%
INSURANCE	20,969	50,111	4,101	22,959	152,390	18,173	268,704	29,330	58,364	7,785	35,323	187,387	15,448	333,637	(64,933)	-24.2%
PAYMENTS TO EXTERNAL PROP MGRS	-	-	-	-	-	218,991	218,991	-	-	-	-	-	260,745	260,745	(41,754)	-19.1%
Administrative Overhead	3,214,354	1,084,361	1,295,807	4,788,960	3,828,428	258,611	14,470,522	3,515,737	1,121,658	406,756	4,709,874	3,704,788	302,889	13,761,702	708,820	4.9%
LANDSCAPING, REPAIRS, SECURITY, ETC.	178,900	-	-	-	1,464,632	512,250	2,155,782	205,330	-	-	-	1,638,586	383,032	2,226,948	(71,166)	-3.3%
UTILITIES, GARBAGE, SEWER, ETC.	161,411	-	-	-	2,103,610	145,315	2,410,335	175,971	-	-	-	1,801,079	181,119	2,158,169	252,166	10.5%
AUTO COSTS	30,300	-	22,800	61,750	121,627	1,230	237,707	40,490	548	17,561	40,624	117,711	2,811	219,744	17,963	7.6%
Fleet & Facilities	370,611	-	22,800	61,750	3,689,868	658,795	4,803,824	421,791	548	17,561	40,624	3,557,375	566,962	4,604,860	198,963	4.1%
TRAVEL, TRAINING, STAFF DEVELOPMENT	291,838	-	30,310	52,347	55,118	334	429,947	350,380	7,833	48,638	103,757	28,728	36	539,373	(109,426)	-25.5%
NON-CAPITALIZABLE PROJECT COSTS	-	-	-	-	-	-	-	-	-	25	-	-	-	25	(25)	-
DEBT RELATED COSTS	-	-	-	20,000	245,689	329,772	595,461	-	-	-	-	164,487	329,764	494,251	101,210	17.0%
Other	-	-	-	20,000	245,689	329,772	595,461	-	-	25	-	164,487	329,764	494,276	101,185	17.0%
<b>Total Expenses:</b>	<b>7,734,694</b>	<b>1,235,014</b>	<b>2,770,957</b>	<b>10,804,556</b>	<b>11,250,408</b>	<b>1,294,016</b>	<b>35,089,646</b>	<b>8,450,613</b>	<b>1,318,942</b>	<b>1,691,586</b>	<b>10,796,407</b>	<b>11,062,775</b>	<b>1,208,544</b>	<b>34,528,867</b>	<b>560,779</b>	<b>1.6%</b>
<b>Net Operating Income:</b>	<b>(948,122)</b>	<b>255,838</b>	<b>927,518</b>	<b>(1,086,819)</b>	<b>677,563</b>	<b>443,619</b>	<b>269,596</b>	<b>(1,244,802)</b>	<b>49,114</b>	<b>941,737</b>	<b>(329,368)</b>	<b>1,447,279</b>	<b>785,660</b>	<b>1,649,620</b>	<b>1,380,024</b>	<b>511.9%</b>
<b>Unrestricted Funds</b>	<b>(948,122)</b>	<b>-</b>	<b>927,518</b>	<b>(1,086,819)</b>	<b>-</b>	<b>443,619</b>	<b>(663,804)</b>	<b>(1,244,802)</b>	<b>-</b>	<b>941,737</b>	<b>(329,368)</b>	<b>-</b>	<b>785,660</b>	<b>153,228</b>	<b>817,032</b>	<b>-123.1%</b>


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**TO:** Boards of Commissioners  
Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**SUBJECT:** 2016 Capital Budget Adoption

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 7b

**AUTHOR:** Gary Grinstead

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## Executive Summary

Capital Expenditures fall into two main categories – Operating Reserves (Public Housing and Core) and Capital Funds. These separate funding sources can be utilized to make capital improvements to our assets which substantially add to the value of the property, and/or prolongs the useful life of the asset. Prior year Capital Expenditures included tree trimming and removal, sidewalk repairs, energy and water conservation upgrades, and security upgrades.

Operating Reserve funds are generated by yearly program savings in Public Housing and in Core, and can be used for capital projects. Additionally, the Public Housing Operating Reserves can be used to supplement financial shortfalls, when Public Housing AMP (Asset Management Project) budgets have a deficit in annual cash flow. Capital Funds are yearly formula grants from HUD, used for Public Housing Capital Improvements and Management Improvements. Capital Funds have a two-year encumbrance deadline and a four-year expenditure deadline.

## LIPH and Specialty Housing Properties

On an annual basis, the Housing Management Division prepares a comprehensive list of the improvements needed for the properties. From this list, the needs are prioritized based on staff resources available, current year priorities, and the following principles:

- Resident safety
- Compliance with relevant codes
- REAC Inspection Preparation
- Maintainability and long-term sustainability
- Property marketability
- Energy and Water Conservation

Listed below are the proposed Capital Fund expenditures for 2016:

- Asphalt Parking Lot Sealing and Striping
- Roof Replacement
- Siding and Trim Replacement
- Exterior Painting
- Mailbox Replacement
- Landscape and Irrigation Improvements
- Site Lighting Improvements
- Continued Water Conservation Improvements

### Central Office Building

Central Office Reserves stem from positive annual net operating income from the operations of our office building on Fulton Mall. These funds are deemed “de-federalized” by HUD and can be used for various purposes, including funding operating deficits, infrastructure upgrades, capital improvements, or can continue to be held as reserves. Staff is requesting to use \$207,400 from these reserves to make some key improvements to the Central Office, including:

- New Paint & Carpet
- Office Furniture
- Parking Lot Slurry & Lighting
- Remodel of the Lobby & First Floor Lounge Area

### Proposed Expenditures

	Current Operating Reserve Balance	Proposed 2016 Operating Reserve Expenditures	Current Capital Fund Balance	Proposed 2016 Capital Fund Expenditures
City AMP's	2,365,748	-	2,086,899	347,916
County AMP's	774,934	-	2,200,005	637,688
<b>Total LIPH</b>	<b>3,140,682</b>	<b>-</b>	<b>4,286,905</b>	<b>985,604</b>
Firebaugh Family	617,635	272,000	-	-
Farm Labor	1,862,531	512,000	-	-
Citrus Gardens	399,053	111,500	-	-
Maldonado Plaza	142,159	16,200	-	-
<b>Total Specialty Housing</b>	<b>3,021,377</b>	<b>911,700</b>	<b>-</b>	<b>-</b>
Central Office Reserves	1,871,102	207,400	-	-
<b>Total Central Office Reserves</b>	<b>1,871,102</b>	<b>207,400</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>	<b>8,033,161</b>	<b>1,119,100</b>	<b>4,286,905</b>	<b>985,604</b>

**Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the proposed FY 2016 Capital Budget.

**Fiscal Impact**

There are sufficient operating reserves within the respective programs and properties to move forward with identified projects. Capital Fund dollars may only be spent on improvements to our public housing portfolio and therefore have a net zero impact on the Agency's reserve levels.

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

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

**RESOLUTION ADOPTING THE 2016 ANNUAL CAPITAL BUDGET**

WHEREAS, the Annual Capital Budget for the Housing Authority of the City of Fresno for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented for adoption before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on April 26, 2016; and

WHEREAS, there are sufficient Operating Reserves within Housing Management and Core to move forward with identified projects, and Capital Fund dollars may only be spent on improvements to the public housing portfolio and will have a net zero impact on the Housing Authority's Unrestricted Reserve level; and

WHEREAS, the Annual Capital Budget, as presented for adoption, reflects proposed expenditures of \$1,119,100.00 from Operating Reserve and \$985,604.00 proposed expenditures from Capital Fund.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2016 Annual Capital Budget as presented.

PASSED AND ADOPTED THIS 26th DAY OF APRIL, 2016. 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:

---

Preston Prince, Secretary of the Boards of Commissioners

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

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

RESOLUTION ADOPTING THE 2016 ANNUAL CAPITAL BUDGET

WHEREAS, the Annual Capital Budget for the Housing Authority of Fresno County for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented for adoption before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on April 26, 2016; and

WHEREAS, there are sufficient Operating Reserves within Housing Management to move forward with identified projects, and Capital Fund dollars may only be spent on improvements to the public housing portfolio and will have a net zero impact on the Housing Authority's Unrestricted Reserve level; and

WHEREAS, the Annual Capital Budget, as presented for adoption, reflects proposed expenditures of \$1,119,100.00 from Operating Reserve and \$985,604.00 proposed expenditures from Capital Fund.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2016 Annual Capital Budget as presented.

PASSED AND ADOPTED THIS 26th DAY OF APRIL, 2016. 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:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**FROM:** Preston Prince   
CEO/Executive Director  
**AGENDA ITEM:** 7c  
**AUTHOR:** Christina Husbands  
**SUBJECT:** Highway City – Approvals Needed to Apply for Funding

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### Executive Summary

The Highway City Centerpoint Development project is being prepared for a HOME application to the City of Fresno on April 29, 2016. Highway City Centerpoint Development (the “Project”) will be located on a vacant site on approximately 5 acres in the Highway City area in Fresno, CA. Staff currently envisions the project as the new construction of 58 affordable housing units with up to 3,500 sq.ft. of community building space. The project will also include a 5,000 sq.ft. community center which will have a nurse’s office, recreation area, reading/library service, multipurpose room, 2 offices, kitchen, and a conference room. The HOME funding is only one component of the total financing needs of the Project. As additional funding sources become available, staff will return to the Board for future application approvals. There are no penalties for returning a HOME award should the Board decide not to pursue the Project.

In preparation for the submission of the HOME application, staff is negotiating general terms of a Memorandum of Understanding (MOU) between the Housing Authority of the City of Fresno, Central Community Church, and Highway City Community Development Inc. for the development and possible joint ownership of the proposed project. This includes entering into a Purchase and Sale Agreement with the partners for the vacant land for the project.

As part of the next phase in the Highway City Centerpoint Development process, it is necessary for the Boards of Commissioners of the Housing Authority to adopt several board resolutions that will allow for a list of significant actions to take place in order to facilitate the development.

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward with a City of Fresno HOME application submission, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan,

Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to assemble and submit an application for City of Fresno HOME funds.
2. Authorize entering into a MOU between the Housing Authority of the City of Fresno, Central Community Church, and/or Highway City Community Development Inc. for the development and possible joint ownership of the proposed project.
3. Authorize entering into a Purchase and Sale Agreement with Central Community Church and Highway City Community Development Inc. for the vacant land for the project.
4. Provide for other matters related thereto.

### **Fiscal Impact**

Until the Boards approve a final project, only predevelopment expenses are to be incurred. No financing commitment is being requested from the Boards of Commissioners at this time; should funds be awarded staff will present the Boards with financing options for their consideration. There is no fee for submission of a HOME Funds application. If funding is received, costs associated with pre-development activities would be reimbursed through the project. The proposed purchase and sale agreement between the Housing Authority of the City of Fresno, Central Community Church, and Highway City Community Development Inc. will be conditional based on securing full project financing.

### **Background Information**

The Highway City Centerpoint Development will be located in Highway City which is in northwest Fresno. The project site is located in an area of high demand. Along with 58 new construction units and a community building, the project also proposes to build a community center that will bring much needed services to the area. The site plan envisions the site with two-story structures around a central community space.

The City of Fresno Housing & Community Development Commission has recommended the community center for a CDBG award of \$329,000.

Exhibit A - Sources and Uses

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

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

RESOLUTION AUTHORIZING THE SUBMISSION OF A CITY OF FRESNO HOME  
FUNDS APPLICATION AND ASSEMBLAGE OF VARIOUS FINANCING SOURCES AND  
PROVIDING FOR OTHER MATTERS RELATED THERETO FOR THE HIGHWAY CITY  
CENTERPOINT DEVELOPMENT  
(APNs: 510-03-17, 23, & 25)

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

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

WHEREAS, Highway City Centerpoint Development (“the Project”), includes 58 new construction units, a community building, and a community center; and,

WHEREAS, the development of the Project (APNs: 510-03-17, 23, & 25) is in line with the Authority’s development goals; and,

WHEREAS, the Authority intends to submit a funding application for the City of Fresno HOME Funds and other grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director; and,

WHEREAS, the Authority intends to undertake such actions as necessary to facilitate the Project’s financing; and,

WHEREAS, the Authority intends to enter into a MOU with Central Community Church and/or Highway City Community Development, Inc. for the development and possible joint ownership of the proposed project; and,

WHEREAS, the Authority intends to enter into a conditional purchase and sale agreement with Central Community Church and Highway City Community Development, Inc. for the vacant land for the project;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes Preston Prince, the

CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions (1) approve the submission of a City of Fresno HOME Funds application, (2) approve the MOU between the Authority , Central Community Church, and/or Highway City Community Development, Inc., (3) approve the purchase and sale agreements with the Central Community Church and Highway City Community Development, Inc. for the Highway City Centerpoint Development.

PASSED AND ADOPTED THIS 26th DAY OF APRIL, 2016. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

**EXHIBIT A**

**Highway City CenterPoint Development**

<b>Pro Forma Sources and Uses</b>		
<b>Sources of Funds</b>	<i>Amount</i>	<i>Per Unit</i>
Tax Credit Equity	\$14,943,541	\$257,647
HOME Funds	\$1,000,000	\$17,241
CDBG Funds	\$329,000	\$5,672
Land Donation	\$450,000	\$7,759
Granville Homes	\$350,000	\$6,034
Central Community Church	\$150,000	\$2,586
GAP Financing	\$1,807,242	\$31,159
<b>Total Sources of Funds</b>	<b>\$19,029,783</b>	<b>\$328,100</b>
<b>Uses of Funds</b>	<i>Amount</i>	<i>Per Unit</i>
Acquisition Costs	\$450,000	\$7,759
Residential Construction Costs	\$11,466,630	\$197,701
Community Center Construction Costs	\$1,327,500	\$22,888
Hard Cost Contingency	\$554,968	\$9,568
Architecture/Engineering	\$435,000	\$7,500
Loan Fees and other Soft Costs	\$2,595,085	\$44,743
Reserves	\$200,600	\$3,459
Developer Fee	\$2,000,000	\$34,483
<b>Total Uses of Funds</b>	<b>\$19,029,783</b>	<b>\$328,100</b>


*\*Draft as of 4/20/16*

## BOARD MEMO

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**TO:** Board of Commissioners  
Fresno Housing Authority  
**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**FROM:** Preston Prince   
CEO/Executive Director  
**AGENDA ITEM:** 7d  
**AUTHOR:** Christina Husbands  
**SUBJECT:** Allocation of Project Based Vouchers – Parc Grove Commons  
Northeast Veterans

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### Executive Summary

The Fresno Housing Authority (FH) is committed to the development of affordable housing within this community, and Parc Grove Commons Northeast Veterans exemplifies the goals of this Agency. Pursuant to the authority granted to FH under the Annual Contributions Contract (the "ACC") between FH and the U.S. Department of Housing and Urban Development ("HUD"), FH has access to Section 8 tenant assistance vouchers, which FH may choose to attach to specific units rather than using it for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. FH's desire is to facilitate the development and operation of an affordable 40-unit veterans housing project located at the Northeast corner of Clinton and Angus, just east of the first two phases of Parc Grove Commons in the City of Fresno, California (the "Project"). Parc Grove Commons Northeast Veterans will be a supportive housing complex focusing on veterans that are chronically homeless, at risk of homelessness and/or homeless with disabilities. The targeted income for the site ranges from 30% to 50% AMI. The project is directly across the street from the only Veterans Hospital in the Central Valley, and will provide supportive services to the residents on-site. Staff has engaged Westcare California, Inc. to facilitate services.

FH has the ability to commit to the Partnership up to thirty nine (39) project-based Section 8 vouchers for an initial Housing Assistance Payments contract term of 15 years, of which the initial term shall be renewed for an additional 15 year term. The Section 8 vouchers will be provided subject to and in accordance with Section 8 of the U.S. Housing Act of 1937 and all applicable regulations thereto.

The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive RFP process and through the selection of a project that has been previously selected for competitive funding. The language that describes this second method is as follows:

*983.51 (b) (2) Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services*

*program that requires competitive selection of proposal (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.*

FH is basing its selection method on the competitive Veterans Housing & Homeless Prevention Program (VHHP) funding award of \$2,600,000 given to Parc Grove Commons Northeast Veterans on February 29, 2016.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA award thirty-nine (39) Project Based Vouchers (PBV) based on the second method (previous competitive award of VHHP) on behalf of Parc Grove Commons Northeast Veterans and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 15 years, with a 15 year extension, with Parc Grove Commons III Limited Partnership, for the purposes of providing thirty nine (39) Project Based Vouchers to the Parc Grove Commons Northeast Veterans affordable housing development.

### **Fiscal Impact**

The thirty nine (39) PBV's are anticipated to provide \$145,893 of subsidy income in year one, subsequent year amounts may vary based on fair market rents. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Background Information**

Parc Grove Commons Northeast Veterans will be located at the NE corner of Clinton and Angus Ave. The land is currently vacant and is directly north and east of the existing first two phases (Parc Grove Commons and Parc Grove Commons Northwest), which consists of a total of 363 affordable multifamily housing units. Parc Grove Commons Northeast Veterans will consist of 40 new construction units built on approximately 1.4 acres. The newly constructed units will be rapidly absorbed as there is a severe shortage of rental units affordable to households below 60% AMI. There are approximately 28,990 families on the waitlist for low income public housing in the City of Fresno as of March, 2016, and 3,408 on the Parc Grove Commons site specific waitlist. In addition, 150 applicants on the City of Fresno waiting list have indicated a Veteran's preference.

Green building techniques (Build it Green Certification) and energy efficient designs will be incorporated into the project. Site amenities include extensive landscaping, open walkways and seating areas, and a 2,500-3,000 s.f. community room with a kitchenette, lounge, common restroom, laundry facilities, manager's office, support services offices, computer lab, conference room, study area, and a community services room with partitions to allow the room to be divided into smaller meeting rooms. Unit amenities will include energy efficient appliances including dishwashers, garbage disposals, refrigerators, ovens and ranges, dual pane windows and central heating and air. The project is ideally located directly adjacent to the VA Central California Health Care System and in close proximity to schools, medical facilities, Radio Park, Fresno Art Museum, Fresno City College, a pharmacy, public transportation, banking, major freeway and roads, employment resources, grocery stores, and other shopping opportunities.

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

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

**RESOLUTION APPROVING ALLOCATION OF THIRTY-NINE (39) PROJECT BASED  
VOUCHERS FOR PARC GROVE COMMONS NORTHEAST VETERANS DEVELOPMENT,  
AN AFFORDABLE VETERANS HOUSING DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Housing Authority of the City of Fresno, California (the "Authority") is the developer of Parc Grove Commons Northeast Veterans, a veterans housing development located at the northwest corner of Clinton Avenue and North Angus Street in the City of Fresno; and,

WHEREAS, there is a demonstrated need in the area to provide housing for veterans who are homeless and/or disabled; and,

WHEREAS, the Authority has gone through the HUD process for the selection of Project Based Vouchers through a competitive funding award of \$2.6 million from the State of California Veterans Housing Homeless Prevention Program (VHHP) to construct such a project; and,

WHEREAS, the Authority desires to commit thirty-nine (39) Project-Based Vouchers to Parc Grove Commons Northeast Veterans, for a term of 15 years, with an automatic renewal clause of an additional 15 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director, Preston Prince, Deputy Executive Director, Tracewell Hanrahan, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing thirty-nine (39) Project Based Vouchers to Parc Grove Commons III Limited Partnership for the Parc Grove Commons Northeast Veterans development in Fresno, CA.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF APRIL, 2016. 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:

---

Preston Prince, Secretary of the Boards of Commissioners

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## EXECUTIVE DIRECTOR'S REPORT

**TO:** Boards of Commissioners  
Fresno Housing Authority  
**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**FROM:** Preston Prince   
CEO/Executive Director  
**AGENDA ITEM:** 9  
**AUTHOR:** Staff  
**SUBJECT:** Executive Director's Report – April 2016

### 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.*

CITY	March City Occupancy		99.52%	Vacant Units	Occupancy Percentage
	No of Properties	Physical Units	Rentable Units		
City AMP 1	3	182	180	0	100%
City AMP 2	8	244	243	4	98%
Southeast Fresno RAD	3	193	191	0	100%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	0	100%
Renaissance Trinity	1	21	20	0	100%
Renaissance Alta Monte	1	30	29	0	100%
Renaissance Santa Clara	1	70	69	0	100%
<b>Total City</b>	<b>19</b>	<b>836</b>	<b>826</b>	<b>4</b>	<b>99.52%</b>

<b>March City Occupancy (GSF Managed)</b>			<b>97.7%</b>		
Parc Grove	1	215	213	7	96.7%
Parc Grove - NW	1	148	147	3	98.0%
Yosemite Village	1	69	68	0	100.0%
<b>Total City</b>	<b>3</b>	<b>432</b>	<b>428</b>	<b>10</b>	<b>97.66%</b>

<b>March County Occupancy 97.75%</b>					
<b>COUNTY</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
County AMP 1	6	150	144	2	99%
County AMP 2	6	194	192	6	97%
County AMP 3	3	90	89	0	100%
County AMP 4	4	152	151	3	98%
County AMP 5	2	52	52	1	98%
County AMP 6	5	112	111	4	96%
Granada Commons*	1	16	15	1	93%
<b>Total County</b>	<b>27</b>	<b>766</b>	<b>754</b>	<b>17</b>	<b>97.75%</b>

\*One vacant 3 bedroom; waiting on background check for applicant

<b>March County RAD Occupancy 99.0%</b>					
<b>SITE</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
Mendota RAD	1	124	123	2	98.4%
Orange Cove RAD	1	90	69	0	100.0%
<b>Total County RAD</b>	<b>2</b>	<b>214</b>	<b>192</b>	<b>2</b>	<b>98.96%</b>

<b>March Special Programs Occupancy 93.11%</b>					
<b>SPECIAL PROGRAMS</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
Mariposa Farm Labor*	1	40	40	3	93%
Parlier Farm Labor	1	40	40	0	100%
Orange Cove Farm Labor**	1	30	30	14	53%
Mendota Farm Labor	1	60	60	0	100%
Firebaugh Family Apts.	1	34	34	1	97%
Garland Gardens (CalHFA)	1	51	51	2	96%
Parkside Apartments (CalHFA)	1	50	50	1	98%

<b>Total Special Programs</b>	<b>7</b>	<b>305</b>	<b>305</b>	<b>21</b>	<b>93.11%</b>
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\*We have approved applicants for all 3 vacancies, move-ins scheduled for 4/21/16\*\*

\*Citrus Garden/Orange Cove F/L is no longer restricted; we are making necessary repairs and marketing the units at Market Rates

### Wait List Report as of March 31, 2016

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	16,142	8,039	4,658	1,056	29,895
County LIPH	20,343	18,043	7,113	857	46,356

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		16	28		44
Parkside-S8N/C		12	4	54	70

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
<b>Granada:</b>					
tax credit units			4	9	13
subsidized units			24	20	44
<b>Pacific Gardens :</b>					
tax credit units	16	7	11		34
subsidized units	152	78			230
<b>Parc Grove:</b>					
tax credit units	103	29	12	15	159
subsidized units	2,001	907	153	66	3,127
<b>Yosemite Village</b>	861	174	25	12	1,072

## Planning & Community Development

### Development Project Overview

Name of Property	Status	Description/Type	Total Units
Kings River Commons	Permanent Financing	2020 E. Dinuba Ave, Reedley, CA Multi-Family	60
Southeast Fresno RAD	Permanent Financing	Cedar Courts I & II, Inyo Terrace Multi-Family	193
Orange Cove RAD	Stabilization	Kuffel Terrace I & II, Mountain View	90

		Multi-Family	
Mendota RAD	Stabilization	Rios Terrace I & II, Mendota Apts. Multi-Family	124
Viking Village RAD	Stabilization	Multi-Family	40
Marion Villas	Stabilization	Marion & Ellis St, Kingsburg, CA Senior Housing	46
541 @ South Tower and Cedar Heights	Under Construction	541 N. Fulton St and 4532 E. Hamilton Ave Multi-Family	45
Trailside Terrace	Under Construction December 2015	1233 & 1245 G St, Reedley, CA	55
Edison Plaza I	Under Construction December 2015	Walnut/Edison West Fresno, CA	64
Firebaugh Gateway	Under Construction December 2015	1238 & 1264 P St., Firebaugh, CA	30
Shockley Terrace	Under Construction March 2016	2132 Locust St, Selma, CA	48
Lowell Neighborhood	Under Construction March 2016	240-250 N. Calaveras St. and 146 N. Glenn Ave., Fresno, CA	30
Edison Plaza II	Pre-Development CTCAC Application submitted March 2016	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development CTCAC Application submitted March 2016	401 Nelson, Fowler, CA	60
Parc Grove Commons NE (Veterans Phase)	Pre-Development Anticipated June 2016 Application	Clinton and Angus, Fresno, CA	40
Memorial Village	Pre-Development Potential March 2017 Application	302 K St, Sanger, CA	55

Oak Grove	Pre-Development Potential March 2017 Application	Bigger Street and Parlier Avenue, Parlier, CA	81
Highway City	Pre-Development Potential July 2017 Application	Polk Avenue between Shaw and Gettysburg, Fresno, CA	58

## Project Highlights

Lease up for the Cedar Heights project was completed on March 30, 2016. Winn Residential moved in all 14 families the following day after receiving the keys from Brown Construction, Inc.

The Shockley Terrace project closed on construction financing on March 18, 2016. All families residing at the property have been temporarily relocated by the Fresno Housing relocation team. Brown Construction, Inc. was issued with a notice to proceed and the property is currently being prepared for demolition.

The Lowell Neighborhood Project closed on construction financing on March 17, 2016. All of the families living at the Calaveras site have been relocated by the Fresno Housing relocation team. Brown Construction, Inc. was issued with a notice to proceed and the properties are currently being prepared for new construction (Glenn) and rehabilitation/demolition (Calaveras).

## PEOPLE

### Overview

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

### Resident Services

#### Building Parent Literacy and Self-Efficacy through Abriendo Puertas

Fresno Housing Authority continued collaboration with Firebaugh-Las-Deltas Unified School District to implement Abriendo Puertas (AP). In March, AP facilitators completed a series on parenting literacy and education. Participants received training on being their child’s first literacy coach and learned how to assist their children with homework, reading skills. Participants also learned how to navigate through school system, request supportive services, and share their progress within a group setting.

#### West Shaw Estates Community Outreach and Assessment

During the month of March, Resident Services and the HCV Unit conducted a community assessment and outreach pilot project. FH reached out to residents living in the West Shaw Estates in response to information shared by our City of Fresno partners and code enforcement task force regarding a high volume of service calls coming from that community. The purpose of the outreach and assessment was to gather resident input on perceived neighbourhood safety, identify sources of neighbourhood violence,

provide an opportunity for residents to share their thoughts and priorities for community safety, and provide fun and engaging activities for youth (including ice cream)! Two community roundtable discussions were held and surveys were distributed to 200+ units in the West Shaw Estates subdivision. Feedback from the surveys collected will be shared in the next Board update.



### **Kings River Commons – Reedley**

#### **Home Maintenance/California Poison Control –Lead Base Paint**

During the month of March, Fresno Housing Authority collaborated with Kings River Commons management to provide residents with information on home maintenance in accordance with rental contracts. Information was distributed regarding safety measures to take within the units and avoiding hazards within the home. California Poison Control information and Lead Poisoning education and prevention information was also provided.

### **Mendota RAD**

#### **Financial Management/Credit Counseling/Homeownership**

During the month of March, Resident Services provided Mendota RAD residents with information on financial literacy; which included, budgeting tips, importance of credit scores, how to access credit scores, preparing for homeownership, where to obtain credit counseling and pre-purchase homeownership counseling.

### **Orange Cove RAD**

#### **Centro La Familia Telecommunication Fraud Program**

During the month of March, Fresno Housing Authority collaboration with Centro la Familia's Telecommunication Fraud Prevention Program to provide Orange Cove RAD residents with information. Included in the workshop were topics regarding; how to identify fraud, ways to prevent fraud, victim services, and advocacy services. A program representative reviewed telephone bills and contacted companies to provide residents with corrective measures and reduce the cost of future bills.

## **Champions for Change Nutrition and Diabetes Education**

During the month of March ROSS City coordinated two separate series of workshops which took place at Fairview Heights and Sequoia Courts. A six week series was offered by both Champions for Change Nutrition and Diabetes Education. The nutrition classes included “rethink your drink”, exercises, recipe ingredient replacements, and planning meals. Workshops included meal prep such as salsa’s, smoothies, veggies, and desserts. The diabetes education course included healthier drinks, sugar consumption, physical activity, diet, health complications and medical management.

## **Cedar Courts RAD**

### **Girl Scouts-Spring Break Activities**

A week long Girl Scouts series was held at Cedar Courts during spring break. Classes were Monday through Thursday for two hours. At the end of the week, certificates and merit badges were presented to the Girl Scouts.

**March was Spring Break for students.** Spring Break activities were held at Cedar Courts. First 5 assisted with the younger children and the older children participated in many games, egg hunts, and photos with the bunny. Over 100 children attended.



## **Inyo Terrace RAD**

### **Spring Break Activities**

**March was Spring Break for students.** Spring Break activities were held for residents at Inyo Terrace and Pacific Gardens. Children created their baskets, enjoyed games, and participated in an egg hunt and a visit from the bunny! Over 25 children attended with their parents.



**Viking Village RAD**

**Pacific Coast Medical Services/Spring Break**

A representative from Pacific Coast Medical Services provided information on procedures to relieve pain discomfort due to varicose veins. March was Spring Break for students. Spring Break activities were held at Viking Village. Children created their own baskets, played games, participated in an egg hunt and took photos with the bunny! Over 30 children attended with their parents.



**HUD Funding Announcement-Resident Opportunities and Self-Sufficiency-Service Coordinators**

The Housing Authority City of Fresno has been awarded \$206,901 for the Resident Opportunities and Self-Sufficiency – Service Coordinators program (ROSS-SC). The 3-year grant will directly help public housing residents with assessing their needs and connecting them with education, job training/placement programs, digital literacy, and financial literacy services available in the community. The ROSS –SC grant encourages local, innovative strategies that link public housing assistance with public and private resources to enable participating families to increase earned income; reduce or eliminate the need for welfare assistance; and make progress toward achieving economic independence and housing self-sufficiency.

**Assisted Housing Division**

Housing Choice Voucher (HCV) Utilization & Leasing Activity

Date Range 3/1/16 –3/31/16

Current Month Status						YTD		
Program	Current Waiting List	Applicants Pulled	New Vouchers Issued	Total Vouchers Searching	New Vouchers Leased	Applicants Pulled	New Vouchers Issued	New Vouchers Leased
City	49,864	0	*95	309	71	0	266	217
County	45,844	325	8	30	3	325	23	18

\*Vouchers issued were drawn from the waiting list in 2014.

**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.*

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.

**PARTNERSHIP**

**Overview**

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

**Development Partnerships**

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

Project	Organization	Role
Museum and multifamily housing development concept (1857 Fulton Street, Fresno)	African American Historical and Cultural Museum of the San Joaquin Valley	Development partner and service provider.
Hmong Cultural Project – museum/cultural center, communal/event center, housing and relocation site for Fresno Center for New Americans	Fresno Housing Authority Fresno Center for New Americans General Vang Pao Foundation	Planning partner, possible development partner and service provider
Parc Grove Commons Northeast (Veterans Phase)	WestCare	Potential partner in the provision of services to property residents
Highway City multifamily housing development/ Early learning center	Highway City CDC Central Community Church Granville Central Unified School District Economic Opportunities Commission	Planning partners, potential development partner, potential service providers
Department of Community Services and Development - Low Income Weatherization Program	Association for Energy Affordability  Grid Alternatives	Partners in portfolio assessment, project planning and design, and incentive approval

**MANAGEMENT GOALS**

*The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decisionmaking 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.*

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.

## **Structure**

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

The efforts of the Boards and staff are ongoing and will be reported 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.*

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.