



Joint Meeting of the Boards of Commissioners Of Fresno Housing

May 28, 2024

5:00 P.M.

Fresno Housing

1260 Fulton St.

2nd Floor (Mosaic Conference Room)

Fresno, CA, 93721



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

1. Call to Order

2. Approval of the Agenda as Posted

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

3. Public Comment and Presentations

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

4. Potential Conflicts of Interest

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

5. Governance Matters

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

CEOs Report

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b. Commissioner's Report

6. Consent Agenda

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

a. Governance: Consideration of the Minutes of April 23, 2024 Joint Board Meeting

Approval of the minutes of the Board Meeting

Joint Board Minutes-April 23, 2024

13

b. Consideration of Alegre Commons - New HCD resolutions for NPLH

Memo HACF Villages at Barstow

19

OD-Form 1 NPLH R1 - Villages at Barstow

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OD1 NPLH Loan Authorization - Alegre Commons

23

OD-Form 2 Resolution- Members LLC - Villages at Barstow

25

Resolution - Development Sponsor (Barstow)

27

Resolution NPLH Villages at Barstow, LP - HCD - Alegre
Commons - Fresno Housing Authority DMEAST 42606217

30

c. Consideration of Omnibus and Loan for Heritage Estates

Memo HACF Heritage Estates Closing Omnibus

33

| | |
|--|-----|
| Resolution HAFC Heritage Estates Closing Omnibus(3498765.1) | 37 |
| Resolution HACF Heritage Estates Closing Omnibus(3497494.2) | 44 |
| d. Consideration of the Safety, Injury and Illness Prevention Policy | |
| Memo - Safety, Injury and Illness Prevention Policy | 51 |
| Resolution - Safety, Injury and Illness Prevention Policy (City) | 52 |
| Resolution - Safety, Injury and Illness Prevention Policy (County) | 53 |
| Safety, Injury and Illness Prevention Policy | 54 |
| e. Consideration of the Information Technology Policy | |
| Memo - Information Technology Policy | 60 |
| Resolution - Information Technology Policy (City) | 61 |
| Resolution - Information Technology Policy (County) | 62 |
| Information Technology Policy | 63 |
| f. Consideration of Transfer of Sales Proceeds to the Housing Relinquished Fund Corporation | |
| Memo - Sales Proceeds Transfer | 75 |
| Resolution - Sales Proceeds Transfer (City) | 77 |
| Resolution - Sales Proceeds Transfer (County) | 78 |
| g. Consideration of Adjustment to the Agency Calendar to Accommodate the Movement of the Board Retreat to September 7, 2024 | |
| Memo 2024 Agency Calendar Update | 79 |
| 2024 Agency Calendar-Updated | 81 |
| 7. Information Item | |
| a. Presentation from Turning Point | |
| Memo Turning Point | 82 |
| FH TPOCC Journey Operations | 83 |
| Turning Point Additional Information | 90 |
| b. Strategic Plan Update on Report Out to the Community and Next Steps | |
| Memo Strategic Plan Update | 99 |
| Strategic Plan Update Presentation | 100 |
| c. Development Update | |
| Memo Real Estate Update | 104 |
| d. HCV Update | |
| Memo HCV Update | 105 |
| HCV Board Presentation | 106 |
| 8. Action | |

9. CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
APN's: 378-063-07, 378-220-19. Address: 630 Ninth St., Orange Cove, CA 93646. Negotiating Parties: Tyrone Roderick Williams, Housing Authority of Fresno County & Daniel Parra, City of Orange

10. Adjournment

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www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Tyrone Roderick Williams

Chief Executive Officer

SUBJECT: CEO's REPORT

DATE: May 15, 2024

BOARD MEETING: May 28, 2024

AGENDA ITEM: 5a

AUTHOR: Various Staff

Executive Summary

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

PLACE

Overview

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

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

Development Project Overview

| Name of Property | Status/Type | Address | Total Units | Percent Complete |
|---|---|---|-------------|------------------|
| Esperanza Commons (<i>fka Mendota Farm Labor</i>) | Stabilization | 241 Tuft Street Mendota, CA | 60 | 100% |
| Corazón del Valle Commons (<i>fka Huron RAD</i>) | Stabilization HCD HOME Awarded CPF Funds Awarded CDBG Funds Awarded | Fresno and 12 th Street Huron, CA | 61 | 100% |
| The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>) | Stabilization | 3039 N Blackstone Avenue Fresno, CA | 41 | 100% |
| Promesa Commons (<i>fka Sun Lodge/ Day's Inn</i>) | Lease-Up | 1101 N. Parkway Drive Fresno, CA | 64 | 100% |
| Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>) | Under Construction | 7521 N. Chestnut Ave. Fresno, CA | 60 | 57% |
| La Joya Commons Phase I (<i>fka Firebaugh Family</i>) | Under Construction Pending AHP Application | 1501 Clyde Fannon Road Firebaugh, CA | 68 | 22% |
| Manzanilla Commons (<i>fka Step Up on 99/Motel 99</i>) | Under Construction | 1240 & 1280 Crystal Ave Fresno, CA | 63 | 24% |
| Heritage Estates (<i>fka Florence & Plumas</i>) | Pre-Development City of Fresno PLHA and FHS Awarded Pending AHP Application | 146 E. Florence Ave. Fresno, CA | 33 | N/A |
| Cordillera Commons Phase I | Pre-Development | Corner of West Colorado Avenue & 5th | 51 | N/A |

| | | | | |
|--|--|---|-----|-----|
| (fka San Joaquin Commons) | HCD HOME Application Pending | Street, San Joaquin, CA 93660 | | |
| Parkside Inn/Golden State Triage | Pre-Development City of Fresno CDBG/HOME-ARP Awarded Pending CTCAC Application Pending AHP Application | 1415 W. Olive Avenue, Fresno | 39 | N/A |
| North Fulton Development | Pre-Development IIG-C Contingent Award Pending City of Fresno Application | 1302 Fulton Street, Fresno | TBD | N/A |
| Avalon Commons Phase II (<i>fka Chestnut/Alluvial</i>) | Pre-Development City of Fresno LHTF Awarded City of Fresno CDBG Awarded | 7521 N. Chestnut Ave. Fresno, CA | 45 | N/A |
| La Joya Commons Phase II (<i>fka Firebaugh Family</i>) | Pre-Development HCD HOME Application Pending | 1501 Clyde Fannon Road Firebaugh, CA | TBD | N/A |
| California Avenue Neighborhood | Pre-Development Planning CNI Awarded | Southwest Fresno - TBD | TBD | N/A |

Project Highlights

Corazón del Valle Commons held its Grand Opening event on May 3, 2024. Lease up has commenced.

PUBLIC

Overview

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

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

PARTNERSHIP

Overview

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

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

| Project | Organization | Role |
|---|--|---|
| The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>) | Fresno County Department of Behavioral Health | Partner in application to the No Place Like Home program to provide housing and services to homeless populations |
| Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>) | Fresno County Department of Behavioral Health | Partner in application to the No Place Like Home program to provide housing and services to homeless populations |
| Project Homekey | City of Fresno Turning Point Fresno County | Partner in application to the Homekey program and operational funding to provide housing to populations most vulnerable to COVID-19 |

MANAGEMENT GOALS

The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decision-making related to Sustainability (staffing, finances, effectiveness, evaluation, technology, facilities); Structure (governance); and Strategic Outreach (communications, image, visibility, public affairs, policy).

Human Resources

During the month of May we have conducted Reasonable Suspicion Training for Supervisors and Managers which included a comprehensive review of our Alcohol and Drug Policy. We have also conducted, and will continue in June, Workplace Violence Prevention Training in compliance with SB 553, which includes a review of our Workplace Violence Prevention and Response Policy. These workshops are fundamental components of ensuring a safe work environment.

Our Spring 2024 Aspire and Supervisor Academies have concluded this month. The final Supervisor Academy module was Change Management. This module works through the principles and impacts of effective change management, equipping supervisors with strategies

to support employees through transitions successfully. The last module of the Aspire Academy focused on Labor and Employee Relations as well as the Hiring Process. Participants gained insights into the agency's decision-making process regarding employee relations, as well as a thorough understanding of the intricacies involved in the hiring process.

An Academy completion luncheon was held to recognize the participating employees, discuss the benefits of each Academy and identify what improvements if any could be made.

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

| <u>Working Title</u> | <u>Internal/External</u> | <u>Vacancies</u> | <u>Department</u> |
|--|--------------------------|------------------|-------------------------|
| HQS Inspections Scheduler | Both | 2 | Housing Choice |
| Maintenance & Capital Improvements Manager | Both | 1 | Property Management |
| Market Specialist | Both | 1 | Housing Choice |
| Maintenance Technician | Both | 1 | Property Management |
| Property Specialist II | Both | 3 | Property Management |
| Real Estate Development Manager | Both | 1 | Real Estate Development |
| Senior Manager | Both | 1 | Real Estate Development |

The Human Resources department proudly announces the following **new hires and promotions**.

| Type | Date of Hire | Name | Title | Department |
|-------------|---------------------|-------------------|--|---------------------|
| New Hire | 4/23/2024 | Areli Chavero | Office Assistant-Owner Services | Housing Choice |
| New Hire | 5/3/2024 | Juan Rodriguez | Maintenance Technician | Property Management |
| New Hire | 5/13/2024 | Jenner Naranjo | Maintenance Technician | Property Management |
| Promotion | 5/6/2024 | Antonette Chavez | Accountant | Finance |
| Promotion | 5/6/2024 | Javier Villarreal | Maintenance Technician | Property Management |
| New Hire | 5/20/2024 | Francia Ramos | Property Specialist II | Property Management |
| New Hire | 5/20/2024 | Sabas Martinez | Maintenance & Capital Improvements Manager | Property Management |

Sustainability

Build and maintain an innovative, engaged, visible, and sustainable organization, committed to its mission of providing housing for low-income populations.

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

Structure

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

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

Strategic Outreach

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

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

Resident Empowerment

Movie Night with Office Esparza

On May 3rd, families were invited to join Fresno Police Officer Nathaniel Esparza for a “Movie Night” at Cedar Courts. This event focused on community bonding and safety awareness to foster trust and understanding between our officers and the community. Residents enjoyed tacos, a generous donation by Amigos Food Market which was prepared by Officer Esparza’s father.

Asian American and Pacific Islander Heritage Month

On May 23rd, In celebration of Asian American & Pacific Islander (AAPI) Heritage Month, Resident Empowerment hosted a Zoom event inviting families to join. Attendees learned the history of AAPI and discovered the diverse Asian cultures within the Central Valley and their valuable contributions that have enhanced our community. Furthermore, they were introduced to various other Asian cultures worldwide.

Mother’s Day Celebration

Various sites throughout the city and county of Fresno celebrated Mother’s Day with residents. Participants had the opportunity to express their creativity through a variety of arts & crafts, including painting, crafting, and more. There were discussions on the importance of mental health strategies for self-care, and nurturing both our minds and spirits.

Valley PBS – May Day

On May 18th, Valley PBS hosted May Day at Storyland Playland. The free event was filled with fun, learning, and community spirit. The Resident Empowerment team shared information with families on the CalKids program, and Education Advancement Scholarship, and gave out free books to kids! The event also had an educational engineering workshop and provided resources from multiple agencies that participated.

Finance and Accounting

On April 16 and April 17, the Finance and Accounting Department hosted the HUD financial management training provided by BDO USA Accounting firm. The training was well attended, and the staff received great HUD and accounting updates.

Accounting staff are working closely with the Novogradac & Company LLP auditors to finalize the Limited Partnerships audits.

Property Management

| FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 04/01/2024-04/30/2024 | | | |
|---|-------------------------------|---------------------|------------------------------|
| | Total No. of Units | Total Vacant | Current Occupancy |
| CITY OF FRESNO | | | |
| City of Fresno | 1298 | 54 | 93.91% |
| COUNTY OF FRESNO | | | |
| County of Fresno | 1373 | 102 | 92.20% |
| COUNTY OF FRESNO - SEASONAL | | | |
| Seasonal Properties | 191 | 48 | 74.86% |
| Hold/In Construction | 90 | 24 | 72.22% |

On May 3, 2024, we celebrated the Grand Opening of Corazon del Valle, a mixed-use development with 61 affordable apartment homes in Huron, CA. New and returning families alike were excited to move into their new homes.

Several members of our property management leadership team attended a Statewide Housing Forum on May 8th. The event took place at Parc Grove Commons and was cohosted by Fresno Housing and the San Joaquin Valley Housing Collaborative (SJVHC).

On May 17, 2024, we held our first All Staff Department Training for 2024. Staff received training on several subjects such as; Yardi Mobile Inspections, Workplace Violence Prevention, 2024 Income Limit changes, and much more. We also welcomed 17 new colleagues, and shared the results of the recent Customer Service Survey with our staff.

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

Tuesday, April 23, 2024

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, April 23, 2024, at 1331 Fulton St., Fresno, CA. The public was able to join in person and via teleconference.

1. The regular joint meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair
 Sharon Williams, Vice Chair
 Emogene Nelson
 Isaiah Green
 Paul Idsvoog

ABSENT: Ruby Yanez
 Areli Rios

The regular joint meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

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

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

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

MOTION PASSED: 6 – 0

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

MOTION PASSED: 5– 0

- There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

- There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

- There were no conflicts of interest.

5. GOVERNANCE MATTERS

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

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

- The Board Workshop on 04/20/24 at Alegre Commons was successful and the Ethics Training and Strategic Plan activities went well.
- Fresno Housing Accounting and Finance Team hosted a training with BDO Accounting Firm on April 16th-17th, 2024 at Legacy Commons.
- On April 19, 2024, the Human Resources Department hosted a Retirement Workshop, providing staff with information about CalPERS, Social Security, etc. which was a success.
- The NAHRO Washington Conference will be on April 8th-10th, 2024. A Fresno delegation will be attending the conference representing the Central Valley. There were meetings with the staff of Senator Alex Padilla, Senator Lavonda

Butler, Congressman John Duarte, Congressman Tom McClintock, and Congressman David Valadao. Inviting the Senator to the Central Valley to discuss housing issues is something Fresno Housing is interested in looking into. There was an opportunity to meet with Congressman Jim Costa and discuss some key legislation we would like their support. Congressman Jim Costa's D.C. staff is scheduled to be in Fresno on Thursday, April 25th, and will tour a few of the Fresno Housing properties and have an opportunity to talk about key legislation we would like their support on. On May 2nd there will be an opportunity to meet virtually with Esmeralda Soria's office to discuss issues related to the state of California and bills coming for consideration and voting.

- Mr. Williams shared that he was invited to speak at a few events in the community, one being the Poverello House Telethon on April 18th. That same afternoon Fresno Housing provided the Fresno City Council with a Fresno Housing update on the work done in 2023 and the work we are doing in 2024. Mr. Williams was a speaker at the Fresno EDC - 19th Annual Real Estate Forecast event which Fresno Housing also sponsored. Mr. Williams also shared he had the opportunity to speak with the Fresno Airport District Rotary sharing some of the work of the Agency as lots of people know we exist, but maybe not be aware of the depth of the work being done in our communities.
- The Homebuyer's Conference will be Saturday, April 27th, 2024 at The Westside Church. Fresno Housing will have a booth
- Friday, May 3rd, 2024 Fresno Housing will have the Corazon del Valle Grand Opening and Ribbon Cutting in Huron, Ca.. It is also the birthday of the City of Huron.
- The CLPHA Housing Is Conference will be in Washington, D.C. on May 9th-10th, 2024.

There was no public comment.

b. Commissioners' report - Presented by Chair Catalano

- Commissioner Green asked to receive information on the legislation that we are requesting to receive support on. Mr. Williams advised that we can make that information available to all of the commissioners. There are some key legislation at the State level and some key legislation at the Federal level.
- Chair Jones also shared a report on her visit to the NAHRO Conference. The focus of this incoming term is collaborative impact, intentionality, and collaboration. The new administration is looking to implement a Housing and Education Task Force, a Homelessness Committee, an Educational Advisory, an HCBU Force, a Women's Network, and a Conference Planning Committee.
- Commissioner Ramos shared she was pleased with how well put together the Promesa Commons Ribbon Cutting Ceremony went and congratulated the team on another successful project. Commissioner Ramos also shared her experience at the Staff and Commissioners Board Workshop hosted on April

Joint Board Meeting

Action Minutes: 4.23.24 Minutes

Adopted:

20th and thanked our general counsel, Ken Price for facilitating the Ethics Training.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on March 26, 2024.
Approval of the minutes of the Board Meeting
- b. Consideration of an Update to the Equal Employment Policy
- c. Consideration of an Update to the Social Media Policy
- d. Consideration of Approval of Pre-Development Loan for Heritage Estates
- e. Approval to Accept ERF-2 Funding from the City of Fresno to Support Offsite Storm Drain Improvements on Olive Ave-Promesa Commons

Public Comment

Chair Catalano requested item D be pulled from the Consent Agenda

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

MOTION PASSED: 6 – 0

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

MOTION PASSED: 5 – 0

Chair Catalano wanted to gain clarity on item D and asked that Fresno Housing staff enlighten the public about what is going on with this project one more time before the Board of Commissioners approves it.

- d. Consideration of Approval of Pre-Development Loan for Heritage Estates

COUNTY MOTION: Commissioner Ramos moved, seconded by Commissioner Garcia to approve item **d** from the consent agenda.

MOTION PASSED: 6 – 0

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

MOTION PASSED: 5– 0

7. INFORMATION ITEM

- a. Budget Planning Steps for 2025

Tammy Townsend, Executive Deputy Director, presented on this item

- b. Housing Choice Voucher Program Updates

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

- c. Development Update

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

8. Action

- a. 2024 Agency Goals Presentation

CITY MOTION: Commissioner Nelson moved, seconded by Commissioner Idsvoog to approve the 2024 Agency Goals Presentation.

MOTION PASSED: 5 – 0

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Garcia to approve the Consideration of 2023 Agency Operating Budget Results.

MOTION PASSED: 6 – 0

9. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 6:28 p.m.

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM: -
SUBJECT: The Villages at Barstow (fka Alegre Commons) – Authorizing Resolution updates (APN: 416-040-09)

AUTHOR: Jazmin Gallardo
DEPARTMENT: Real Estate Development
MEMO DATE: 05/01/2024

Asset Management
Coordinator

Executive Summary

On June 29, 2019 the Board of Commissioners of the Fresno Housing Authority adopted a resolution wherein the Commissioners authorized, among other things, the execution and delivery of documents to implement project financing by the Authority on its own behalf and in its capacity as the administrative general partner of the Partnership in connection with the financing, development and the operation of the Alegre Commons project. The Villages at Barstow closed on project financing and began construction on 42 units for the Villages at Barstow which serve a combination of multi-family residential and permanent supportive housing for tenants.

As part of the financing structure, Staff secured No Place Like Home (NPLH) funding from the California Department of Housing and Community Development (HCD) in June of 2019 in the amount of \$5,479,586.

In the process of submitting the Placed In Service packet for Villages at Barstow, HCD has asked that the Housing Authority of the City of Fresno use HCD provided resolution forms to update the Authorized Officers to include Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director and Michael Duarte, Chief Real Estate Officer. The substance of each of these documents and actions taken in connection therewith is consistent with the previously adopted resolutions, however HCD has required we include additional Authorized Officers in the absence of Chief Executive Officer, Tyrone Roderick Williams. These changes have been made to the documents by our Fresno Housing staff and Fresno Housing's attorneys at Ballard.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolutions, authorizing the addition of Authorized Officers, Deputy Executive Officer, Tammy Townsend, and Chief Real Estate Officer, Michael Duarte, in the name of the Administrative General Partner and in the name of the Partnership.

Background Information

The Villages at Barstow, LP is comprised of the "Managing General Partner", Silvercrest Inc., the "Administrative General Partner", The Villages of Barstow AGP, LLC (collectively the "General Partners), and the "Limited Partner", Silvercrest, Inc.

FRESNO HOUSING

The Villages at Barstow apartment complex is located at 130 W. Barstow Avenue, City of Fresno, Fresno County (APN: 416-040-09). The site is approximately 2.77 acres, comprised of forty-two (41) low-income housing tax credit units and one (1) manager's unit. The projects serves a combination of multi-family residential and permanent supportive housing for tenants.

LOAN AUTHORIZATION OF THE VILLAGES AT BARSTOW, LP
NPLH – COMPETITIVE ALLOCATION

The undersigned hereby **certifies** that **The Villages at Barstow, LP**, a California Limited Partnership (the "Borrower"), as such **makes** the following certifications and representations to the State of California Department of Housing and Community Development (the "Department"):

1. The State of California, Department of Housing and Community Development ("Department") issued a Notice of Funding Availability, dated October 15, 2018 as amended on October 30, 2018 as may be further amended from time to time ("NOFA") under the No Place Like Home Program ("NPLH" or "Program") authorized by Government Code section 15463, Part 3.9 of Division 5 (commencing with Section 5849.1) of the Welfare and Institutions Code, and Welfare and Institutions Code section 5890;

2. The NOFA relates to the availability of approximately \$400 million in Competitive Allocation funds under the NPLH Program.

3. The Borrower is duly formed as a **limited** partnership in the state of California is authorized to do business in the State of California, and has the power and authority to borrow the funds in an amount not to exceed \$5,479,586 as detailed in the NOFA up to the amount authorized by Section 102 of the Guidelines and applicable state law (the "NPLH Loan").

4. That in connection with the NPLH Loan, the Borrower is authorized to enter into a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to evidence the NPLH Loan, the Borrower's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the " NPLH Loan Documents") .

5. That **the Secretary/Director, Tyrone Roderick Williams, or the Treasurer, Michael Duarte, of Silvercrest, Inc., a California corporation, the managing general partner of the Borrower and that the Chief Executive Director, Tyrone Roderick Williams, or the Deputy Executive Director, Tammy Townsend, or the Chief Real Estate Officer, Michael Duarte, the administrative general partner** are authorized and directed to execute the NPLH Loan Documents, and any amendments thereto, on behalf of the Borrower.

Dated: _____

Borrower:
The Villages at Barstow, LP

By: **Silvercrest, Inc., a California nonprofit public benefit corporation**
It's: Managing General Partner

By: _____
Tyrone Roderick Williams,
Secretary/Director

By: **The Villages at Barstow AGP, LLC**
It's: Administrative General Partner
By: The Housing Authority of the City of
Fresno

By: _____
Michael Duarte
Chief Real Estate Officer

LOAN AUTHORIZATION OF ALEGRE COMMONS (fka Barstow Commons)
NPLH – COMPETITIVE ALLOCATION

The undersigned hereby certify that Silvercrest Inc. and The Housing Authority of the City of Fresno are the managing general partner and the sole member/manager of the administrative general partner of The Villages at Barstow, LP, a California Limited Partnership (the "Borrower"), and as such makes the following certifications and representations to the State of California Department of Housing and Community Development (the "Department"):

1. The State of California, Department of Housing and Community Development ("Department") issued a Notice of Funding Availability, dated October 15, 2018, as amended on October 30th 2018 and may be further amended from time to time ("NOFA") under the No Place Like Home Program ("NPLH" or "Program") authorized by Government Code section 15463, Part 3.9 of Division 5 (commencing with Section 5849.1) of the Welfare and Institutions Code, and Welfare and Institutions Code section 5890;

2. The NOFA relates to the availability of Competitive Allocation funds under the NPLH Program.

3. The Borrower is duly formed as a **limited** partnership in the state of California is authorized to do business in the State of California, and has the power and authority to borrow the funds in an amount not to exceed \$5,479,586 as detailed in the NOFA up to the amount authorized by Section 102 of the Guidelines and applicable state law (the "NPLH Loan").

4. That in connection with the NPLH Loan, the Borrower is authorized to enter into a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to evidence the NPLH Loan, the Borrower's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the " NPLH Loan Documents") .

5. That Tyrone Roderick Williams, the CEO/Executive Director of The Housing Authority of the City of Fresno, the sole member and manager of The Villages at Barstow AGP, LLC, the administrative general partner of the borrower, or Tammy Townsend, the Deputy Executive Director of the Housing Authority of the City of Fresno, or Michael Duarte, the Chief Real Estate Officer of the Housing Authority of the City of Fresno are authorized and directed to execute the NPLH Loan Documents, and any amendments thereto, on behalf of the Borrower.

Dated: _____

Borrower:

THE VILLAGES AT BARSTOW, LP, a California limited partnership

By: Silvercrest, Inc., a California non-profit public benefit corporation, its managing general partner

By: _____
Tyrone Roderick Williams
Secretary/Director

By: The Villages at Barstow AGP, LLC, a California limited liability company, its administrative general partner

By: Housing Authority of the City of Fresno, California, a public body corporate and politic, its sole member and manager

By: _____
Tyrone Roderick Williams
CEO/Executive Director

**RESOLUTION OF THE MEMBERS OF
THE VILLAGES AT BARSTOW AGP, LLC**

All of the managers of The Villages at Barstow AGP, LLC a California Limited Liability Company (the "Limited Liability Company), hereby consent to, adopt and ratify the following resolutions:

No Place Like Home

WHEREAS, The State of California Department of Housing and Community Development (the "Department") has issued a Notice of Funding Availability under its No Place Like Home Program (the "NPLH") dated October 15, 2018 as amended on October 30, 2018; and

WHEREAS, the Limited Liability Company is authorized to do business in the State of California, and it is in the best interests of the Limited Liability Company and its **sole member/manager, the Housing Authority of the City of Fresno**, for the Limited Liability Company to act as the **Administrative** General Partner of **The Villages at Barstow, LP**, a California limited partnership (the "Borrower"); and

WHEREAS, the Borrower has either received, or been assigned, a conditional commitment of funds under the above-described Notice of Funding Availability.

NOW, THEREFORE, IT IS RESOLVED: That the Limited Liability Company is hereby authorized to act as the **Administrative** General Partner of the Borrower in connection with the Department's loan of funds to the Borrower pursuant to the above-described Notice of Funding Availability in an amount not to exceed \$5,479,586 (the "NPLH Loan")

RESOLVED FURTHER: That in connection with the Borrower's NPLH Loan, the Limited Liability Company is authorized and directed to enter into, execute, and deliver, as the **Administrative** General Partner of the Borrower, a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the NPLH Loan, the Borrower's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the "NPLH Loan Documents").

RESOLVED FURTHER: That **the Chief Executive Officer, Tyrone Roderick Williams, or the Deputy Executive Director, Tammy Townsend, or the Chief Real Estate Officer, Michael Duarte** are hereby authorized to execute the NPLH Loan Documents, and any amendment or modifications thereto, on behalf of the Limited Liability Company as the **Administrative** General Partner of the Borrower.

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

Passed and adopted, effective as of the 28th day of May, 2024 by the consent of The Housing Authority of the City of Fresno by the following vote:

___AYES

___NAYS

___ABSTAIN

___ABSENT

Tyrone Roderick Williams
Chief Executive Officer

CERTIFICATE OF THE SECRETARY

The undersigned, Secretary of **The Villages at Barstow AGP, LLC** does hereby attest and certify that the **attached** Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the Limited Liability Company which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: _____

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

IN THE MATTER OF: Housing Authority of the City of Fresno, CA: Submission of a No Place Like Home Program ("NPLH") funding application for the Barstow Commons development

AUTHORIZATION TO PARTICIPATE IN THE NO PLACE LIKE HOME PROGRAM

All of the commissioners of the Housing Authority of the City of Fresno, CA, a California public benefit agency (the "Authority"), hereby consent to, adopt and ratify the following resolutions:

WHEREAS, the State of California, Department of Housing and Community Development ("Department") issued a Notice of Funding Availability, dated October 15, 2018 as amended on October 30, 2018 ("NOFA") under the No Place Like Home Program ("NPLH" or "Program") authorized by Government Code section 15463, Part 3.9 of Division 5 (commencing with Section 5849.1) of the Welfare and Institutions Code, and Welfare and Institutions Code section 5890; and,

WHEREAS, the NOFA relates to the availability of Competitive Allocation funds under the NPLH Program; and,

WHEREAS, the "Authority is an Applicant within the meaning of Section 101(c) of the NPLH Program Guidelines, dated July 17, 2017 ("Guidelines"); and,

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

NOW, THEREFORE, BE IT RESOLVED, that the "Authority" does hereby determine and declare as follows:

SECTION 1. That the "Authority" is hereby authorized and directed to borrow an amount not to exceed \$2,845,807 in NPLH Competitive Program funds, and \$2,844,625 in NPLH Capitalized Operating Subsidy Reserve (COSR) loans, as detailed in the NOFA up to the amount authorized by Section 102 of the Guidelines and applicable state law (the "NPLH Loan").

SECTION 2. That in connection with the NPLH Loan, the "Authority" is authorized and directed to enter into, execute, and deliver a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the NPLH Loan, the "Authority's" obligations related thereto, and the Department's security therefore; including,

but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the "NPLH Loan Documents").

SECTION 3. That **Tyrone Roderick Williams, CEO/Executive Director; Tammy Townsend, Deputy Executive Director; Michael Duarte, Chief Real Estate Officer, or their Designee** are hereby authorized to execute the NPLH Loan Documents, and any amendments or modifications thereto, on behalf of the "Authority".

SECTION 4. That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 28th day of May, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Signature of Attesting Officer:

Printed Name and Title of Attesting Officer:

CERTIFICATE OF THE SECRETARY

The undersigned, Secretary of the Corporation does hereby attest and certify that the [foregoing / attached] Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said corporation which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: _____

Tyrone Roderick Williams

Secretary/Director

RESOLUTION No. _____

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

**THE VILLAGES AT BARSTOW, LP
AUTHORIZING RESOLUTION
RE: ALEGRE COMMONS (F/K/A/ BARSTOW COMMONS)**

**AUTHORIZATION TO PARTICIPATE IN
THE NO PLACE LIKE HOME PROGRAM
COMPETITIVE ALLOCATION**

A majority of the Commissioners of the Housing Authority of the City of Fresno, California, a public body corporate and politic (the "Corporation"), on its own behalf and as the sole member and manager of The Villages at Barstow AGP, LLC, (the "LLC"), the administrative general partner of The Villages at Barstow, LP (the "Partnership"), hereby consent to, adopt and ratify the following resolutions:

WHEREAS, the State of California, Department of Housing and Community Development ("Department") issued a Notice of Funding Availability, for Round 1 funds dated October 15, 2018, and as amended on October 30, 2018, as may be further amended from time to time, ("NOFA") under the No Place Like Home Program ("NPLH" or "Program") authorized by Government Code section 15463, Part 3.9 of Division 5 (commencing with Section 5849.1) of the Welfare and Institutions Code, and Welfare and Institutions Code section 5890;

WHEREAS, the NOFA related to the availability of approximately \$400 million in Competitive Allocation funds under the NPLH Program;

WHEREAS, the Corporation was an Applicant as those terms are defined in the NPLH Program Guidelines, dated July 17, 2017 ("Guidelines");

WHEREAS, each of the Corporation and the Partnership is authorized to do business in the State of California;

WHEREAS, the Commissioners of the Corporation previously adopted Resolution No. 3992 on June 29, 2019 (the "Original Resolution"), wherein the Commissioners authorized, among other things, the execution and delivery of documents to implement project financing by the Corporation on its own behalf and in its capacity as the administrative general partner of the Partnership in connection with the financing, development and the operation of the Alegre Commons project (the "Project"); and

WHEREAS, the Corporation now seeks to confirm certain authorizations made in the Original Resolution on behalf of itself, the LLC and the Partnership in connection with the execution of certain documentation for NPLH;

NOW, THEREFORE, BE IT RESOLVED, that the Corporation, acting on its own behalf and as the sole member and manager of the LLC, as the administrative general partner of the Partnership, does hereby determine, declare, and ratify as follows:

SECTION 1. That the Partnership is authorized and directed to borrow an amount not to exceed \$5,479,586 in NPLH Program funds, as detailed in the NOFA up to the amount authorized by Section 102 of the Guidelines and applicable state law (the "NPLH Loan").

SECTION 2. That in connection with the NPLH Loan, the Corporation on its own behalf and as the sole member and manager of the LLC, as the administrative general partner of the Partnership, is authorized and directed to enter into, execute, and deliver a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the NPLH Loan, the Partnership's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the "NPLH Loan Documents").

SECTION 4. That the CEO/Executive Director, Tyrone Roderick Williams, or the Deputy Executive Director, Tammy Townsend, or the Chief of Real Estate, Michael Duarte are hereby authorized to execute the NPLH Loan Documents, and any amendments or modifications thereto, on behalf of the Corporation in its own capacity and as the sole member and manager of the LLC, as the administrative general partner of the Partnership.

SECTION 5. All actions of the Corporation, in its own capacity or as the sole member and manager of the LLC, as the administrative general partner of the Partnership, and of their respective officers prior to the date hereof and consistent with the terms of this resolution, are ratified and confirmed, including, but not limited to, the formation of the Partnership and the LLC, and the filing of finance applications related to the financing of the Project and the prior execution of any documents related thereto or as otherwise may be required to facilitate the Project.

SECTION 6. That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 28th day of May, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Signature of Attesting Officer:

Printed Name and Title of Attesting Officer:

CERTIFICATE OF THE SECRETARY

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

DATE: _____

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM: 6c
SUBJECT: Heritage Estates - Closing Omnibus Development & Financing Resolution

AUTHOR: Christina Stokes-Johnson
Director
DEPARTMENT: Real Estate Development
MEMO DATE: 05/22/2024

Executive Summary

On December 12, 2023, the Boards of Commissioners approved entry into a Disposition and Development Agreement with the City of Fresno Housing Successor Agency (“FHS”), pursuant to conditions under the Surplus Land Act, and acceptance of funding from FHS of up to \$1,200,000, City of Fresno PLHA funds of \$3,062,689, and CalHOME mortgage assistance funds for qualified homebuyers of up to \$1,400,000. These funds, along with sales proceeds, are anticipated to fund all but approximately \$579k of permanent financing. Staff is pursuing a combination of energy rebates and a pending FHLB Affordable Housing Program application to reduce or eliminate this gap. However, staff is requesting authority to borrow up to \$1,000,000 in permanent financing from HRFC in case unforeseen costs arise.

The fully executed DDA and PLHA agreements as well as all construction bids have been received. Some minor amendments to the DDA and PLHA are slotted for presentation to City Council in June, therefore Staff is recommending the Board approve the proposed financing package contingent upon City Council approval of the proposed amendments.

Approval to develop the Project requires that the Board of Commissioners of the Housing Authority of City of Fresno, California, adopt a resolution authorizing the execution and delivery of documents, and the execution of such documents to implement project financing by the Housing Authority of the City of Fresno, California, in connection with the financing and development of the Heritage Estates development, and providing for other matters related thereto including:

1. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA;
2. Authorize a construction/bridge loan from HRFC up to \$3,000,000;
3. Authorize a permanent HRFC loan of up to \$1,000,000;
4. Authorize actions for the financing and development of the Project; and
5. Provide for other matters related thereto.

FRESNO HOUSING

Staff recommends that the Board adopt the attached resolutions, drafted by our agency counsel, Baker Manock & Jensen, PC, and as required by our lending partners, to finalize the closing of the Project on or about June 21, 2024.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions authorizing a construction/bridge loan from the Housing Relinquished Fund Corporation (“HRFC”) of up to \$3,000,000 and a permanent loan from HRFC of up to \$1,000,000, the execution and delivery of documents in the name of the Housing Authority of the City of Fresno, California, in connection with the financing and development of the Project, authorizing the lending and the borrowing of money, and providing for other matters related thereto, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

Fiscal Impact

Staff is requesting approval of a bridge/construction loan from HRFC for up to \$3,000,000, with current expectations being to only borrow \$2,196,846 but having the ability to increase that amount to the total amount of \$3,000,000 if additional construction costs arise. Staff is also requesting approval of a permanent loan from HRFC for up to \$1,000,000, with current expectations being to only borrow \$578,531. This permanent loan would remain after project completion and would become a soft second mortgage on the homes, at a 3% interest rate and forgivable after a 30 year term, payable if the homes are sold prior to loan maturity. Staff is pursuing a combination of energy rebates and a pending FHLB Affordable Housing Program application to reduce or eliminate this gap.

Additionally, FH will earn a project management fee of \$250,000.

Table 1: Construction Sources of Finance

| Source | Amount | Description |
|---|--------------|--|
| HRFC Construction/Bridge Loan (est.) | \$ 2,196,846 | 30 month term at 4% interest rate |
| City of Fresno PLHA | \$ 3,000,000 | 30 month term at 3.0% interest rate |
| Fresno Housing Successor Agency | \$ 1,200,000 | 30 month term at 3.0% interest rate |
| Sales Proceeds During Phased Construction | \$ 5,570,625 | Incremental proceeds received during phased construction |
| CalHOME downpayment assistance | \$ 917,942 | Mortgage assistance provided direct to homebuyer at time of sale, deferred for 30 years at 0% interest |
| Costs Deferred Until Final Sale | \$ 25,460 | Final closing costs and construction interest |

FRESNO HOUSING

| Source | Amount | Description |
|----------------------------------|----------------------|--------------------------------------|
| City of Fresno Impact Fee Waiver | \$ 480,150* | Residential Infill Incentive Program |
| TOTAL | \$ 13,391,023 | |

*Contingent on permit issuance by June 30, 2024

Table 2: Permanent Sources of Finance

| Source | Amount | Description |
|--|----------------------|--|
| HRFC Permanent Mortgage Note | \$ 578,531 | Forgivable 30 year term at 3% interest rate, payable if home sold** |
| City of Fresno PLHA | \$ 3,000,000 | Forgivable 30 year term at 3% interest rate, payable if home sold |
| Fresno Housing Successor Agency (est.) | \$ 886,598 | Forgivable 45 year term at 3% interest rate, payable if home sold |
| Fresno Housing Successor Agency (est.) | \$ 313,402 | Remaining balance forgiven at time of sale |
| Sales Proceeds (est.) | \$ 7,214,400 | Final sales proceeds, including down payments |
| CalHOME downpayment assistance (est.) | \$ 917,942 | Mortgage assistance provided direct to homebuyer at time of sale, deferred for 30 years at 0% interest |
| City of Fresno Impact Fee Waiver | \$ 480,150 | Residential Infill Incentive Program |
| TOTAL | \$ 13,391,023 | |

** This loan may be offset if additional revenues are obtained depending on the timing of when homes are sold and whether staff is able to obtain the energy rebates and pending FHLB Affordable Housing Program funds discussed above.

Background Information

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

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

The current plans call for 3 and 4 bedroom homes ranging in size from 1393 to 1606 square feet. Once complete, the homes will be made available to households earning ranging from 50%-80% AMI and market rate. Public funding sources will be used to support downpayment assistance and forgivable and/or deferred second mortgages.

FRESNO HOUSING

Past Board Actions

- June 28, 2021 – Resolution Authorizing the Submission of a City of Fresno Funding Application for a Proposed Single-Family Development in Southwest Fresno (APN 477-060-04)
- January, 2023 – Authorization to Award General Construction Contract – Heritage Estates
- September, 2023 – Approval of HRFC predevelopment funding up to \$300,000
- December, 2023 – Approval to enter into DDA and accept FHS, PLHA and CalHOME Mortgage Assistance Funds
- April, 2024 – Authorization to increase HRFC predevelopment funding to \$2,000,000

FRESNO HOUSING

Staff recommends that the Board adopt the attached resolutions, drafted by our agency counsel, Baker Manock & Jensen, PC, and as required by our lending partners, to finalize the closing of the Project on or about June 21, 2024.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions authorizing a construction/bridge loan from the Housing Relinquished Fund Corporation (“HRFC”) of up to \$3,000,000 and a permanent loan from HRFC of up to \$1,000,000, the execution and delivery of documents in the name of the Housing Authority of the City of Fresno, California, in connection with the financing and development of the Project, authorizing the lending and the borrowing of money, and providing for other matters related thereto, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

Fiscal Impact

Staff is requesting approval of a bridge/construction loan from HRFC for up to \$3,000,000, with current expectations being to only borrow \$2,196,846 but having the ability to increase that amount to the total amount of \$3,000,000 if additional construction costs arise. Staff is also requesting approval of a permanent loan from HRFC for up to \$1,000,000, with current expectations being to only borrow \$578,531. This permanent loan would remain after project completion and would become a soft second mortgage on the homes, at a 3% interest rate and forgivable after a 30 year term, payable if the homes are sold prior to loan maturity. Staff is pursuing a combination of energy rebates and a pending FHLB Affordable Housing Program application to reduce or eliminate this gap.

Additionally, FH will earn a project management fee of \$250,000.

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FRESNO HOUSING

| Source | Amount | Description |
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| TOTAL | \$ 13,391,023 | |

*Contingent on permit issuance by June 30, 2024

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| Source | Amount | Description |
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| Fresno Housing Successor Agency (est.) | \$ 886,598 | Forgivable 45 year term at 3% interest rate, payable if home sold |
| Fresno Housing Successor Agency (est.) | \$ 313,402 | Remaining balance forgiven at time of sale |
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| City of Fresno Impact Fee Waiver | \$ 480,150 | Residential Infill Incentive Program |
| TOTAL | \$ 13,391,023 | |

** This loan may be offset if additional revenues are obtained depending on the timing of when homes are sold and whether staff is able to obtain the energy rebates and pending FHLB Affordable Housing Program funds discussed above.

Background Information

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

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

The current plans call for 3 and 4 bedroom homes ranging in size from 1393 to 1606 square feet. Once complete, the homes will be made available to households earning ranging from 50%-80% AMI and market rate. Public funding sources will be used to support downpayment assistance and forgivable and/or deferred second mortgages.

FRESNO HOUSING

Past Board Actions

- June 28, 2021 – Resolution Authorizing the Submission of a City of Fresno Funding Application for a Proposed Single-Family Development in Southwest Fresno (APN 477-060-04)
- January, 2023 – Authorization to Award General Construction Contract – Heritage Estates
- September, 2023 – Approval of HRFC predevelopment funding up to \$300,000
- December, 2023 – Approval to enter into DDA and accept FHS, PLHA and CalHOME Mortgage Assistance Funds
- April, 2024 – Authorization to increase HRFC predevelopment funding to \$2,000,000

RESOLUTION NO. _____
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

A RESOLUTION TO APPROVE A CONSTRUCTION BRIDGE LOAN COMMITMENT OF UP TO THREE MILLION DOLLARS (\$3,000,000.00) AND A PERMANENT LOAN COMMITMENT OF UP TO ONE MILLION DOLLARS (\$1,000,000.00) FROM THE HOUSING RELINQUISHED FUND CORPORATION FOR DEVELOPMENT EXPENSES RELATED TO THE HERITAGE ESTATES PROJECT; APPROVE EXECUTION OF ALL FINANCING DOCUMENTS; RATIFY PAST ACTIONS.

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

WHEREAS, the Authority is authorized, among other things, to finance, plan, undertake, construct, acquire, and operate housing projects; and

WHEREAS, the Authority is acquiring approximately 7.94 acres of vacant land in Southwest Fresno located at 146 E. Florence Avenue, Fresno, California 93706 (APN 477-060-04T) and related improvements thereon (collectively, the “**Property**”), for the purposes of developing and constructing a thirty-three (33) single-family home development to be known as Heritage Estates (collectively, the “**Project**”); and

WHEREAS, the City of Fresno, a municipal corporation, in its capacity as Housing Successor to the Redevelopment Agency of the City of Fresno (“**FHS**”) currently owns the Property, and the Authority and FHS have entered into that certain Disposition and Development Agreement (the “**DDA**”), pursuant to which FHS has agreed to convey the Property to the Authority and to provide the Authority with a loan in the amount of One Million Two Hundred Thousand and No/100 Dollars (\$1,200,000.00) (the “**FHS Loan**”) to assist the Authority’s construction of the Project; and the HAFC Board of Commissioners (the “**Board**”) approved HAFC’s entry into the DDA and acceptance of FHS Loan on December 12, 2023; and

WHEREAS, the City of Fresno, with funding from the Permanent Local Housing Allocation (“**PLHA**”) program of the Department of Housing and Community Development of the State of California (“**HCD**”), has awarded funds to HAFC in the amount of Three Million Sixty-Two Thousand Six Hundred Eighty-Nine and No/100 Dollars (\$3,062,689.00) (the “**PLHA Funds**”); the HAFC Board approved acceptance of the PLHA Funds on December 12, 2023; HAFC has executed an agreement with the City (the “**PLHA Agreement**”) for the PLHA Funds; the City has informed HAFC that HCD may require the City to amend certain terms of the PLHA Agreement to increase the number of PLHA assisted homes from 25 to 30 and amend the loan amount to \$3,000,000. In addition, the FHS is proposing to amend the DDA to increase the number of FHS assisted homes from 8 to 14 and allow for forgiveness of any loan balance exceeding the sales price. The City Council of the City of Fresno will be considering making such amendment in the forthcoming weeks (the “**City Modifications**”); and

WHEREAS, the City of Fresno has awarded HAFC mortgage assistance funds for the Program under HCD’s CalHOME Program in an amount up to One Million Four Hundred Thousand and No/100 Dollars (\$1,400,000.00) (the “**CalHOME Funds**”); the HAFC Board approved acceptance of the CalHOME Funds on December 12, 2023; and

WHEREAS, on September 20, 2023, the HAFC Board passed a resolution authorizing HAFC to receive a loan of up to Three Hundred Thousand and No/100 Dollars (\$300,000.00) from the Housing Relinquished Fund Corporation (“**HRFC**”) for expenses incurred in the pre-development phase of the Project (the “**HRFC Pre-Development Loan**”); on April 23, 2024, the HAFC Board passed a resolution increasing the maximum amount of the HRFC Pre-Development Loan up to Two Million and No/100 Dollars (\$2,000,000.00); and

WHEREAS, as additional funding for the Project, the Authority will require a construction bridge loan from HRFC in an approximate amount of Two Million One Hundred Ninety-Six Thousand Eight Hundred Forty-Six and No/100 Dollars (\$2,196,846.00) with the ability to increase that amount, if necessary, to a total amount not to exceed Three Million and No/100 Dollars (\$3,000,000.00) (the “**HRFC Construction/Bridge Loan**”) and a forgivable loan with a thirty (30)-year term in an approximate amount of Five Hundred Seventy-Eight Thousand Five Hundred Thirty-One and No/100 Dollars (\$578,531.00) with the authority to increase that amount, if necessary, to a total amount not to exceed One Million and No/100 Dollars (\$1,000,000.00) (the “**HRFC Permanent Loan**”); this is consistent with the HAFC Board’s previous approval of construction funding from a local private lender in an amount up to Four Million and No/100 Dollars (\$4,000,000.00) at its meeting on December 12, 2023; and

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

WHEREAS, the Authority is authorized to delegate to one or more of its agents and employees such powers as it deems proper.

NOW, THEREFORE, BE IT RESOLVED:

1. **Authorized Officers.** The Chief Executive Officer, Tyrone Roderick Williams, the Chief Real Estate Officer, Michael Duarte, the Deputy Executive Director, Tammy Townsend, and/or their respective designees (each, an “**Authorized Officer**” and, collectively, the “**Authorized Officers**”), and each of them acting alone, are authorized and directed to execute such documents and take such other actions as necessary to fulfill the Authority’s intended functions as developer of the Project (including any subcontracts with respect thereto).
2. **Authority Function.** The Authorized Officers, and each of them acting alone, are authorized and directed to cause the Authority to take all actions and execute all documents necessary for the Authority to carry out its function.
3. **Approval of Loan Activities.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute, deliver and/or file (or cause to be delivered and/or filed) all documents deemed necessary or appropriate to assemble the Project’s financing,

including but not limited to all agreement documents related to the DDA, the FHS Loan, the PLHA Funds, the CalHOME Funds, the HRFC Pre-Development Loan, and (as discussed at more length in paragraphs 4 and 5 below) the HRFC Construction/Bridge Loan and the HRFC Permanent Loan, and including without limitation, construction, permanent and third party loan applications, tax credit applications, and any and all other documents reasonably required to borrow sufficient funds to support the Project.

4. **Approval of HRFC Construction/Bridge Loan Documents.** The Authority has been presented with drafts of the HRFC Construction/Bridge Loan documents in connection with the Project, which documents are on file with the Authority's Secretary, and pursuant to which the Authority will borrow a loan in the approximate amount of Two Million One Hundred Ninety-Six Thousand Eight Hundred Forty-Six and No/100 Dollars (\$2,196,846.00) with the ability to increase that amount, if necessary, to a total amount not to exceed Three Million and No/100 Dollars (\$3,000,000.00) from HRFC for construction financing. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to enter into the transactions described in the HRFC Construction/Bridge Loan documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority, the HRFC Construction/Bridge Loan documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf any further changes to the draft HRFC Construction/Bridge Loan documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final HRFC Construction/Bridge Loan documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority, any other documents reasonably required to be executed by the Authority to carry out the transactions contemplated by the HRFC Construction/Bridge Loan documents.

5. **Approval of HRFC Permanent Loan Documents.** The Authority has been presented with drafts of the HRFC Permanent Loan documents in connection with the Project, which documents are on file with the Authority's Secretary, and pursuant to which the Authority will borrow a loan in the approximate amount of Five Hundred Seventy-Eight Thousand Five Hundred Thirty-One and No/100 Dollars (\$578,531.00) with the ability to increase that amount, if necessary, to a total amount not to exceed One Million and No/100 Dollars (\$1,000,000.00) from HRFC for homebuyer mortgage assistance. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to enter into the transactions described in the HRFC Permanent Loan documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority, the HRFC Permanent Loan documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf any further changes to the draft HRFC Permanent Loan documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final HRFC Permanent Loan documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority, any other documents reasonably required to be executed

by the Authority to carry out the transactions contemplated by the HRFC Permanent Loan documents.

6. **Loan of Funds.** The Authorized Officers, and each of them acting alone, on behalf of the Authority, are authorized to take such actions and execute such documents as necessary to cause the Project to borrow funds from FHS, the City of Fresno and HRFC in an aggregate approximate amount of up to \$9,000,000. Each Authorized Officer, and each of them acting alone, is authorized to decrease the principal amount of any loan by any amount, or to increase the principal amount of any loan by an amount up to 10% more than the maximum aggregate principal amount for the loans stated in this resolution. The source of funds for any such increase shall be funds available to the Authority or such other funds that may become available to the Authority for the Project. The Board directs the executive director to report to the Board if the total amount borrowed by the Project exceeds the aggregate maximum principal amount stated in this resolution for all loans to the Project (as may have been increased as permitted by this section).

7. **Execution of Documents.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute, deliver and/or file (or cause to be delivered and/or filed) any affidavits, certificates, letters, government forms, documents, agreements and instruments that any such Authorized Officer determines to be necessary or desirable: (i) to give effect to this resolution; (ii) to consummate the transactions contemplated herein; and/or (iii) to further the acquisition, rehabilitation, development, financing, construction, leasing and management of the Project. Without limiting the scope of such authorization, such documents include declarations of restrictive covenants, regulatory agreements, various deeds, leases, notes, loan agreements, deeds of trust, guaranties and indemnities, interest rate cap or other swap or hedge agreements, and collateral assignments related to the Project's financing. Such documents may also include, without limitation, lease-up and marketing agreements, partnership management services agreements, development agreements, construction guaranty agreements, repayment guarantees, cash pledge agreements, environmental indemnity agreements, property management agreements, architect agreements, contractor agreements, housing assistance payment contracts, irrevocable consents, confessions of judgment and appointments of attorneys for service of process.

8. **Condition Subsequent.** The authority conveyed by this resolution is conditioned upon the final approval by the City Council of the City of Fresno of the City Modifications.

9. **Expenditures.** The Authority is authorized to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the Project or actions authorized by this resolution.

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

11. **Execution of Obligations.** The Board directs the Authority's Chief Executive Officer to cause the Authority to fulfill the Authority's duties and obligations under the various agreements authorized.
12. **Ratification and Confirmation.** All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed, including, but not limited to, the filing of finance applications related to the Project's financing and the prior execution of any Project documents listed on Exhibit A or otherwise required herein.
13. **Effective Date.** This resolution shall be in full force and effect from and after its adoption and approval.

PASSED AND ADOPTED THIS 28TH DAY OF MAY, 2024. 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:

Cary Catalano, Chair of the Board of Commissioners

CERTIFICATE

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

1. That the attached Resolution No. ____ (the “**Resolution**”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on the 28th day of May, 2024, and duly recorded in the minute books of the Authority.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of May, 2024.

**HOUSING AUTHORITY OF FRESNO
COUNTY, CALIFORNIA**

Tyrone Roderick Williams
Chief Executive Officer

**EXHIBIT A
PROJECT DOCUMENTS**

City of Fresno Permanent Local Housing Allocation Agreement

Housing Successor to the Redevelopment Agency of the City of Fresno Disposition and Development Agreement

HRFC Construction/Bridge Loan Documents

- (a) HRFC Construction/Bridge Loan Promissory Note (Heritage Estates) by HACF in favor of HRFC;
- (b) HRFC Construction/Bridge Loan Deed of Trust, Security Agreement and Financing Statement (Heritage Estates) by HACF in favor of HRFC;
- (c) HRFC Construction/Bridge Loan Agreement (Heritage Estates) between HACF and HRFC.

HRFC Permanent Loan Documents

- (a) HRFC Permanent Loan Promissory Note (Heritage Estates) by HACF in favor of HRFC;
- (b) HRFC Permanent Loan Deed of Trust, Security Agreement and Financing Statement (Heritage Estates) by HACF in favor of HRFC;
- (c) HRFC Permanent Loan Agreement (Heritage Estates) between HACF and HRFC.

RESOLUTION NO. _____
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

A RESOLUTION TO APPROVE A CONSTRUCTION BRIDGE LOAN COMMITMENT OF UP TO THREE MILLION DOLLARS (\$3,000,000.00) AND A PERMANENT LOAN COMMITMENT OF UP TO ONE MILLION DOLLARS (\$1,000,000.00) FROM THE HOUSING RELINQUISHED FUND CORPORATION FOR DEVELOPMENT EXPENSES RELATED TO THE HERITAGE ESTATES PROJECT; APPROVE EXECUTION OF ALL FINANCING DOCUMENTS; RATIFY PAST ACTIONS.

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

WHEREAS, the Authority is authorized, among other things, to finance, plan, undertake, construct, acquire, and operate housing projects; and

WHEREAS, the Authority is acquiring approximately 7.94 acres of vacant land in Southwest Fresno located at 146 E. Florence Avenue, Fresno, California 93706 (APN 477-060-04T) and related improvements thereon (collectively, the “**Property**”), for the purposes of developing and constructing a thirty-three (33) single-family home development to be known as Heritage Estates (collectively, the “**Project**”); and

WHEREAS, the City of Fresno, a municipal corporation, in its capacity as Housing Successor to the Redevelopment Agency of the City of Fresno (“**FHS**”) currently owns the Property, and the Authority and FHS have entered into that certain Disposition and Development Agreement (the “**DDA**”), pursuant to which FHS has agreed to convey the Property to the Authority and to provide the Authority with a loan in the amount of One Million Two Hundred Thousand and No/100 Dollars (\$1,200,000.00) (the “**FHS Loan**”) to assist the Authority’s construction of the Project; and the HACF Board of Commissioners (the “**Board**”) approved HACF’s entry into the DDA and acceptance of FHS Loan on December 12, 2023; and

WHEREAS, the City of Fresno, with funding from the Permanent Local Housing Allocation (“**PLHA**”) program of the Department of Housing and Community Development of the State of California (“**HCD**”), has awarded funds to HACF in the amount of Three Million Sixty-Two Thousand Six Hundred Eighty-Nine and No/100 Dollars (\$3,062,689.00) (the “**PLHA Funds**”); the HACF Board approved acceptance of the PLHA Funds on December 12, 2023; HACF has executed an agreement with the City (the “**PLHA Agreement**”) for the PLHA Funds; the City has informed HACF that HCD may require the City to amend certain terms of the PLHA Agreement to increase the number of PLHA assisted homes from 25 to 30 and amend the loan amount to \$3,000,000. In addition, the FHS is proposing to amend the DDA to increase the number of FHS assisted homes from 8 to 14 and allow for forgiveness of any loan balance exceeding the sales price. The City Council of the City of Fresno will be considering making such amendment in the forthcoming weeks (the “**City Modifications**”); and

WHEREAS, the City of Fresno has awarded HACF mortgage assistance funds for the Program under HCD’s CalHOME Program in an amount up to One Million Four Hundred Thousand and No/100 Dollars (\$1,400,000.00) (the “**CalHOME Funds**”); the HACF Board approved acceptance of the CalHOME Funds on December 12, 2023; and

WHEREAS, on September 20, 2023, the HACF Board passed a resolution authorizing HACF to receive a loan of up to Three Hundred Thousand and No/100 Dollars (\$300,000.00) from the Housing Relinquished Fund Corporation (“**HRFC**”) for expenses incurred in the pre-development phase of the Project (the “**HRFC Pre-Development Loan**”); on April 23, 2024, the HACF Board passed a resolution increasing the maximum amount of the HRFC Pre-Development Loan up to Two Million and No/100 Dollars (\$2,000,000.00); and

WHEREAS, as additional funding for the Project, the Authority will require a construction bridge loan from HRFC in an approximate amount of Two Million One Hundred Ninety-Six Thousand Eight Hundred Forty-Six and No/100 Dollars (\$2,196,846.00) with the ability to increase that amount, if necessary, to a total amount not to exceed Three Million and No/100 Dollars (\$3,000,000.00) (the “**HRFC Construction/Bridge Loan**”) and a forgivable loan with a thirty (30)-year term in an approximate amount of Five Hundred Seventy-Eight Thousand Five Hundred Thirty-One and No/100 Dollars (\$578,531.00) with the authority to increase that amount, if necessary, to a total amount not to exceed One Million and No/100 Dollars (\$1,000,000.00) (the “**HRFC Permanent Loan**”); this is consistent with the HACF Board’s previous approval of construction funding from a local private lender in an amount up to Four Million and No/100 Dollars (\$4,000,000.00) at its meeting on December 12, 2023; and

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

WHEREAS, the Authority is authorized to delegate to one or more of its agents and employees such powers as it deems proper.

NOW, THEREFORE, BE IT RESOLVED:

1. **Authorized Officers.** The Chief Executive Officer, Tyrone Roderick Williams, the Chief Real Estate Officer, Michael Duarte, the Deputy Executive Director, Tammy Townsend, and/or their respective designees (each, an “**Authorized Officer**” and, collectively, the “**Authorized Officers**”), and each of them acting alone, are authorized and directed to execute such documents and take such other actions as necessary to fulfill the Authority’s intended functions as developer of the Project (including any subcontracts with respect thereto).
2. **Authority Function.** The Authorized Officers, and each of them acting alone, are authorized and directed to cause the Authority to take all actions and execute all documents necessary for the Authority to carry out its function.
3. **Approval of Loan Activities.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute, deliver and/or file (or cause to be delivered and/or filed) all documents deemed necessary or appropriate to assemble the Project’s financing,

including but not limited to all agreement documents related to the DDA, the FHS Loan, the PLHA Funds, the CalHOME Funds, the HRFC Pre-Development Loan, and (as discussed at more length in paragraphs 4 and 5 below) the HRFC Construction/Bridge Loan and the HRFC Permanent Loan, and including without limitation, construction, permanent and third party loan applications, tax credit applications, and any and all other documents reasonably required to borrow sufficient funds to support the Project.

4. **Approval of HRFC Construction/Bridge Loan Documents.** The Authority has been presented with drafts of the HRFC Construction/Bridge Loan documents in connection with the Project, which documents are on file with the Authority's Secretary, and pursuant to which the Authority will borrow a loan in the approximate amount of Two Million One Hundred Ninety-Six Thousand Eight Hundred Forty-Six and No/100 Dollars (\$2,196,846.00) with the ability to increase that amount, if necessary, to a total amount not to exceed Three Million and No/100 Dollars (\$3,000,000.00) from HRFC for construction financing. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to enter into the transactions described in the HRFC Construction/Bridge Loan documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority, the HRFC Construction/Bridge Loan documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf any further changes to the draft HRFC Construction/Bridge Loan documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final HRFC Construction/Bridge Loan documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority, any other documents reasonably required to be executed by the Authority to carry out the transactions contemplated by the HRFC Construction/Bridge Loan documents.

5. **Approval of HRFC Permanent Loan Documents.** The Authority has been presented with drafts of the HRFC Permanent Loan documents in connection with the Project, which documents are on file with the Authority's Secretary, and pursuant to which the Authority will borrow a loan in the approximate amount of Five Hundred Seventy-Eight Thousand Five Hundred Thirty-One and No/100 Dollars (\$578,531.00) with the ability to increase that amount, if necessary, to a total amount not to exceed One Million and No/100 Dollars (\$1,000,000.00) from HRFC for homebuyer mortgage assistance. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to enter into the transactions described in the HRFC Permanent Loan documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority, the HRFC Permanent Loan documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf any further changes to the draft HRFC Permanent Loan documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final HRFC Permanent Loan documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute and deliver, on behalf of the Authority, any other documents reasonably required to be executed

by the Authority to carry out the transactions contemplated by the HRFC Permanent Loan documents.

6. **Loan of Funds.** The Authorized Officers, and each of them acting alone, on behalf of the Authority, are authorized to take such actions and execute such documents as necessary to cause the Project to borrow funds from FHS, the City of Fresno and HRFC in an aggregate approximate amount of up to \$9,000,000. Each Authorized Officer, and each of them acting alone, is authorized to decrease the principal amount of any loan by any amount, or to increase the principal amount of any loan by an amount up to 10% more than the maximum aggregate principal amount for the loans stated in this resolution. The source of funds for any such increase shall be funds available to the Authority or such other funds that may become available to the Authority for the Project. The Board directs the executive director to report to the Board if the total amount borrowed by the Project exceeds the aggregate maximum principal amount stated in this resolution for all loans to the Project (as may have been increased as permitted by this section).

7. **Execution of Documents.** The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute, deliver and/or file (or cause to be delivered and/or filed) any affidavits, certificates, letters, government forms, documents, agreements and instruments that any such Authorized Officer determines to be necessary or desirable: (i) to give effect to this resolution; (ii) to consummate the transactions contemplated herein; and/or (iii) to further the acquisition, rehabilitation, development, financing, construction, leasing and management of the Project. Without limiting the scope of such authorization, such documents include declarations of restrictive covenants, regulatory agreements, various deeds, leases, notes, loan agreements, deeds of trust, guaranties and indemnities, interest rate cap or other swap or hedge agreements, and collateral assignments related to the Project's financing. Such documents may also include, without limitation, lease-up and marketing agreements, partnership management services agreements, development agreements, construction guaranty agreements, repayment guarantees, cash pledge agreements, environmental indemnity agreements, property management agreements, architect agreements, contractor agreements, housing assistance payment contracts, irrevocable consents, confessions of judgment and appointments of attorneys for service of process.

8. **Condition Subsequent.** The authority conveyed by this resolution is conditioned upon the final approval by the City Council of the City of Fresno of the City Modifications.

9. **Expenditures.** The Authority is authorized to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the Project or actions authorized by this resolution.

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

11. **Execution of Obligations.** The Board directs the Authority's Chief Executive Officer to cause the Authority to fulfill the Authority's duties and obligations under the various agreements authorized.
12. **Ratification and Confirmation.** All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed, including, but not limited to, the filing of finance applications related to the Project's financing and the prior execution of any Project documents listed on Exhibit A or otherwise required herein.
13. **Effective Date.** This resolution shall be in full force and effect from and after its adoption and approval.

PASSED AND ADOPTED THIS 28TH DAY OF MAY, 2024. 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:

Adrian Jones, Chair of the Board of Commissioners

CERTIFICATE

I, the undersigned, the duly appointed Chief Executive Officer of the Housing Authority of the City of Fresno, California (the “**Authority**”), as keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. ____ (the “**Resolution**”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on the 28th day of May, 2024, and duly recorded in the minute books of the Authority.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of May, 2024.

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

Tyrone Roderick Williams
Chief Executive Officer

**EXHIBIT A
PROJECT DOCUMENTS**

City of Fresno Permanent Local Housing Allocation Agreement

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- (a) HRFC Construction/Bridge Loan Promissory Note (Heritage Estates) by HACF in favor of HRFC;
- (b) HRFC Construction/Bridge Loan Deed of Trust, Security Agreement and Financing Statement (Heritage Estates) by HACF in favor of HRFC;
- (c) HRFC Construction/Bridge Loan Agreement (Heritage Estates) between HACF and HRFC.

HRFC Permanent Loan Documents

- (a) HRFC Permanent Loan Promissory Note (Heritage Estates) by HACF in favor of HRFC;
- (b) HRFC Permanent Loan Deed of Trust, Security Agreement and Financing Statement (Heritage Estates) by HACF in favor of HRFC;
- (c) HRFC Permanent Loan Agreement (Heritage Estates) between HACF and HRFC.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 5/28/2024
AGENDA ITEM: 6 d
SUBJECT: Consideration of the Safety, Injury and Illness Prevention Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 5/21/2024

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Safety Policy that was last approved by the Boards in October, 2014. This policy is being revised to combine the Workplace Safety and Injury and Illness Prevention Policies into one, provide gender neutral language and includes a comprehensive list of General Safety Rules.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Safety, Injury and Illness Prevention Policy.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Safety, Injury and Illness Prevention Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Safety, Injury and Illness Prevention Policy is a combination of the Workplace Safety and Injury and Illness Prevention Policies which eliminates unnecessary redundancy without sacrificing compliance with Cal OSHA regulations. The resulting policy has been prepared in collaboration with Senior Leaders and labor partners also includes an Appendix of General Safety Rules that applies to all employees.

RESOLUTION No. _____

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

**RESOLUTION TO APPROVE THE SAFETY, INJURY AND ILLNESS PREVENTION
POLICY**

WHEREAS, the Board of Commissioners approved the Safety Policy in October 2014; and

WHEREAS, the Policy is being combined with the Injury and Illness Prevention Policy which was approved in September 2014 to eliminate redundancy and to provide gender neutral language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Safety, Injury and Illness Prevention Policy.

PASSED AND ADOPTED THIS 28th day of May, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

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

**RESOLUTION TO APPROVE THE SAFETY, INJURY AND ILLNESS PREVENTION
POLICY**

WHEREAS, the Board of Commissioners approved the Safety Policy in October 2014; and

WHEREAS, the Policy is being combined with the Injury and Illness Prevention Policy which was approved in September 2014 to eliminate redundancy and to provide gender neutral language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Safety, Injury and Illness Prevention Policy.

PASSED AND ADOPTED THIS 28th day of May, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

Safety, Injury & Illness Prevention Policy

Purpose:

Fresno Housing (“the Agency”) is dedicated to fostering a safe, healthful, and secure workplace for all employees. Safety is integral to all operations, and the Agency has established this written policy to achieve and maintain protection for employees, prevent accidents, illnesses, injuries, increase safety awareness and ensure regulatory compliance.

Policy:

It is the policy of the Agency to maintain a safe, healthy, and secure workplace for each employee and to comply with all applicable occupational health and safety regulations by implementing effective policies and procedures outlined in this document.

These efforts include:

- Regular self-inspections to identify and prevent hazards.
- Encouraging employees to report hazardous conditions without fear of reprisal.
- Maintaining workplace equipment in safe and working condition.
- Investigating workplace accidents and injuries promptly.
- Correcting hazards as soon as possible.
- Maintaining safe work practices for each specific job.
- Enforcing safety rules and procedures through disciplinary procedures.
- Maintaining emergency response procedures.
- Periodic review of this policy

Communication:

It is the Agency’s policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the Agency’s safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing without fear of reprisal. All safety suggestions will be given serious consideration and each will receive a response. In turn, the Agency will provide current safety updates and activities, safety reading materials, signs, posters and a bulletin board for easy access to information. Also, regular safety meetings will be held so all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.

Hazard Assessment & Reporting:

Employees are required to report unsafe conditions or hazards immediately. Assessments to identify and evaluate workplace hazards shall be performed:

1. On a monthly basis;
2. When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;

4. When occupational injuries and illnesses occur;
5. When we hire and/or reassign workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
6. Whenever workplace conditions warrant an inspection.

Hazard correction methods include elimination, control, or protection measures.

Hazard or Incident Investigation:

Employees must immediately report workplace hazards, injuries, illnesses or near misses to their supervisors and complete the Incident Report form located in SharePoint. Supervisors are responsible for conducting an accident investigation. The purpose of an investigation is to collect the facts, determine the sequence of events that resulted in the accident, identify action to prevent recurrence, and provide follow-up to ensure corrective action was effective. All accidents are to be investigated promptly regardless of their severity.

Training and Instruction:

All employees receive safety training on general and job-specific hazards, upon hire or reassignment where the employee will be performing duties different to those assigned previously, when new substances, processes, procedures or equipment are introduced to the workplace. Whenever the Agency is aware of a new or previously unrecognized hazard.

Corrective Action:

Every employee, officer, and commissioner must adhere to this Policy, follow safety directives and procedures. Violation of this safety practices may result in retraining and/or disciplinary action, up to and including termination, in accordance with Agency policies and procedures.

Record Keeping:

Records documenting the implementation of the Safety/IIPP are retained as required by law and safety standards, including inspection forms, investigation forms, training sign-in sheets, safety meeting records, and medical and exposure records as required by Federal, State, and local ordinances.

Health & Safety records in accordance with the Agency's record retention schedule will be kept as follows:

1. Records of scheduled and periodic inspections including the person conducting the inspection, the workplace and the actions taken to correct the identified unsafe conditions and work practices.
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type of training, and training providers are recorded in the employee's home department.

Responsibility:

Executive management plays a crucial role in supporting and ensuring the implementation of the safety policy across the agency, while the Boards of Commissioners are responsible for policy adoptions and revisions.

Department managers are tasked with reviewing incident reports, addressing safety hazards, providing leadership, and ensuring employee compliance. Supervisors play a pivotal role in implementing safety measures for employees. They oversee training, conduct safety inspections, investigate accidents, incidents, and near misses, and verify hazardous substance inventory. Every Employee is responsible for preventing injuries and illnesses, adhering to safe work practices, following all directives, policies, and procedures, reporting hazards, and attending safety training sessions. Human Resources is responsible for policy implementation, coordinating safety activities, providing training, and maintaining communication with department management to ensure a cohesive approach to safety throughout the organization.

Appendix A: General Safety Rules

Employees are required to observe all applicable Agency rules and practices and take actions as necessary to ensure compliance. Employees who fail to comply with established safety rules will be subject to disciplinary action. The following rules should not be considered all inclusive. Managers and supervisors will provide other specific instructions concerning safety operations as appropriate for the work performed.

- 1) Report all unsafe conditions and equipment to your supervisor, manager, or Human Resources.
- 2) Report all accidents (bodily injury and/or motor vehicle), near misses, injuries and industrial (work) related illnesses to your supervisor immediately.
- 3) Refrain from horseplay, scuffling, and other acts which cause accidents or have an adverse impact on the safety of employees.
- 4) Adhere to directions during emergency evacuations or lockdowns.
- 5) Refrain from blocking fire extinguishers, fire exits, and other emergency equipment.
- 6) Keep aisles clear at all times.
- 7) Use proper lifting technique and contact your supervisor when help is needed to move a heavy object.
- 8) Do not stack material in a precarious, unsafe manner.
- 9) Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired or replaced promptly.
- 10) Maintain sufficient access and work space around all electrical equipment to permit safe operations and maintenance.
- 11) All electrical equipment should be plugged into appropriate wall receptacles or an extension cord. When provided, three pronged plugs should be used to ensure continuity of ground.
- 12) All cords extending into walk areas should be taped down or inserted through rubber protectors to prevent tripping.
- 13) Inspect motorized vehicles and other mechanized equipment daily prior to use.
- 14) Wear proper personal protective equipment for the work being performed and to protect against unnecessary exposure to harm.
- 15) Maintain safety equipment so that it will operate correctly and provide the desired level of protection.
- 16) Do not eat in areas where hazardous chemicals are present. Keep cleaning supplies stored away from edible items.
- 17) Always keep flammable or toxic chemicals in closed containers when not in use. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
- 18) Employees must follow the Hazard Communications Policy Requirements when working with chemicals, which includes SDS emergency instructions, and proper chemical storing practices.
- 19) Solutions that may be poisonous or not intended for consumption should be kept in appropriate, well-labeled containers.
- 20) Do not leave lower desk or cabinet drawers open as they may present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers. Do not open more than one file drawer at a time.
- 21) Equipment such as staplers, scissors, etc. should be used in a safe manner and for their intended purposes only and should not be misused as a hammer, prybar, screwdriver, etc.
- 22) Equipment and tools are to be used for their intended purpose only.
- 23) Inspect all safety devices on vehicles before driving them and immediately report any problems to your supervisor.
- 24) Obey posted legal speed limit and drive defensively while in Agency vehicles. Every effort must be made to follow safe driving practices and compliance with the law.

Appendix B:

OSHA Visit Guidelines

These guidelines are designed to offer front-line employees' direction in the event of an OSHA inspection.

OSHA may visit our facilities for any of four reasons:

- Reportable accidents and injuries
- Employee complaints
- Site-Specific Targeting (SST) Inspections
- Regularly scheduled visits

A regulatory visit made by an OSHA inspector should be handled with a "team approach" that includes immediate notification of the:

- Area Manager
- Maintenance Manager
- Property Coordinator and/or Maintenance Tech
- Human Resources

In some cases, due to travel and scheduling constraints, this "team approach" may not always be practical. As a result, these procedures have been written to assist our frontline employee who may have to handle a portion of, or the entire inspection.

However, if additional team members can get to the site within a reasonable time, it is appropriate to explain to the compliance officer the Agency's team approach and to ask the compliance officer to wait until they arrive.

WHEN THE INSPECTOR ARRIVES (Initial Contact)

You should take the following steps when dealing with an OSHA facility visit:

- Promptly greet the inspector - unnecessary delays may present the wrong impression.
- Request to see the inspector's credentials
- Inquire as to the purpose of the inspection or visit, and ask what prompted the visit.
- Courteously escort the inspector to the nearest office and explain our notification procedures.

Every attempt should be made by the Area Manager to arrive at the site immediately. It is appropriate for those on site to ask the inspector to wait a reasonable period of time (not more than one hour) to enable the Agency's safety team to participate in the inspection.

We may also be asked to provide an employee union representative if requested by the inspector.

DURING THE INSPECTION

You should carefully document the entire inspection in written and photographic form. We want to answer all questions truthfully. If you do not know the answer, say so. Collect the same evidence as the inspector. A digital camera/smartphone is a necessary tool to document the inspection. Duplicate any photos taken by the inspector. Do not make statements or admissions. Only provide information that is requested. You have the right to be present during all management interviews.

POST INSPECTION

The inspector will summarize preliminary findings at the completion of inspection. They may also issue a formal document request. Immediately notify Human Resources in the event they were not able to participate in the inspection.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 5/28/2024
AGENDA ITEM: 6 e
SUBJECT: Consideration of the Information Technology Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 5/21/2024

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Information Technology Policy that was last approved by the Boards in February, 2018. This policy is being revised to expand the list of applicable definitions including, but not limited to Generative Artificial Intelligence, provide gender neutral language, delete unnecessary or outdated language as well as other minor edits.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Information Technology Policy.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Information Technology Policy.

Background Information

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

1. Delete the Introduction section and move some of the content to the Purpose and Policy sections.
2. Expand several definitions for clarity as well as add definitions for Generative Artificial Intelligence, Smart Home Devices and Virtual Private Network.
3. Replace gender specific language with gender neutral language.

RESOLUTION No. _____

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

RESOLUTION TO APPROVE THE INFORMATION TECHNOLOGY POLICY

WHEREAS, the Board of Commissioners approved the Information Technology Policy in February 2018; and

WHEREAS, the Policy is being revised to expand the definitions section for clarity and include Generative Artificial Intelligence, provide gender neutral language and delete unnecessary or outdated language;

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

PASSED AND ADOPTED THIS 28th day of May, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

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

RESOLUTION TO APPROVE THE INFORMATION TECHNOLOGY POLICY

WHEREAS, the Board of Commissioners approved the Information Technology Policy in February 2018; and

WHEREAS, the Policy is being revised to expand the definitions section for clarity and include Generative Artificial Intelligence, provide gender neutral language and delete unnecessary or outdated language;

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

PASSED AND ADOPTED THIS 28th day of May, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

Information Technology Policy

Purpose

Fresno Housing (“the Agency”) provides Information Technology (“IT”) resources for day-to-day work operations to all Agency employees. Agency staff is responsible for using such IT resources in an effective, efficient, and ethical manner. While IT tools are important assets to the Agency when used appropriately, misuse of these resources can put both employees and the Agency at risk. Therefore, each employee must adhere to this policy.

Policy

All employees and covered entities (see “Covered Entities” below) are required to comply with this Policy. Violations of the Information Technology Policy will be reviewed for appropriate action, subject to the provisions of any applicable collective bargaining agreement, which may include termination of access to the Agency’s network, termination of vendor accounts and/or contracts, blocking of offending activity, or any other reasonable, appropriate actions. The Agency does and will cooperate with all judicial and law enforcement organizations, as required.

Covered Entities

This policy applies to all representatives of the Agency with access to Agency IT resources, including;

- all subsidiaries and partnerships that require the use of Agency IT resources
- all employees, board members, advisors, and agents of the Agency
- all authorized third parties that require the use of and are granted access to the Agency network
- all third-party operators of Information System Environments (IS Environments)

Definitions

Authorized User - One that is allowed to use the Agency's IT Resources.

Confidential Information - The following are some examples of information that may be considered confidential under federal and state law (this list is by no means inclusive): information from an employee personnel or medical file or subject to the attorney-client privilege (resident, vendor) file.

Credentials – User name and password

Desktop Computer - A personal computer (PC) in a form intended for regular use at a single location, as opposed to a mobile laptop or portable computer.

Domain Name - A domain name is a way to identify and locate an address on the Internet. The domain name is used to send e-mail, locate website, etc.

Downloading – Process of transferring data, such as files or software, from a remote system to a local device, such as a computer or a smartphone. This process usually involves retrieving information from the internet or a network and storing it locally for later use.

Electronic Mail - E-mail; is a means of sending and receiving messages.

Enterprise Software- Computer software used to satisfy the needs of the agency, handling a number of business operations

Generative Artificial Intelligence (AI) - Generative AI refers to computer algorithms that generate new content including text, images, audio, video, code, simulations, synthetic data, or other forms of content based on patterns and examples provided.

Intranet - The Agency's internal website with departmental links for employees' use.

IP Address – An IP address identifies every device connected to the internet. This enables computers and other internet-connected devices, to communicate over the Internet and on local-area networks (LANs).

Laptop – A portable computer designed for mobility, equipped with a built-in screen, keyboard, and battery power source.

Malware - Malware is malicious software designed to harm or infiltrate computer systems, networks, or devices, typically with intentions ranging from data theft to system disruption or unauthorized access.

Mobile Device – A handheld computing device designed for mobility and connectivity, typically featuring a touchscreen interface and wireless communication capabilities. Mobile devices include smartphones or tablets.

Network Share – A location on the Agency network where official Agency business files are saved and stored.

Password – User authorization code used for accessing Agency electronic devices. Also includes passcodes used for mobile devices.

Personal Identifiable Information (PII) - Information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, date, place of birth, mother's maiden name, etc. alone, or when combined with other personal or identifying information which may be linked or linkable to a specific individual.

Server – A computer that provides services to other computers (and their users) on a network.

Smart Home Devices- Electronic devices equipped with internet connectivity and often embedded sensors or controls. Smart home devices can include a wide range of products such as speakers, lights, appliances, and more.

Streaming – Downloading compressed, bandwidth-intensive real-time audio and/or video from the Internet to a computer.

VPN - Provides secure access to internet network resources and secures internet traffic.

Zip file – A Zip file contains one or more files that have been compressed to reduce file size, or stored as-is.

Ownership of Systems and Data

Agency equipment including computers, mobile devices, voice mail, electronic mail systems, and all data stored, are the property of the Agency. As such, all messages, materials, software and information created, transmitted, downloaded, received or stored on Agency computers or other electronic or telephone systems are the property of the Agency. The Agency reserves the right to monitor, retrieve and read any data composed, sent or received, including, but not limited to, any message or file on its computer or electronic or voice mail systems.

Privacy

Employees, and all covered entities, are advised that they should have no expectation of privacy regarding any use of agency equipment or electronic communication systems. This includes, but is not limited to:

- Sending e-mails from personal devices while connected to any Agency-operated network, including Agency WiFi.
- Using Agency devices (phones, computers, tablets, etc.) to send emails from personal accounts.
- Sending communications from personal email accounts or computers to an Agency email address.

The Agency reserves the right to access and monitor all information transmitted or stored on its electronic communications systems without prior notice. This includes reviewing, retrieving, and disclosing any communications to law enforcement or other third parties, without the need for consent from the sender or recipient.

All email messages are retained on the Agency's network and may be stored in backups even after deletion. Employees are prohibited from accessing or attempting to access another user's email, voicemail, documents, or other resources without proper authorization.

Confidentiality

All technology systems and users within The Agency must assure the highest degree of confidentiality with respect to information stored in databases utilized by the system. There shall be no exchange or divulgence of participant information to unauthorized individuals or partner entities unless such is specifically required by law. In all cases, information regarding or residing in the IT system will only be available to others on a pre-authorized basis. Employees must exercise a much greater degree of caution in transmitting confidential information via e-mail and/or internet/intranet, because of the reduced effort that is required to redistribute such information. Employees must only transmit confidential information to authorized individuals. Employees must implement additional security measures, like encryption and verifying recipient identities, to prevent unintended disclosure or misuse of confidential data.

Security Monitoring

The purpose of security monitoring is to ensure that IT security controls are in place, effective, and not bypassed. One of the benefits of security monitoring is the early identification of wrongdoing or new security vulnerabilities. Security monitoring is ongoing for trend analysis. Authorization from a department Director is required to initiate investigations into employee use of Agency IT resources (i.e., e-mail, instant messaging, Internet or employee generated data files, network shares). If evidence of abuse is identified, Agency management must be immediately notified.

The Fresno Housing Information Systems and Information Technology personnel (IT Staff) will conduct random audits of general accounts, e-mail, fax use, location information, phone use, web activity, and other equipment uses to ensure that Agency resources are being used primarily for Agency business purposes.

All Agency computers are equipped with security utilities that operate continuously, monitoring and analyzing both incoming and outgoing files and e-mail attachments.

The Agency has the right to administer any and all aspects of IT security and use including, but not limited to: monitoring sites and network shares accessed by employees; software generated audit logs, or downloaded files. Downloading, for the purposes of these policies, consists of the transfer of computer files from a resource on the Internet to any computer or network resource in the Agency network.

Service Monitoring

The Agency reserves the right to monitor call activity, such as staff interactions with residents. This monitoring aims to assess customer service quality and identify potential training needs. Prior to initiating any monitoring, approval must be obtained from the relevant director, who will specify the purpose and duration of the monitoring activities.

Personal Use

Personal use of Agency IT resources is permitted on a very limited basis, for instance during break or lunch periods or in emergency situations. Personal use may not:

- Interfere with the productivity of the employee or their co-workers.
- Involve any prohibited activity described in this policy or any other Agency policy
- Disrupt or delay the performance of Agency business.
- Consume excessive Agency resources or deplete system capacity needed for business operations.

If the personal use of the Agency electronic communications systems results in a cost to Agency, the cost must be reimbursed by the employee.

The Agency reserves the right to delete any work-related or personal electronic communication or other information on Agency IT systems to ensure effective and efficient operation of the Agency system. The Agency will make reasonable efforts to notify an employee ahead of time of the content being deleted and the reason for the deletion, however there are times where deletion may occur without prior notice.

Agency Issued Devices

The Agency may provide employees mobile devices to facilitate their work. These devices are set up to ensure personal information is kept separate from Agency-related information. This separation protects employee's personal data in the event of loss, theft, or cyber intrusion. There are safeguards in place to recover Agency information, personal data is not protected.

Employees are expected to use agency-issued devices in an ethical and responsible manner. Misuse of agency issued devices is a violation of this policy and may result in the revocation of the device and possible disciplinary action. The Agency reserves the right to seek reimbursement for misuse of Agency issued devices.

Employees are prohibited from altering any security device settings or configuration without authorization from the IT department, as they may compromise device security or disrupt functionality.

Responsibility to Keep Equipment Safe and Secure

All employees are responsible for maintaining the safety and security of Agency-issued equipment. This includes using provided devices in a manner that protects them from damage, loss, or theft, reporting any damage, loss, or theft of devices immediately to Agency management, ensuring that devices are not left unattended in unsecured locations, using protective measures such as encryption and passwords to safeguard the data stored on these devices, and following all security protocols and guidelines set by the Agency to prevent unauthorized access and use.

Generative AI

The use of AI tools and applications must comply with the Agency's data privacy and security protocols. Generative AI systems should only be used with data that has been obtained lawfully and in compliance with relevant data protection regulations.

Sensitive, confidential, or regulated data must not be used in Generative AI systems.

Thoughtful Usage of IT Resources

Employees are required to familiarize themselves with, and adhere to, all of the Agency's policies including those regarding social media, discrimination & harassment. Postings that include discriminatory remarks, harassment, and threats of violence or other inappropriate or unlawful conduct are strictly prohibited and may subject you to disciplinary action up to and including termination.

Employees are prohibited from accessing pornographic, illegal, gambling, or other unprofessional sites. Engaging in such activities that are beyond the scope of your job definition is prohibited and may subject you to disciplinary action up to and including termination.

Software Standards

In order to ensure that all Agency equipment is being used principally for work-related purposes, IT Staff will randomly audit the software usage. To ensure compatibility and compliance, all software is installed by Agency IT staff unless written authorization is received from Agency management.

Pirated and Illegal Software

Unauthorized copying or distribution of copyrighted software, such as downloading, sharing, selling, or installing multiple copies, is prohibited. Every software license that is purchased specifies the permissible number of installations. Every user installing software must read the instructions and must never exceed the number of copies permitted under the license.

Violations of this policy constitute both legal infringements and breaches Agency policy.

Hardware Standards

In order to ensure that all Agency equipment is being used principally for work-related purposes, IT Staff will randomly audit the hardware usage. All Agency hardware purchases must be approved by Agency IT staff unless written authorization is received from the Agency management.

Removable storage devices include any device used for storing files and/or data, e.g., CDs, DVDs, thumb drives, flash media, USBs, SD cards, mp3 players, and other flash media. All data stored on removable

storage devices should be encrypted and protected with a password, to prevent the release of personally identifiable or confidential information. It is imperative to report the loss or theft of removable storage devices to Agency management immediately after discovery of the loss or theft.

Security Access Devices

Some buildings, systems, and networks employ a physical security device for access, e.g., ID badges. It is essential to report the loss or theft of such devices immediately to Human Resources.

E-Mail and Instant Messaging

The purpose of this section in the policy is to secure the integrity of the Agency's electronic mail and instant messaging systems.

PII (Personal Identifiable Information) must not be emailed outside of the Agency network(s). This includes forwarding of Agency files, data, PII, etc. to personal e-mail accounts. It is prohibited to download, copy, forward, transmit, or otherwise transfer Agency-owned data, material, information, or software outside the Agency network(s), in violation of any local, state, or federal law or Agency policies.

If an employee is receiving unwanted and unsolicited e-mails, the employee shall report this activity to the IT Staff to be addressed as soon as possible. The agency will investigate each incident as necessary.

Message Storage and Disposition

The e-mail system is not designed for long-term retention of messages. E-mail retention must comply with legal requirements, and be minimized to conserve IT resources and prevent risk or unauthorized disclosure.

For more detailed information on email retention, please refer to the Agency's record retention policy. If an e-mail message is an official record/documentation, it should be stored electronically on the appropriate network share. Files saved to the local hard drive of a computer are not considered secure. All messages, including the encryption of e-mail (which may be appropriate or required in some instances to secure the contents of the message), should be deleted as soon as possible.

Instant Message Use

Only Agency-approved instant messaging networks and software may be used on Agency equipment.

Transmission of Confidential Information

Electronic communications systems are not to be used to copy, send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Hacking

Using the network to force unauthorized entry into other IT network devices or resources is prohibited by the law and Agency policy. Users who do not have permission or authorization shall not attempt to enter any server, workstation or computer they are not authorized to use.

Spamming

The agency maintains a zero-tolerance spam policy. Spamming is the abuse of electronic messaging systems (including most broadcast media, and digital delivery systems) to send unsolicited bulk messages indiscriminately. Employees must use Agency electronic communication means for business purposes only.

Unauthorized Connection of Personal Devices to Agency Network

Plugging in, or attaching personal electronic devices or smart home devices to the Agency network is prohibited without prior authorization from Agency management. This includes charging cell phones or personal mobile devices by plugging them into Agency PC's/Laptops or docking stations.

Unauthorized Downloads

Downloading or playing games, non-authorized programs, music, and videos, on Agency devices is prohibited.

Unauthorized IT Equipment Removal

Moving, altering, or replacing IT equipment without authorization from the immediate supervisor or department director is prohibited.

Streaming Media

Generally, streaming of media is prohibited from Agency computers and/or mobile devices located in the offices. Underspecific circumstances, related to business needs, such as training sessions or webinars, streaming media may be approved by Agency management. Occasional streaming for business-related purposes will be permitted on a case- by-case basis. The content of the media must be related to Agency business.

Remote Access to Agency Network

Remote access is available in order to provide business continuity when outside of the office. Computer equipment and peripherals will be provided by the IT department. When connecting remotely, the computer equipment is an extension of the network and is subject to the same regulations that apply to

equipment at Agency offices. Authorized users must use Agency-issued equipment for remote access. Remote access is only allowed with approval from Agency Management.

Authorized users who have approval to telecommute using remote network access are responsible for selecting and subscribing to an Internet Service Provider (ISP).

Passwords

Passwords are essential for securing user-level accounts, web and e-mail accounts, screensaver protection, and voicemail. All employees with access to Agency computer systems will be responsible for protecting the confidentiality of their passwords. All passwords are to be treated as sensitive, confidential information.

General Guidelines

- Never disclose passwords on questionnaires, security forms, or through any form of electronic communication.
- Password sharing is strictly prohibited.
- Passwords should not be the same for Agency and non-Agency access.
- Avoid using the “remember password” feature on applications, as it can pose a security risk.

Password Management

- Passwords must not be written down or stored unencrypted on any system, including Agency-owned mobile devices.
- The use of password management software requires prior approval from Agency management.

Changing Passwords

- Passwords must be changed if compromised, at the request of the user, or when a high-level user leaves the Agency.
- Employees must report any suspicious activity that suggests a password has been compromised.

Security Practices

- Employees must not share their passwords with anyone, including management, co-workers, and family members.
- In the event of a password or account compromise, the incident must be reported to IT staff immediately, and the password must be changed.

Personal Equipment and Resources

The use of personal devices, including laptops, iPads, cellphones, or any other personal resources, for

Board Approved 5/28/2024

work-related tasks or accessing company networks is prohibited. This aims to safeguard sensitive information and prevent potential security breaches by ensuring that only authorized and properly secured company-provided equipment is utilized for work-related activities.

Computer Room

Access to the Computer Room shall be limited to:

- Authorized IS/IT personnel
- Facilities staff
- Designated contractors
- Individuals authorized by the Executive Director

Only those admitted by the above-authorized personnel for the purpose of servicing or repairing hardware, software, or building systems are allowed entry. No other employees may enter the computer room without written authorization from the Executive Director.

Mobile Devices

The Agency may provide mobile devices to employees in key positions who have a legitimate business need. It is the expectation of the Agency that all employees using such devices will do so responsibly and ethically, adhering to all applicable federal, state, or local regulations. For example, employees must not use cell phones while driving where prohibited by law.

The term “mobile device” includes, but is not restricted to, tablets, smartphones, and mobile phones.

All Agency supplied mobile devices and their contents are the property of the Agency and are subject to regular audit and monitoring. Only devices which have been built to Agency standards or from approved suppliers, may be connected to the Agency data network.

Employees must not alter any security device settings or configuration on Agency devices without IT department authorization, as they may affect the security or functionality of the device.

Security Measures for Mobile Devices

Mobile devices must be secured with a PIN or alphanumeric security code and remain locked while not in use.

Bluetooth Enabled Device and similar technologies Rules:

- Bluetooth and technologies such as Wi-fi, NFC (Near field communications) or Airdrop must not be used to communicate with a device directly connected to the Agency network (unless the device is an Agency owned or leased PC).
- Bluetooth and similar technologies must only be used for accessing passive devices – such as hands-free kits.

- Care must be taken when accepting connections from other devices. Before accepting, ensure the recipient is known, and agree to connection security criteria in advance.

Responsibility

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

Employees are responsible for notifying a member of Agency management immediately when they believe that this policy has been violated whether it is on their system or any IT resource. Early detection is critical in minimizing damage. In addition, it is essential to report the loss or theft of such devices immediately to Agency management.

Appendix A
Acknowledgement of Receipt and Understanding of
Information Technology Policy

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

I have received a copy of the Information Technology Policy, I have read and understand this policy, and I agree to abide by all the guidelines and conduct myself in accordance with the policy.

I further understand that this acknowledgement will be retained in my personnel file and may be disclosed to third parties as necessary under the terms of the policy.

Employee Signature

Date

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 5/28/2024
AGENDA ITEM: 6f
SUBJECT: Consideration of Transfer of Sales Proceeds to the Housing Relinquished Fund Corporation

AUTHOR: Nicole Diaz
DEPARTMENT: Finance & Accounting
MEMO DATE: 5/20/2024

Executive Summary

The purpose of this memo is to provide information and seek approval from the Boards of Commissioners to transfer sale proceeds from the Fresno Housing Authority to the Housing Relinquished Fund Corporation (HRFC), a joint entity of the city and county housing authorities.

Fresno Housing Authority (FH) submitted applications to the City of Fresno's Affordable Housing Development Notice of Funding Availability. Community Development Block Grant (CDBG) awards were received for Parkside Inn and Avalon Commons Phase II with the sale of Parkside Inn and Avalon Commons Phase II as requirement.

Parkside Inn was sold from Fresno 1415 W. Olive LP to Silvercrest. Fresno Housing (FH) is the limited partner of Fresno 1415 Olive Ave, LP and received funds at the financial closing.

| Property | Sales Proceeds |
|--------------|--------------------|
| Parkside Inn | \$2,988,065 |
| Total | \$2,988,065 |

Fresno Housing (FH) sold Fresno Avalon Commons Phase II land to Fresno Avalon Commons Phase II, LP. and received funds at the financial closing.

| Property | Sales Proceeds |
|------------------|--------------------|
| Clovis Solivitas | \$1,236,119 |
| Total | \$1,236,119 |

FRESNO HOUSING

Recommendation

It is recommended that the Boards of Commissioner approve the transfer of proceeds from the Fresno Housing Authority to the Housing Relinquished Fund Corporation in the amount of \$4,224,184 to be used to fund the development costs for Parkside Inn and Fresno Avalon Commons Phase II.

Fiscal Impact

The fiscal impact of the transaction is neutral. Both sales proceeds held within Fresno Housing Authority will be transferred to the Housing Relinquished Fund Corporation, a joint entity of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County.

Background Information

On occasion, FH will transfer unrestricted funds to HRFC to replenish the HRFC reserves, which are used for various purposes at the discretion of the Boards of Commissioners. Most recently, the Boards have approved similar transactions in March 2023 in relation to sale and cost savings proceeds. Once transferred to HRFC, these funds are used for various purposes in connection to housing, including grants to various housing programs to cover operational deficits or loans for the development of affordable housing.

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE TRANSFER OF SALE PROCEEDS FROM THE FRESNO
HOUSING AUTHORITY TO THE HOUSING RELINQUISHED FUND CORPORATION

WHEREAS, Fresno Housing Authority (Agency) submitted applications to the City of Fresno's Affordable Housing Development Notice of Funding Availability for Avalon Commons Phase II and Parkside Inn; and

WHEREAS, Community Development Block Grant (CDBG) awards were received with the sale Parkside Inn and Avalon Commons Phase II land as requirement; and

WHEREAS, the Agency desires to transfer said proceeds, in the amount of \$2,988,065 for Parkside Inn sale and \$1,236,119 for Avalon Commons Phase II land sale, from the Agency to the Housing Relinquished Fund Corporation to be used to fund the development costs for Parkside Inn and Fresno Avalon Commons Phase II projects;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the transfer of the sales proceeds from the Fresno Housing Authority to the Housing Relinquished Fund Corporation in the amount of \$4,224,184.

PASSED AND ADOPTED THIS 28th DAY OF MAY 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

**RESOLUTION APPROVING THE TRANSFER OF SALE PROCEEDS FROM THE FRESNO
HOUSING AUTHORITY TO THE HOUSING RELINQUISHED FUND CORPORATION**

WHEREAS, Fresno Housing Authority (Agency) submitted applications to the City of Fresno's Affordable Housing Development Notice of Funding Availability for Avalon Commons Phase II and Parkside Inn; and

WHEREAS, Community Development Block Grant (CDBG) awards were received with the sale Parkside Inn and Avalon Commons Phase II land as requirement; and

WHEREAS, the Agency desires to transfer said proceeds, in the amount of \$2,988,065 for Parkside Inn sale and \$1,236,119 for Avalon Commons Phase II land sale, from the Agency to the Housing Relinquished Fund Corporation to be used to fund the development costs for Parkside Inn and Fresno Avalon Commons Phase II projects;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the transfer of the sales proceeds from the Fresno Housing Authority to the Housing Relinquished Fund Corporation in the amount of \$4,224,184.

PASSED AND ADOPTED THIS 28th DAY OF MAY 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM: **MEMO DATE:** 05/23/2024
SUBJECT: Consideration of Adjustment to the Agency Calendar to Accommodate the Movement of the Board Retreat to September 7, 2024

Executive Summary

Staff will provide a copy of the updated 2024 Agency Calendar for board approval.

The Board Retreat was originally scheduled for August 9th and 10th and has been moved to September 7, 2024.

Recommendation

The Boards are requested to approve the Agency calendar with the updated Board Retreat included.

Agency Calendar - 2024

| January | | | | | | |
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| February | | | | | | |
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| March | | | | | | |
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| 31 | | | | | | |

| April | | | | | | |
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| June | | | | | | |
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| July | | | | | | |
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| August | | | | | | |
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| September | | | | | | |
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| November | | | | | | |
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| December | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- Friday Office Closure
- Holiday Observance
- Executive Committee Meeting
- Joint Board Meeting
- Board Retreat
- NAHRO National Events

Board Adopted: 11/14/2023

Revised 05.23.24

- | | | | | | |
|-------------|---|-----------------------------|-------------|---|---|
| January 1 | - | New Year's Day | July 4 | - | Independence Day |
| January 15 | - | Martin Luther King Jr. Day | September 2 | - | Labor Day |
| February 12 | - | Lincoln's Birthday | November 11 | - | Veterans Day |
| February 19 | - | President's Day | November 28 | - | Thanksgiving Holiday |
| April 1 | - | Cesar Chavez Day (Observed) | November 29 | - | Day after Thanksgiving |
| May 27 | - | Memorial Day | December 24 | - | Christmas Eve (One-half of the scheduled workday) |
| June 19 | - | Juneteenth Day | December 25 | - | Christmas Day |

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM:
SUBJECT: Turning Point Presentation regarding Journey Home Operations

AUTHOR: Doreen Eley
Assistant Director Resident Empowerment
DEPARTMENT: Resident Empowerment
MEMO DATE: 05/17/2024

Executive Summary

Staff will provide a presentation with Turning Point of Central California regarding Journey Home.

Recommendation

None currently.



Fresno Housing & Turning Point – Collaborative Operations

May 28, 2024



Constituent Point of View

- Advocates
 - Fair treatment
 - Not seen, heard or believed
- Participants
 - Lack of compassion
 - Not seen, heard, believed
- Staff
 - Not seen, heard, misunderstood
 - Not seen or believed as professionals



Solution Focused

- Advocates
 - Collaboration with staff/participants
- Participants
 - Staff with lived experience of homelessness
- Staff
 - Building better rapport with participants



Turning Point of Central California – Journey Home

May 28, 2024

Services

- Goal: facilitate environment to promote a safe exit destination from shelter
 - Case management
 - Housing Options explored
 - Linkage to community resources
 - Facility care
 - Onsite maintenance

Response to Constituent Concerns

- Intake process
 - Two parts: program guidelines, program functioning
- Suggestion boxes
- Client surveys
- Grievance procedure
 - Locked box
 - Access by TPOCC Regional Director

Response to Constituent Concerns

- Community meetings
 - Build staff/participant rapport
 - Collaborative program implementation discussion
- Potential On-site Resources
 - Mental Health
 - Mobile Health Clinic
 - Substance Use Disorder

***FOR ILLUSTRATIVE PURPOSES ONLY -
NOT PART OF THE BOARD
PRESENTATION***

TURNING POINT SHELTER OPERATIONS

CASE MANAGEMENT SERVICES

- **Goal:** safe exit destination for all clients
- **Document collection:** ID, Social Security Cards, Birth Certificates, Immigration Documents, Homeless Verification, Income Verification, Disability Verification
- **Housing Options explored:**
 - CES Match Referral Process
 - Affordable Housing
 - Shared Housing: room rentals, room & board, and board & care
 - Diversion: re-uniting with family or friends
 - In-patient programs: residential rehabilitation, nursing homes, or hospice care
 - Transitional Housing (bridge beds)
- **Linkage to resources, including but not limited to:**
 - CalFresh & Cash Aid
 - Medical Insurance
 - Medical Providers/PCPs
 - Substance Use Rehabilitation Services
 - Mental Health Services
 - SSI application assistance
 - Vocational Resources

Maintenance Requests

- All clients are expected to report any maintenance requests immediately to the staff on duty.
- The staff are required to document all maintenance requests received as well as any maintenance issues noted during room inspections.
- On-duty staff are responsible for resolving or problem-solving maintenance issues.
 - Example: plunging clogged toilets; replacing lightbulbs; checking breaker switch panel
- The Maintenance Worker will be notified and is responsible for completing the request in a timely manner.
- Maintenance requests are prioritized by level of urgency and risk of harm and/or property damage.
- Major building maintenance issues may be contracted out to vendors as necessary.

Client Concerns and Grievances

- Clients are encouraged to bring all concerns and complaints to the immediate attention of the staff on-duty. The concern will be immediately addressed if/as appropriate, and documented for case management to review and follow up if needed.
- Grievance forms are available at the front lobby at all times.
- Grievances may be submitted at any TPOCC site in the Grievance Form drop box and will be forwarded as needed.
 - A neutral admin staff will collect all grievances on a weekly basis.
 - Both the Program Director and Regional Director will receive copies.
- The Program Director is responsible for responding to the grievance, meeting with the client as applicable, and resolving the matters as appropriate.
 - The grievance form will be returned back to the client with the written response.
- An appeal process is available on the same grievance form, which will bring the grievance to the level of the Regional Director.

Changes due to Client Concerns and Grievances

- Intake Procedure will be separated into two parts to allow for client to adjust to the program and digest the information
 - Part 1 - program guidelines: safety and security focus; overview of guidelines
 - Part 2 - program functioning: details of guidelines, formation of housing plan
- Implementation of Community Meetings:
 - Goals:
 - Build client and staff rapport
 - Active client participation to discuss concerns, suggestions, and/or ideas for program improvement
 - Due to space limitations, meetings will take place outdoors.
 - Light refreshments and snacks will be available for clients.
- Implementation of suggestion boxes
- Client Surveys are accessible, voluntary, and confidential.

Client Resources

- Department of Social Services currently provides on-site services for CalFresh, General Relief, and Medical enrollment.
- Life skills meetings are provided by case managers on-site.
 - Topics: money management, cleanliness and hygiene, coping skills
- Latasha Hollins is working to contact various community agencies and programs to provide on-site services for clients
 - Fresno State:
 - Students pursuing mental health degrees to volunteer at shelters
 - Mobile clinic for health screenings
 - Clinica Sierra Vista – mental health services on-site
 - NA and AA meetings

Staff Training

- All Staff receive the following training:
- Pro-Act Training (Crisis De-escalation and Response Training)
- Mental Health and First Aid Training
- Motivational Interviewing

Advocates

- Community advocates have been contacted directly and asked to contact Latasha Hollins first if any concerns regarding the TPOCC shelters or clients arise.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM: 7b
SUBJECT: Strategic Plan Update – Report Out to the Community and Next Steps

AUTHOR: Mary Helen Caggianelli
Senior Manager
DEPARTMENT: Resident Empowerment
MEMO DATE: 05/23/2024

Executive Summary

Staff will provide an update on the Strategic Plan feedback report out to the community.

Recommendation

None at this time.



Strategic Plan Update

*Board of Commissioners Meeting
May 28, 2024*



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



Community Report Out

Gallery Walk Feedback

- Property Specific Input
- Resident Outreach & Engagement
- General Stakeholder Overview



Resident Engagement



“

Housing is a Human Right

”

*Comments or
Questions?*

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM: 7d
SUBJECT: Real Estate Development Update

AUTHOR: Michael Duarte
Chief Real Estate Officer
DEPARTMENT: Real Estate Development
MEMO DATE: 05/21/2024

Executive Summary

Staff will provide an overview of real estate development activities.

Recommendation

None at this time.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 05/28/2024
AGENDA ITEM:
SUBJECT: Housing Choice Voucher Update

AUTHOR: Brandy Woodard
Chief of Housing Choice Vouchers
DEPARTMENT: HCV
MEMO DATE: 05/20/2024

Executive Summary

Staff will provide an update on Housing Choice Vouchers.

Recommendation

None currently.



Housing Choice Voucher (HCV) Program Updates

Presentation by Brandy Woodard

May 28, 2024



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



What I will Cover Today:

- Veterans Affairs Supportive Housing (VASH)
- Foster Youth to Independence (FYI)
- Section 8 Management Assessment Program (SEMAP)



Veterans Affairs Supportive Housing (VASH)

- We applied for additional administrative fees that we can use towards
 - Additional staff salary
 - Security/Utility deposit assistance
 - Owner incentives
 - Housing Navigation

Foster Youth to Independence (FYI)

- HUD released a Notice of Funding Opportunity (NOFO) for Foster Youth to Independence (FYI) vouchers
 - Youth 18-24 years of age who have left foster care or will leave within 90 days
 - Voucher used to provide housing assistance for a maximum of 36 months
 - Referral-only program with the Department of Social Services (DSS)
 - DSS will provide supportive services