



# Joint Meeting of the Boards of Commissioners Of Fresno Housing

June 25, 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

#### 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 May 28, 2024

Approval of the minutes of the Board Meeting

Joint Board Minutes-May 28, 2024

#### b. Consideration of California Tax Credit Application Committee Application and Funding Request for Parkside Inn Phase I

Memo - Authorization for funding application to the California Tax Credit Allocation Committee - Parkside Inn Phase I

Resolution - Parkside Inn California Tax Credit Allocation Committee Application

Exhibit A - Org Chart Parkside Inn Phase I

Exhibit B - Site Plan

#### c. Consideration of California Tax Credit Application Committee Application and Funding Request for Avalon Commons Phase II

Memo - Funding for Application to the California Tax Credit Allocation Committee for Avalon Commons Phase II

Resolution - HACF Avalon II TCAC Application

Exhibit A - Organizational Chart Avalon Commons II

Exhibit B - Site Plan Avalon Commons Phase II

d. Consideration of an Update to the Attendance and Tardiness Policy

Memo - Attendance and Tardiness Policy

City Resolution - Attendance and Tardiness Policy

County Resolution - Attendance and Tardiness Policy

Exhibit A - Attendance and Tardiness Policy

e. Consideration of an Update to the Medical Leave and Disability Insurance Policy

Memo - Medical, Life and Disability Policy

City Resolution - Medical, Life and Disability Policy

County Resolution - Medical, Life and Disability Policy

Exhibit A Medical Life and Disability Insurance Policy

7. Information Item

a. Update on Annual Plan/ Admissions & Continued Occupancy Policy (ACOP) Timeline

Memo - Agency Plan Timeline

Agency Annual Plan Timeline Presentation

b. Review and Feedback on Key Elements of the Draft Strategic Plan

Memo - Strategic Plan Drivers and Next Steps

Strategic Plan - Drivers and Next Steps Presentation

c. Mixed Finance and Waterfall Update

Memo - 2023 Mixed Finance Results

Exhibit A - 2023 Mixed Finance Results

2023 Mixed Finance Results Presentation

8. Action

a. Consideration of Project Based Voucher Issuance

Memo - Project Based Voucher

Resolution - Project Based Voucher Avalon Commons II

Resolution - Project Based Voucher Dakota

Resolution - Project Based Voucher Journey Home

Resolution - Project Based Voucher Monte Vista

Resolution - Project Based Voucher Osmun Street

Resolution - Project Based Voucher Parkside Inn

Resolution - Project Based Voucher Villages at West Creek North

Project Based Voucher Presentation

b. Consideration of an Agreement with Keenan and Associates for Benefit Services

Memo - Employee Benefits Program

City Resolution - Employee Benefits Program

9. Adjournment

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# EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Tyrone Roderick Williams

Chief Executive Officer

**SUBJECT:** CEO's REPORT

**DATE:** June 10, 2024

**BOARD MEETING:** June 25, 2024

**AGENDA ITEM:** 5a

**AUTHOR:** Various Staff

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## Executive Summary

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

## PLACE

### Overview

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

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

## Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Esperanza Commons ( <i>fka Mendota Farm Labor</i> )	Stabilization	241 Tuft Street Mendota, CA	60	100%
Corazón del Valle Commons ( <i>fka Huron RAD</i> )	Stabilization HCD HOME Awarded CPF Funds Awarded CDBG Funds Awarded	Fresno and 12 <sup>th</sup> Street Huron, CA	61	100%
The Arthur @ Blackstone ( <i>fka Blackstone/Simpson</i> )	Stabilization	3039 N Blackstone Avenue Fresno, CA	41	100%
Promesa Commons ( <i>fka Sun Lodge/ Day's Inn</i> )	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	68%
La Joya Commons Phase I ( <i>fka Firebaugh Family</i> )	Under Construction Pending AHP Application	1501 Clyde Fannon Road Firebaugh, CA	68	33%
Manzanilla Commons ( <i>fka Step Up on 99/Motel 99</i> )	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	36.29%
Heritage Estates ( <i>fka Florence &amp; Plumas</i> )	Pre-Development City of Fresno PLHA and FHS Awarded Pending AHP Application	146 E. Florence Ave. Fresno, CA	33	N/A
Cordillera Commons Phase I	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

### 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

As part of our commitment to safety during the month June we have provided Workplace Violence Prevention training for all employees. This workshop, which is in compliance with recent additions to the California Labor Code following the passage of Senate Bill 553, focuses on the identification of different types of and how to respond as well as prevent it from occurring. In addition, the recently revised policy was reviewed with the participants in detail including but not limited to instruction on how to protect oneself and report incidents.

Additionally, Supervisors and Managers completed Reasonable Suspicion training. This training equips supervisors with the knowledge skills to identify and appropriately address signs of substance abuse or impairment of employees. This training also reinforces a culture of safety and responsibility, while also ensuring that supervisors handle sensitive situations fairly and consistently.



The Human Resources department is in varying stages of conducting recruitments for the job titles noted below. Over the last month, 37 interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Compliance Coordinator	Both	1	Property Management
Finance and Procurement Analyst	Both	1	Accounting/Finance
HQS Inspections Scheduler	Both	2	Housing Choice Voucher
Maintenance Technician	Both	1	Property Management
Senior Analyst-Resident Empowerment	Both	1	Resident Empowerment

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

<b>Type</b>	<b>Date of Hire</b>	<b>Name</b>	<b>Title</b>	<b>Department</b>
Rehire	5/31/2024	Angelica Cisneros	Senior Manager-Real Estate Development	RED
New Hire	6/3/2024	Sabas Martinez	Maintenance & Capital Improvements Manager	PMD
New Hire	6/3/2024	Edith Zuniga	Market Specialist	HCV
New Hire	6/3/2024	Eriny Xiong	Central California Rural Housing (CCRH) Intern	RED
New Hire	6/17/2024	Jonathan "Tim" Lizarraga	Maintenance Assistant	PMD
New Hire	6/17/2024	Joshue "Josh" Contreras	Maintenance Technician	PMD

## **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**

### **Father's Day Celebration:**

Various sites throughout the city and county of Fresno celebrated Father's Day with residents. The sessions focused on mental health awareness for father figures in a family, offering practical advice on stress management and emotional resilience. Participants engaged in some fun table top games for a memorable experience. Refreshments and small prizes were provided.

### **Gardening**

California Health Collaborative is offering a bi-weekly gardening class for seniors at Bridges at Florence. In addition to working in the community gardens and planting, the class will include also include nutrition, food cultivation education, and some cooking demonstrations.

### **EOC Food Express Bus**

The Food Express Bus is a mobile healthy-meal delivery that takes it on the road to battle food insecurity in our most vulnerable communities in Fresno County. They will be visiting several locations across the county this summer Monday-Friday June 10<sup>th</sup>- August 16<sup>th</sup>. Parc Grove Commons will be one stop offering free meals this summer.

Visit [Free Meals For Kids - Fresno EOC](#) for more information.

### **Teen Reproductive Health Education**

Fresno EOC will be hosting a reproductive health education class for teens at Yosemite Village and Pacific Gardens. Teens will learn the basics of reproductive health as well as have an opportunity to have a Q&A session with staff to answer all of their questions answered. All students must have parent consent to participate. Students that complete the class earn Gift Cards for their participation.

## **Finance and Accounting**

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

## Property Management

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 05/01/2024-05/30/2024			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1308	53	95.03%
COUNTY OF FRESNO			
County of Fresno	1376	82	93.45%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	194	26	86.59%
Hold/In Construction	0	0	0%

New properties Corazon Del Valle and Promesa Commons reached 100% occupancy at the end of May. Esperanza Commons, which had a complete makeover, also reached 100% occupancy at the end of May. A resident event will be held at the property in Mendota on July 16<sup>th</sup> to welcome returning and new families to their new homes.

On June 3<sup>rd</sup> and June 7<sup>th</sup>, our property management team had REAC Inspections at Parkside Apartments in Huron and Garland Gardens in Fresno, respectively. Both properties scored well using the new NSPIRE protocols implemented by HUD on October 1, 2023, for the multifamily program.

A resident event was held at Paseo 55 on June 14<sup>th</sup>. All Reedley residents from Paseo 55 and the Sunset properties were invited to meet our new Property Specialist II and our new maintenance technician. A similar meet-and-greet event will take place next month in Sanger.

On June 18, Fresno Housing and West Care staff held a catered BBQ for our Veterans at Parc Grove Vets. Residents celebrated the Juneteenth Holiday playing pool, singing Karaoke, and winning cool prizes donated by West Care. Raffle prizes included a water cooler and television.

## Innovation Technology and Information Systems

The Information Systems (IS) team attended the Yardi 2024 Forum in Washington, DC. The forum provided a comprehensive overview of the latest developments in our software and industry standards. Our team participated in various courses focusing on the new HUD compliance upgrades, equipping us with the essential knowledge to meet the new requirements and maintain our standards of compliance. The IS team has also relaunched the Data

Committee. The committee aims to facilitate the sharing of knowledge, best practices, and solutions related to data projects and reports.

The Information Technology (IT) team remains dedicated to upgrading connectivity for our staff and residents. The team has been working across the county to improve computer hardware and connectivity at various sites, including Sanger, Huron, Reedley, Orange Cove, and Parlier, ensuring our teams and residents have access to the latest technology and resources. Work is also underway to upgrade connectivity at our Central office, ensuring a more secure and efficient working environment.

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

**Tuesday, May 28, 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, May 28, 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 5:05 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  
                  Ruby Yanez  
                  Areli Rios

ABSENT:     Paul Idsvoog

The regular joint meeting was called to order at 5:05 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 Fuentes to approve the agenda as posted.*

**MOTION PASSED:** 6 – 0

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

**MOTION PASSED:** 6– 0

- There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

- Mr. Eric Payne, Central Valley Urban Institute- Introduced Summer Fellows, a group of Fresno State and Fresno City College residents of Fresno, CA.
- Ms. Brandi, member of the public- shared her appreciation of the board and suggested that they extend opportunities for residents to share their thoughts and have a voice to share different ideas as well as bridge the gap and create a connection between Fresno Housing and the community.

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:

- Thanks to all that joined us at the grand opening in Huron at the Corazon del Valle Apartments.
- Fresno Housing had the opportunity to host the San Joaquin Valley Housing Collaborative at Parc Grove.

- The Housing Is Conference sponsored by CLPHA was attended by both staff and commissioners and great ideas and discussions emerged from that.
- Regarding legislative issues, the governor issued his revised budget and housing took a hit. The revised budget leaves 50 million dollars in low-income tax credits which is the main source used in project development.
- The Heritage Estates Community Meeting was hosted at Legacy Commons Apartments and was well attended in person and via Zoom. Information regarding the groundbreaking for Heritage Estates will be shared soon.
- The State of Affordable Housing has an official date. The event will be held on August 23<sup>rd</sup> at the Painted Table. Sponsorship packages are available and ready to go out.
- Tammy Townsend and Christine Muro met with CASA volunteers to discuss partnerships and opportunities surrounding foster youth aging out of their program.
- Mr. Williams and Michael Duarte, both participated in Lobby Day held in Sacramento, CA. to learn more about the bills being proposed and legislation for housing.

There was no public comment.

b. Commissioners' report - Presented by Adrian Jones

- Vice Chair Gallaher shared her excitement about the grand opening in Huron and the opportunity to witness the completion of the project after 8 years.
- Commissioner Ramos shared that she attended the Housing Is Conference in Washington D.C. and
- Commissioner Ramos shared that she attended the Homebuyer's Conference that was hosted earlier this month, Fresno Housing had a booth and there was a great turnout and tons of interest in Heritage Estates. Commissioner Ramos also attended the Fresno Compact Luncheon in which Mr. Williams serves on the board, as well as the grand opening in Huron at the Corazon del Valle in which she was pleased with how well put together the ceremony went and congratulated the team on another successful project. Commissioner Ramos attended the Housing Is Conference in Washington D.C. and provided details on some of the sessions she attended. She is working with Tammy Townsend on ideas on how to translate that experience into opportunities.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on April 23, 2024.

*Approval of the minutes of the Board Meeting*

*Joint Board Meeting*

*Action Minutes: 5.28.24 Minutes*

*Adopted:*

- 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.

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Tyrone Roderick Williams, Secretary to the Boards of Commissioners

*Joint Board Meeting  
Action Minutes: 5.28.24 Minutes  
Adopted:*

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 06/25/2024  
**AGENDA ITEM:** 6b  
**SUBJECT:** Authorization for Funding Application to the California Tax Credit Allocation Committee – Parkside Inn Phase I

**AUTHOR:** Jaicee Berber  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 06/18/2024

## Executive Summary

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

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

Additionally, Staff is requesting a construction and permanent financing commitment of up to \$1,500,000 from Housing Relinquished Fund Corporation to aide in the financing of Parkside Inn Phase I.

## Recommendation

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

1. Authorize the Housing Authority of the City of Fresno to enter into a Memorandum of Understanding with Silvercrest, Inc. to co-develop the project.

## FRESNO HOUSING

2. Authorize the Housing Authority of the City of Fresno to enter into a Partnership Agreement with Silvercrest, Inc., wherein the Authority would act as the Administrative General Partner (AGP) and Silvercrest, Inc. would act as the Managing General Partner (MGP); and to execute such documents as are necessary for such purposes.
3. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee (b) submission of an application for California Housing Finance Agency (CalHFA) funding, (d) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (e) submission of an application for City of Fresno HOME/PLHA/LHTF/ARP funds, and (f) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
4. Authorize a Housing Relinquished Fund Corporation loan in an amount up to \$1,500,000 for the development of Parkside Inn Phase I; and,
5. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
6. Provide for other matters related thereto.

### Fiscal Impact

Staff is requesting a construction and permanent financing commitment of \$1,500,000 from the Housing Relinquished Fund Corporation. The \$2,000 CTCAC application fee and other due diligence are budgeted from the current approved predevelopment budget. Predevelopment financing would be necessary until the close of construction/permanent financing should the TCAC application be successful. All predevelopment funds are expected to be fully reimbursed once the permanent financing close occurs.

### Background Information

The Parkside Inn site (APN: 449-270-56) is currently operating as a City-supported homeless transitional housing site funded by the State of California Department of Housing and Community Development's Homekey program. The HACF is planning to develop this site as a multi-phased project. Phase I would entail the adaptive reuse of the existing Parkway Inn motel which would convert the existing 48 motel rooms to 27 units (26 special needs, and 1 manager's unit) that would include a range of Studio, 1-Bedroom, and 2 Bedroom units with affordability level from 30%-60%. AMI. Phase II would include the New Construction of up to 30 units and a proposed Community Center. The project would also have additional landscaping and outdoor community spaces.

### Past Board Action

## FRESNO HOUSING

- February 21, 2024 – Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Parkside Inn – Phase I
- January 23, 2024 - Authorization for Funding Application to the California Tax Credit Allocation Committee – Parkside Inn Phase 1
- July 25 ,2023 – Award of General Contractor/Construction Manager (GCCM) Contract
- July 25, 2023 – Authorization for Funding Application to the California Tax Credit Allocation Committee
- June 27, 2023 – Approval to Submit an Application for Funding to the City of Fresno Affordable Housing Development NOFA
- June 27, 2023 - Authorization to Apply for HCD’s 2023 Super NOFA
- March 28, 2023 – Approval to Submit Application for Funding from the City of Fresno’s Local Housing Trust Fund for Development and Financing
- November 17, 2020 – Resolution approving the assignment to and authorization by Silvercrest, Inc., for the acquisition of real property located at 1415 W. Olive Ave, Fresno, CA 93728 (APN: 449-270-56) from Akshar, Inc. and execution of documents from the California Department of Housing and Community Development; Entrance into a grant agreement with Enterprise Community Partners, Inc.
- October 27, 2020 – Resolution approving acceptance of a grand award from the City of Fresno for the operation and provision of services to hotels during the provision of interim housing
- September 9, 2020 – Parkside Inn HCD Resolution update
- August 25, 2020 – Parkside Inn HCD Resolution & Resolution authorizing approval and ratification to enter into a purchase and sale agreement with Akshar, Inc., for real property located at 1415 W Olive Ave, Fresno, CA 93728 (APN:449-270-56)

Attachments:

Exhibit A – Organizational Chart

Exhibit B – Site Plan

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

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING  
TAX CREDIT (“LIHTC”) APPLICATION FOR THE DEVELOPMENT OF PARKSIDE  
INN PHASE I, 27 UNITS OF AFFORDABLE SPECIAL NEEDS HOUSING  
LOCATED AT 1415 W OLIVE AVE (APN 449-270-32) IN FRESNO, CA**

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

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

WHEREAS, the Authority desires to facilitate the redevelopment of real property located at 1415 W Olive Ave, Fresno, CA, 93728 (APN 449-270-32) and the improvements located thereon into a 27-unit apartment complex (collectively, the Property); and,

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

WHEREAS, the Authority desires to enter into a loan up to \$1,500,000 with Housing Relinquished Fund Corporation to help finance Parkside Inn Phase I; and,

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

1. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee for 9% LIHTC, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for City of Fresno

HOME/PLHA/LHTF/ARP funds, and (d) grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.

2. Authorize a Housing Relinquished Fund Corporation loan to Parkside Inn Phase I in an amount up to \$1,500,000; and,
3. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
4. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

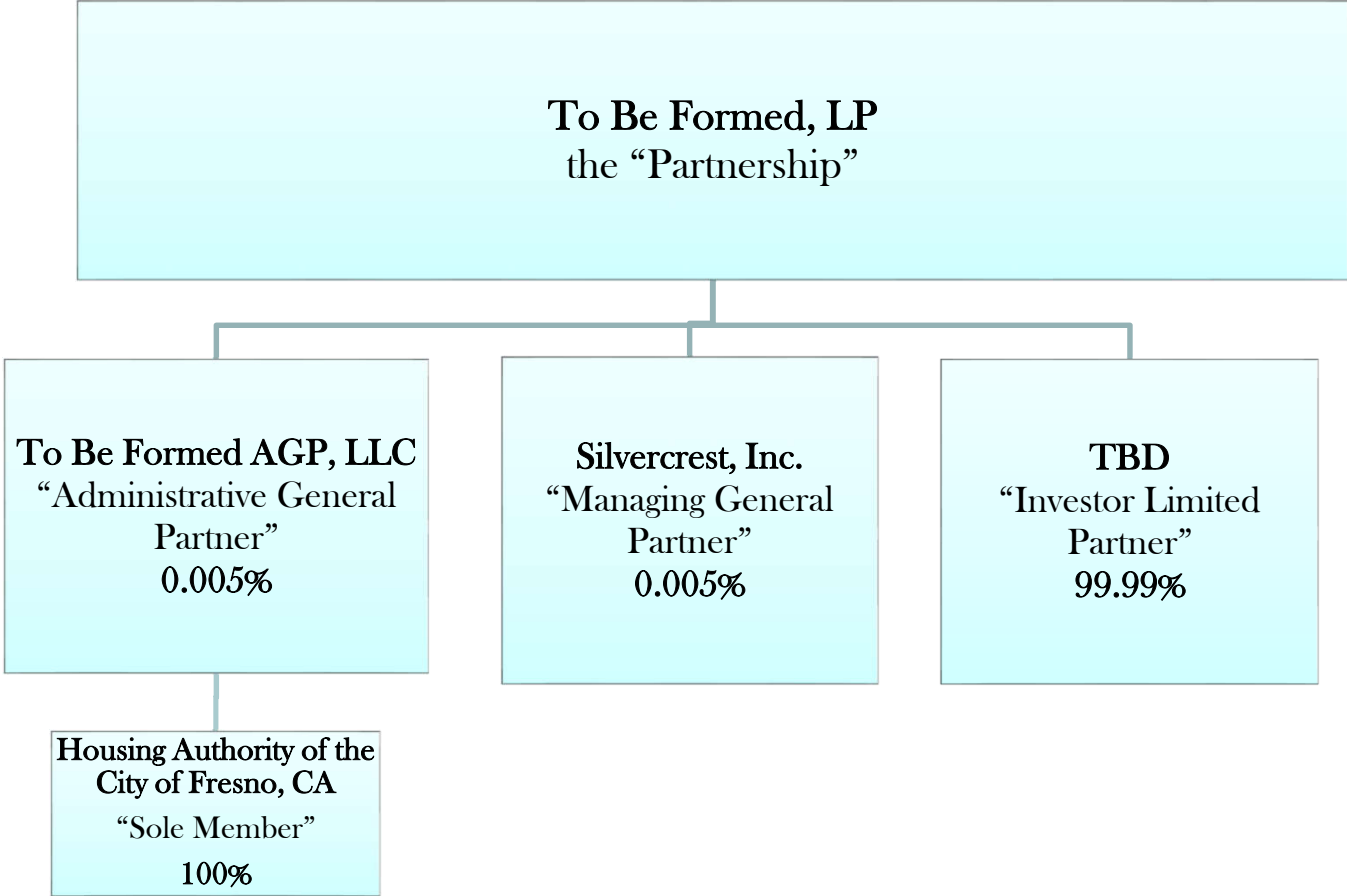
ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# Ownership Structure Parkside Inn







# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 06/25/2024  
**AGENDA ITEM:** 6c  
**SUBJECT:** Approval to Submit a Tax Credit Allocation Committee (TCAC) Application for Avalon Commons - Phase II

**AUTHOR:** Lela Schwartz  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 06/18/2024

## Executive Summary

The purpose of this Board memo is to request approvals from the Board of Commissioners related to the development of an affordable housing property being contemplated at 7521 N. Chestnut Avenue, Fresno, CA (APN: 404-071-51). The requested action includes authorization of funding applications, which will include the submission of a Low-Income Housing Tax Credit (LIHTC) application to the California Tax Credit Allocation Committee (CTCAC), award of a Housing Authority Capital Funds loan commitment, and award of a Housing Relinquished Fund Corporation loan commitment. The proposed Avalon Commons – Phase II project will consist of up to 45 units to be developed on a 2.39-acre portion of the overall project site which consists of approximately 8 acres in total. The remaining roughly 6 acres of the parcel with 60 units and a community building is currently under development.

Currently, the project has a commitment of funds from the City of Fresno’s Local Housing Trust Fund program in the amount of \$3,000,000. The project has also been awarded \$1,243,000 in City of Fresno Community Development Block Grant (CDBG) funds that are dedicated to the site’s acquisition. On February 27, 2024, the Boards authorized staff to proceed with the sale of the site from the Housing Authority to the Fresno Avalon Commons Phase II, LP in order to receive the CDBG award.

Staff commissioned an updated appraisal for the subject site in preparation for the Tax Credit application. The new appraised value for Phase II is \$1,554,000. Staff is proposing recognizing this difference between the appraised value and the sales price of the land through a Land Donation of \$311,000. The value of donation helps increase the competitiveness of the tax credit application.

In addition, Staff is requesting a funding commitment of up to \$1,000,000 of available Capital Funds to support the planned transfer of low income public housing units to the Project. We are also requesting to continue with a prior commitment and loan up to \$1,800,000 of Housing Relinquished Fund Corporation funds to the proposed development. Staff will continue to pursue additional capital financing sources to reduce these commitments.

In order to fully finance the project, it is necessary to submit a funding application to the California Tax Credit Allocation Committee (CTCAC) for an allocation of 9% Low-Income Housing Tax Credits (LIHTC). The location of the project is within a High Opportunity Area

## FRESNO HOUSING

and in close proximity to a number of amenities, including elementary school, park, grocery, and medical services. In addition, staff has obtained entitlements for the overall project to commence the development of Phase I, ensuring the necessary approvals to submit this tax credit funding application. The recommended action in this memo is to authorize the submission of a funding application to CTCAC for the Avalon Commons Phase II project along with other related actions.

### Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolution approving the necessary actions needed to move forward with funding application submissions for Avalon Commons – Phase II project (APN 404-071-51), and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application to the California Tax Credit Allocation Committee and (b) other grants, operating subsidies and/or private loans and such other sources identified by the CEO; and
2. Authorize approval of a funding commitment from the Fresno Housing Capital Funds in an amount up to \$1,000,000 for the development of Avalon Commons Phase II; and
3. Authorize a Housing Relinquished Fund Corporation loan in an amount up to \$1,800,000 for the development of Avalon Commons Phase II; and,
4. Authorize a Land Donation in an amount up to \$311,000; and
5. Authorize any and all provisions in the RAD program notices to allow for Transfer of Assistance and di-minimus reductions of units to provide rental assistance to the units; and
6. Authorize Tyrone Roderick Williams, Chief Executive Officer, and/or their designees to negotiate and execute documents on behalf of the Housing Authority of the City of Fresno, CA; and
7. Provide for other matters related thereto.

### Fiscal Impact

Staff is requesting a funding commitment of up to \$1,000,000 of available Capital Funds and up to \$1,800,000 of Housing Relinquished Fund Corporation funds. The \$1,800,000 is comprised of a prorated share of the HRFC loan for Avalon Commons Phase I community building construction of approximately \$540,000 and a new funding request of approximately \$1,260,000. A \$2,000 CTCAC application fee and other due diligence costs are budgeted from the current approved predevelopment budget. The current approved predevelopment financing from the Housing Relinquished Fund Corporation would be utilized to fund due diligence activities until finance closing should the CTCAC application be successful. The predevelopment funds would be fully reimbursed upon finance closing by other construction sources.

# FRESNO HOUSING

## Background Information

The Avalon Commons site (APN: 404-071-50, 51) is an existing vacant site located at the northwest corner of Chestnut and Alluvial Avenues on approximately 7.1 acres in Fresno, CA. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in December 2020 for \$2,800,000. The current Phase II site plan envisions a 45-unit community with approximately 3,492 square feet of community space that will be shared with Phase I of the project via a Joint Use Agreement.

## Past Board Action

- March 28, 2023 - Resolution Authorizing the Submission of a City of Fresno Funding Application for Avalon Commons Phase II Project (APN 404-070-50)
- May 16, 2023 - Resolution Authorizing the Acceptance of Funding Award from the City of Fresno Local Housing Trust Fund for Avalon Commons Phase II
- June 27, 2023 - Resolution Authorizing the Submission of HCD's SuperNOFA Application for Avalon Commons Phase II
- June 27, 2023 - Resolution Authorizing the Submission to the City of Fresno's 2023 Affordable Housing Development NOFA for Avalon Commons Phase II
- February 27, 2024 – Resolution Authorizing the Sale of Avalon Commons Phase II Land to the Fresno Avalon Commons Phase II, LP and Authorization to Accept Community Development Block Grant Funds on Behalf of LP

Attachments: Exhibit A – Organizational Chart  
Exhibit B – Site Plan  
Exhibit C – Sources and Uses

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

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING  
TAX CREDIT (“LIHTC”) APPLICATION AND OTHER VARIOUS FINANCING SOURCES  
FOR THE DEVELOPMENT OF AVALON COMMONS – PHASE II PROJECT (APN:  
404-071-50) AND OTHER MATTERS RELATED THERETO**

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

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

WHEREAS, the Authority desires to facilitate the development of real property located at 7521 N. Chestnut Avenue, Fresno, California (APN: 404-071-51) on approximately 2.39 acres of land; and,

WHEREAS, The Avalon Commons Phase II Project is envisioned to consist of up to 44 low income units and 1 manager’s unit, with approximately 3,429 square feet of community space shared with Phase I of the project; and,

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

WHEREAS, the Authority desires to award the project up to \$1,800,000 in Housing Relinquished Fund Corporation funds comprised of a prorated share of the HRFC loan for Avalon Commons Phase I community building construction of approximately \$540,000 and a new funding request of approximately \$1,260,000; and,

WHEREAS, the Authority desires to award the project up to \$1,000,000 in available Capital Funds; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer,

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

1. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which includes submission of an application to the California Tax Credit Allocation Committee for 9% LIHTC; and
2. Authorize approval of a funding commitment from Fresno Housing Capital Funds in an amount up to \$1,000,000; and
3. Authorize a Housing Relinquished Fund Corporation loan to the project in an amount up to \$1,800,000; and
4. Authorize a Land Donation in an amount up to \$311,000; and
5. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
6. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

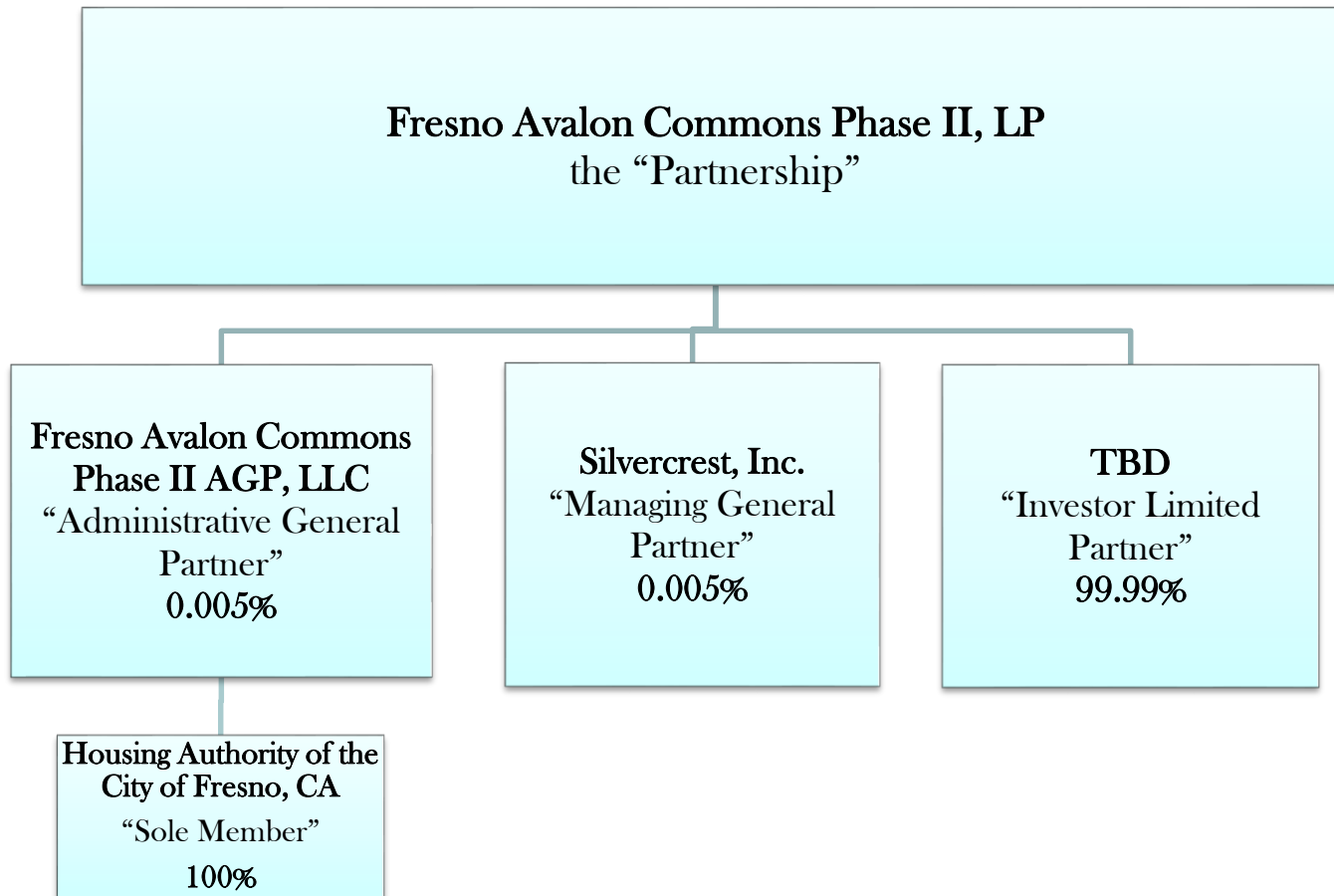
ABSTAIN:

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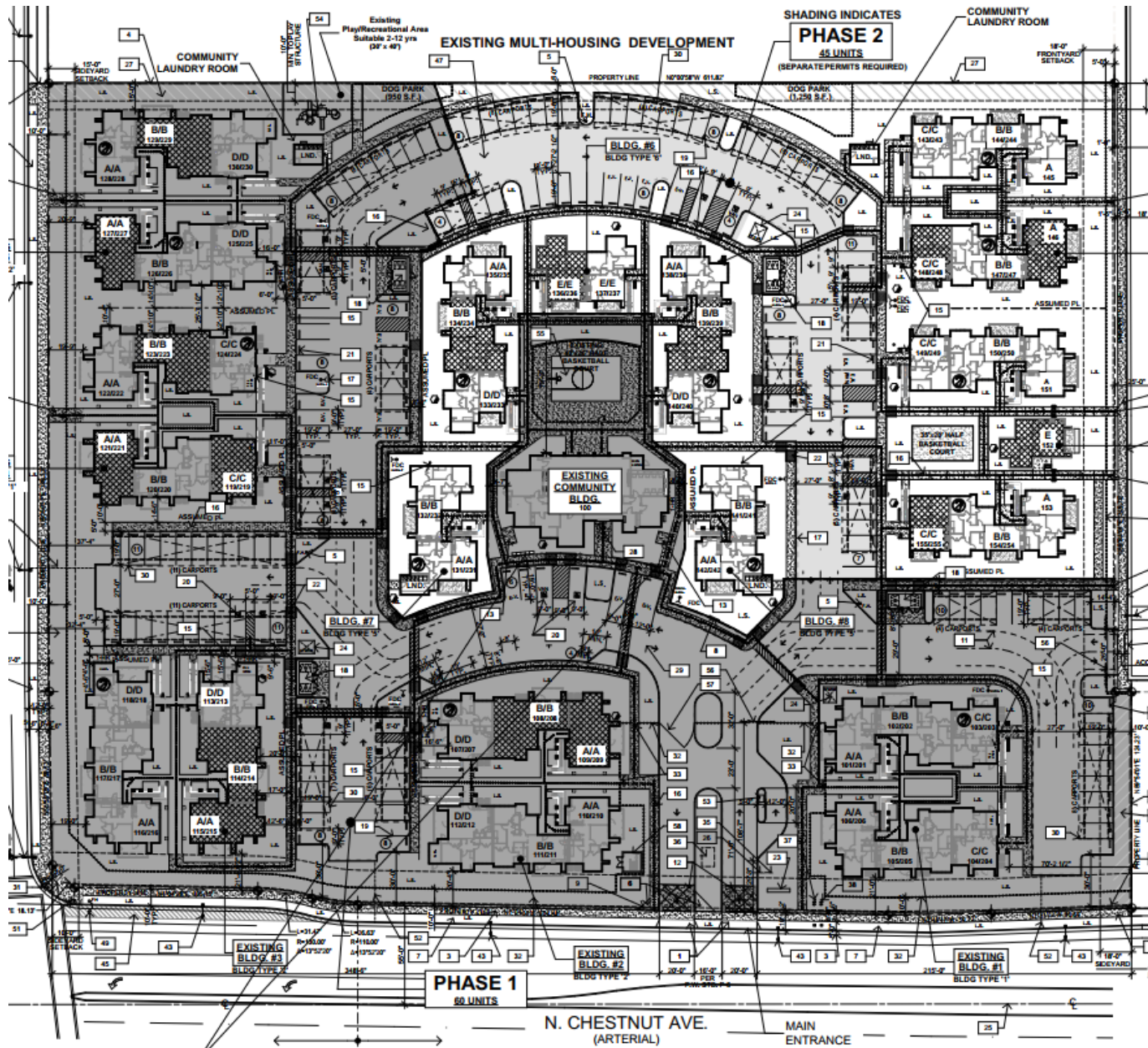
Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# Ownership Structure

## Avalon Commons - Phase II



# Exhibit B – Avalon Commons Phase II Site Plan (Unshaded Area)





# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 6/25/2024  
**AGENDA ITEM:** 6 d  
**SUBJECT:** Consideration of the Attendance and Tardiness Policy

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 6/17/2024

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## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Attendance and Tardiness Policy that was last approved by the Boards in October, 2015. This policy is being revised to clarify that an excused absence includes Leave that is protected by State or Federal law and provide gender neutral language.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Attendance and Tardiness Policy.

## Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Attendance and Tardiness Policy.

## Background Information

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

1. Delete the Introduction section.
2. Clarify that excused absence includes leave that is protected by State or Federal law.
3. Express that medical certification may be required for absences less than three working days.
4. Make a number of other minor edits and replace gender specific with gender neutral language.

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION TO APPROVE THE ATTENDANCE AND TARDINESS POLICY**

WHEREAS, the Board of Commissioners approved the Attendance and Tardiness Policy in October 2015; and

WHEREAS, the Policy is being revised to clarify an excused absence, express that medical certification may be required for absences less than three days and to provide gender neutral language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Attendance and Tardiness Policy.

PASSED AND ADOPTED THIS 25th day of June, 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 ATTENDANCE AND TARDINESS POLICY**

WHEREAS, the Board of Commissioners approved the Attendance and Tardiness Policy in October 2015; and

WHEREAS, the Policy is being revised to clarify an excused absence, express that medical certification may be required for absences less than three days and to provide gender neutral language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Attendance and Tardiness Policy.

PASSED AND ADOPTED THIS 25th day of June, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

## Attendance and Tardiness Policy

### Purpose

The purpose of this policy is to provide Agency guidelines for addressing occurrences of employee absences and tardiness, and for determining situations when tardiness and/or lack of attendance have become “excessive.” Every employee has the responsibility of maintaining a good attendance record by reporting to work on time and as scheduled.

### Policy

#### Definitions

*Absence* - Any absence from scheduled working hours, excluding an absence that is “excused” due to approved leave, mutually agreed-upon workplace accommodation, or other types of approved absences including leave that is protected by State or Federal law.

*Tardiness/ Leaving Early* - Employees not working by their designated start time are considered tardy, and employees leaving before the end of their scheduled shift will be considered as having left early unless otherwise “excused”.

*Occurrence* – Each day absent from work is one occurrence. Each instance of arriving late to work or leaving work early is one occurrence.

*Excessive* – Occurrences of absence, tardiness or leaving early are considered “excessive” once they have impacted the Agency’s or any of its department’s ability to operate and serve its public interests productively and efficiently.

#### Employee Responsibilities

*Communication & Sufficient Notice* – For any occurrence of absence, tardiness or leaving early to be considered “excused,” employees are required to give their supervisors reasonable advanced notice of any expected absence. If employees are experiencing a medical issue that may keep them out of work for a period of longer than 3 days, they should discuss the **possibility** of taking an approved leave with their supervisor. Requests for leave should be submitted in adherence to all applicable Agency policies on leaves of absence or the Memorandum of Understanding.

*Medical Certification* - Employees may be required to provide a supporting statement from a medical practitioner for occurrences of more than 3 consecutive Fresno Housing working days (*an example may be if absence is due to an approved medical leave*), and that are due to illness or injury. Employees may also be required to provide a supporting statement from a medical practitioner for absences of less than three working days if there is reason to suspect an abuse of leave. Medical certification must state when the employee was ill or injured, when it began, and when the employee is expected to return to work.

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Employees who have utilized 5 or more consecutive days of sick leave are required to provide medical certification that the employee may safely return to work, and will not be allowed to return to work without this certification.

### **Supervisor Responsibilities**

Supervisors have primary responsibility to manage employee attendance and to **consistently** address and resolve issues within their respective workgroups or departments. Excessive unexcused employee absences and/or tardiness are undesirable performance factors and may be addressed with formal disciplinary action, up to and including suspension and/or termination. Supervisors are expected to understand Agency policy and state and federal leave entitlements and to partner with Human Resources immediately (on or prior to an employee's third consecutive absence when possible), when they believe a member of their team may need to take leave, and/or when they believe medical certification may need to be requested.

### **Absence Without Notice**

After being absent without notice for 3 consecutively scheduled workdays, an employee will be considered to have abandoned their position and is subject to termination. In this situation, the Agency will initiate any applicable procedures in formally terminating an employee who has abandoned their position.

### **Responsibility**

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

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 6/25/2024  
**AGENDA ITEM:** 6 e  
**SUBJECT:** Consideration of the Medical, Life and Disability Policy

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 6/17/2024

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Medical, Life and Disability Policy that was last approved by the Boards in May, 2009. This policy is being revised to identify where summary plan descriptions and other information regarding employee insurance benefits can be found as well as provide gender neutral language.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Medical, Life and Disability Policy.

## Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Medical, Life and Disability Policy.

## Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Medical, Life and Disability policy has been revised in collaboration with Senior Leaders and labor partners to:

1. Identify the location where employees can find summary plan descriptions and other information regarding employee insurance benefits.
2. Identify the life insurance coverage provided by the Agency for employees and the option to purchase additional coverage.
3. Replace gender specific with gender neutral language along with other minor edits.

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

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

**RESOLUTION TO APPROVE THE MEDICAL, LIFE AND DISABILITY POLICY**

WHEREAS, the Board of Commissioners approved the Medical, Life and Disability Policy in May 2009; and

WHEREAS, the Policy is being updated to identify the life insurance coverage provided by Agency for employees and provide gender neutral language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Medical, Life and Disability Policy.

PASSED AND ADOPTED THIS 25th day of June, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Board of Commissioners

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

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

**RESOLUTION TO APPROVE THE MEDICAL, LIFE AND DISABILITY POLICY**

WHEREAS, the Board of Commissioners approved the Medical, Life and Disability Policy in May 2009; and

WHEREAS, the Policy is being updated to identify the life insurance coverage provided by Agency for employees and provide gender neutral language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Medical, Life and Disability Policy.

PASSED AND ADOPTED THIS 25th day of June, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners



## **Medical, Life, and Disability Insurance Policy**

### **Medical Insurance**

It is the policy of the Agency to provide an insurance program, the costs of which will be shared with employees. Summary plan descriptions and other information regarding employee insurance coverage is located on the Human Resources SharePoint page.

### **Life Insurance**

All full-time employees are provided with \$40,000 in Life and Accidental Death and Dismemberment Insurance by the Agency. Supplemental Life Insurance is available for employee purchase upon hire and during open enrollment with some limitation.

### **Disability Insurance**

The State Disability Insurance program is funded by employees' contributions and provides partial salary replacement benefits to employees unable to work due to non-job-related illness or injury.

Employees receiving State Disability Insurance payments shall have the option(s) of:

- (a) Receiving only the disability payment while on injury leave; or
- (b) Requesting accrued sick leave be charged for an amount of pay which, added to the disability pay, would be equal to the employee's regular gross pay. Such amounts charged to supplement State Disability shall not accrue additional sick or annual leave hours.
- (c) When sick leave has been exhausted, the employee may elect to have annual leave converted to sick leave in an amount to pay the difference which will result in payment equal to the employee's regular gross pay. Such amounts charged to supplement State Disability shall not accrue additional sick or annual leave hours.

Employees receiving State Disability Insurance payments are limited to a combination of payments equal to 100% of the employee's regular gross pay. Overlapping payments in excess of regular gross pay must be returned and sick hours charged restored.

Employees shall notify the Human Resources Department immediately following a change in mailing address, phone number, marital status, number of dependents, or when an employee changes the designation of a beneficiary.

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 06/25/2024  
**AGENDA ITEM:** 7A  
**SUBJECT:** 2025 Agency Plans Timeline

**AUTHOR:** Hilda Reeves  
**DEPARTMENT:** Assistant Director  
Property Management Department  
**MEMO DATE:** 06/03/2024

## Executive Summary

The Agency Plan consists of three documents that govern Fresno Housing’s major programs. They are submitted to HUD annually and include the Annual Plan, the Administrative Plan and the Admissions & Continued Occupancy Policy (ACOP).

Every fifth year, the Agency is also required to submit a 5-year plan. The five year plan includes the mission, goals, and objectives of the Agency.

The timeline below describes the schedule for completion and submission of the 2025 Agency Plans. The Agency Plans must be approved by the Boards of Commissioners annually and submitted to HUD at least 75 days before the end of the Agency’s fiscal year. The Housing Authority of the City of Fresno and the Housing Authority of Fresno County, with fiscal year-end dates of December 31, 2024, are required to submit their respective Annual Plans no later than October 17, 2024.

## 2025 Agency Plan Timeline

June 2024	Staff working on 2025 Agency Plan Updates
June 25, 2024	Board Meeting – Provide Commissioners with Timeline
July 1, 2024	Agency Plan Drafts to Department Chiefs for review
July 23, 2024	Board Meeting – Provide Drafts and Changes to the Boards
July 29, 2024	Public Comment Period Begins - Post Drafts to FH Website
August 7, 2024	Resident Advisory Board (RAB) Meeting for Public Housing (PH)
August 8, 2024	RAB Meeting for Housing Choice Voucher (HCV)
August 27, 2024	Board Meeting – Update Commissioners on Public Comments
September 5, 2024	RAB Meeting for PH
September 6, 2024	RAB Meeting for HCV
September 12, 2024	Public Comment Period Ends

## FRESNO HOUSING

September 24, 2024	Board Meeting - Present Final Drafts for Board Adoption
October 17, 2024	Submit 2025 Agency Plan to HUD



# Agency Annual Plan Timeline

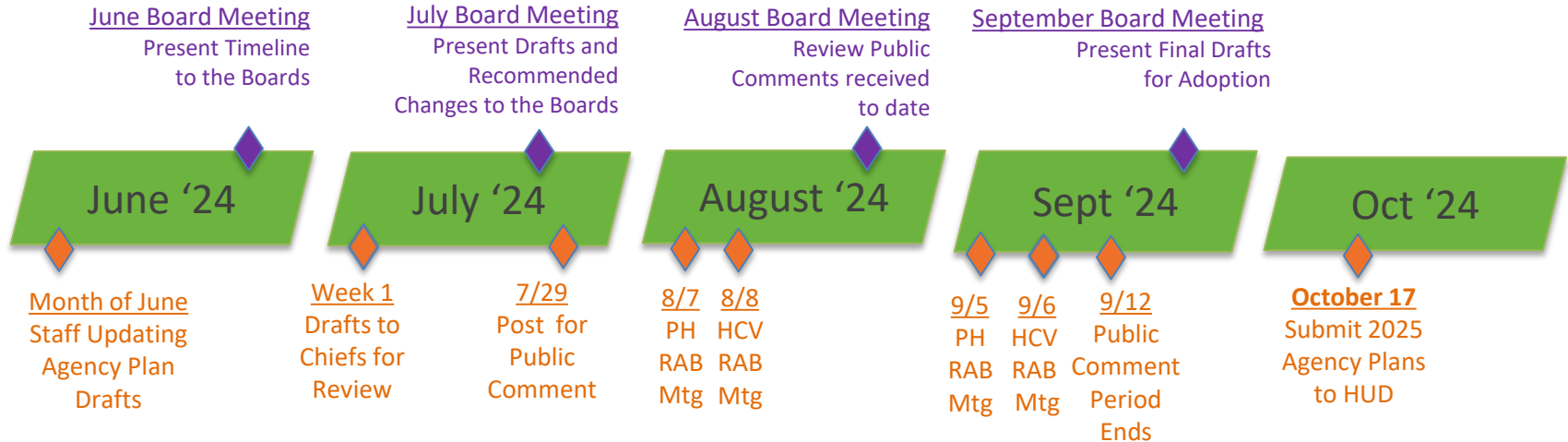
## 2025



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



# 2025 Agency Annual Plan Timeline



**Questions?**

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 06/25/2024  
**AGENDA ITEM:** 7b  
**SUBJECT:** Strategic Plan Update – Drivers and Next Steps

**AUTHOR:** Marc' Bady  
**DEPARTMENT:** Chief Inclusion & Empowerment Officer  
**MEMO DATE:** 06/18/2024

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## Executive Summary

Staff will provide draft language for the Strategic Plan to the Boards of Commissioners for discussion and feedback.

## Recommendation

None at this time.



# Strategic Plan; Vision, Mission, and Beyond

## *Fresno Housing*



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





# NEXT STEPS

**April 2024**

**Strategic Planning Workshop and  
Communication of 2024 Goals**

**July 2024**

**Launch Strategic Plan**

**October 2024**

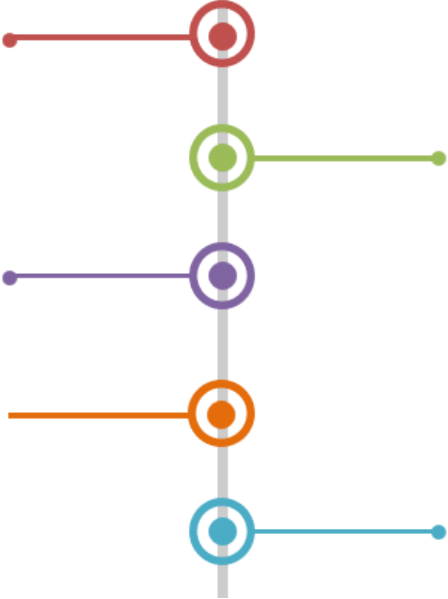
**Update on 2024 Goal Progress**

**May-June 2024**

**Report Back on Input Received,  
draft Strategic Plan Documents**

**December 2024**

**Approval of 2025 Goals and  
Agency Budget**



“  
Our intent is to better align our goal  
development framework with our agency  
budget process for consistency.  
”

# Vision

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## Current

- Fresno – an engaged county, where all residents have access to quality housing that contributes to vibrant communities, and where all residents are empowered to achieve their educational and economic goals.

## Proposed

- Thriving, inclusive communities where every individual has access to affordable, safe, and sustainable housing, fostering a foundation for personal growth, health, and communal well-being.

# Mission

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## Current

- Create and sustain vibrant communities throughout Fresno County.

## Proposed

- Create and sustain *affordable housing* and vibrant communities throughout Fresno County.

# Values – *proposed based on feedback*

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## **People-centered**

Fresno Housing is committed to prioritize the voices of our residents, seeking their input on housing needs and preferences, as we work to create housing options and services that are responsive to these needs. We also value our staff and community partners, recognizing that their dedication and expertise are essential to fulfilling our mission.

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## **Integrity**

Fresno Housing strives to uphold the highest ethical standards in all interactions and operations. Integrity within our organization means conducting our operations with honesty, transparency, and fairness. This includes being open about our processes, treating all residents and partners with respect, and making decisions that are in the best interest of our community.

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## **Affordability and Accessibility**

Fresno Housing is dedicated to making housing accessible and affordable for everyone, especially those in vulnerable groups. We will work to expand our housing inventory and ensure that inclusivity is at the core of our policies and practices.

# Values – *proposed based on feedback*

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## **Equity and Inclusion**

Fresno Housing will stand for equity and inclusion, striving to eliminate barriers to housing through policies and programs that recognize and address the diverse needs of Fresno County. We will work to ensure all people have the opportunity to live in dignity, regardless of resources, background or circumstance.

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## **Engaged Communities**

Fresno Housing will foster strong, authentic connections within our community by empowering residents, supporting neighborhood networks, and fostering relationships with other organizations that increase resident access to resources.

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## **Accountability**

Fresno Housing is committed to being accountable for providing affordable housing options that enhance the well-being of individuals and families in Fresno County. In partnership with the families we serve, the Agency will be good partners and contributors to healthy and safe communities.

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## **Sustainability**

Fresno Housing will seek the long term health and stability of each neighborhood served. We will lead by example to improve the health and well being of our community and planet by making environmentally responsible decisions that reduce our carbon footprint, integrate green space, and promote clean energy. We will work to ensure sufficient resources to sustain the Agency and individual communities for future generations.

# Continually Improve Workplace Culture

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- *“Fresno Housing is committed to continuously improving our culture. The Agency, and our Boards, will exhibit mutual trust and accountability in a caring and supportive environment. We are dedicated to upholding our core values and maintaining honest and ethical business practices in everything we do. Fresno Housing will continually foster a culture of learning for personal and professional growth. We seek to solicit and include diverse perspectives. The Agency encourages and recognizes innovation and creativity. Our leaders lead with empathy, integrity, and fairness, creating a sense of teamwork, pride, and belonging. We respect differences and are committed to promoting equal access and opportunities for all.”*

# Strategic Driver #1: Target and Invest in Neighborhoods

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- Within the next decade, Fresno Housing will invest in and support neighborhoods across Fresno County. We will be the leading catalyst in creating vibrant, diverse, and inclusive communities. Our ambitious and sustainable projects will not only provide a mix of housing options, but also stimulate economic growth, enhance community engagement, and improve the quality of life for all residents. We will focus not only on areas of traditional disinvestment, but also seek new housing in high opportunity communities. Fresno Housing will design projects that are responsive to the needs and desires of the communities we serve. Possible areas of focus include:
  - San Joaquin
  - Firebaugh
  - Clovis
  - Orange Cove
  - Southwest Fresno (Further develop objectives outlined by the CAN initiative)
  - Downtown Fresno (CVS /Fulton Street)
  - Northwest Fresno
  - Parkway Drive Fresno

# Strategic Driver #2: Fight to Eradicate Housing Insecurity

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- Fresno Housing will work to increase community education and inform policies with the goal of mitigating housing insecurity and ensuring families have access to affordable, safe, and quality housing. We will provide tenant education, and advocate for housing policies that further increase the supply of and access to housing. Additionally, Fresno Housing will increase the availability of affordable housing units, bring innovation to the Housing Choice Voucher program, and empower motivated and qualified residents with the knowledge to transition from renters to homeowners. We will create more housing opportunities for vulnerable groups such as the elderly, parents of minor children, foster youth, those experiencing homelessness, and the farm worker community.



# Strategic Driver #3: Housing Choice Voucher Innovation

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- Fresno Housing will foster innovation in the largest affordable housing program by expanding the number of families served through the Housing Choice Voucher program, enhancing the resident service experience, and transforming the perception of this program's vital role within our community. We will enhance operations by improving education about the program, streamlining processes, enhancing communication, forging partnerships with other community organizations, and broadening support for landlords and tenants through initiatives like the Voucher Incentive Program.

# Strategic Driver #4: Leverage Partnerships and Funding to Support Resident Goals

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- Our visionary goal for residents is to foster a thriving, empowered community through community based organizations, strategic partnerships and innovative programs. We seek to enhance our residents' quality of life by supporting education and workforce aspirations, inspiring youth through interactive learning, community engagement, and bolstering the goals of heads of household. We will expand the services of our Resident Empowerment Team, leveraging the fundraising efforts of our Beyond Housing Foundation and exploring grant opportunities such as the Resident Opportunity and Self-Sufficiency (ROSS) grant from the Department of Housing and Urban Development (HUD). Through these initiatives, the Agency will create a supportive environment that encourages and nurtures the dreams of residents.

Strategic Driver

Target and Invest in  
Neighborhoods

Goal

Increase  
Affordable  
Housing Stock

Objective

Develop X# of new  
affordable housing  
units.

Action

Secure funding  
through grants,  
partnerships and  
investments

Identity and acquire  
suitable land or  
properties for  
development

KPI

Amount of funding  
secured

# of funding  
partners onboarded

% of budget  
allocation for  
housing  
development

Square footage of  
land secured for  
development

# of housing  
development  
projects initiated

# of properties  
acquired

# Working to align multiple processes





Questions?

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** June 25, 2024  
**AGENDA ITEM:**  
**SUBJECT:** 2023 Financial Results for Mixed Finance Properties

**AUTHOR:** Crystal Cox  
**DEPARTMENT:** Finance  
**MEMO DATE:** 06/18/2024

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## Executive Summary

The purpose of this memo is to present the Boards of Commissioners with an overview of the financial operating performance of the Mixed Finance portfolio as of December 31, 2023.

As part of the real estate development process, staff routinely asks the Boards of Commissioners to sponsor the development or rehabilitation of multi-family housing properties. The Boards have approved 41 developments throughout Fresno County that were included in the 2023 Budget. This group of properties are referred to as the “Mixed Finance Properties” because several (“mixed”) financing sources are used to acquire and construct the units. An attachment provided with this memo shows the operating performance of all properties included in the 2023 Budget.

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

One responsibility of the managing general partner is to review and approve the annual operating budgets and financial performance for the partnerships. However, because Fresno Housing was the original sponsor of these projects and has a vested interest in the success of the properties, staff is presenting the 2023 annual financial performance to Fresno Housing’s Boards of Commissioners. Subsequently, staff will ask Silvercrest Inc. to accept the financial results as the managing general partner of the limited partnerships.

### Mixed Finance Results

In 2023, the mixed finance properties did not perform as anticipated against the overall budget. Total income is 4% more than budgeted while total operating costs are 69% more than budgeted. Overall, the properties ended 2023 with a net cash flow of \$875 thousand, which is \$2.2 million less than budgeted.

Total revenues were \$1.1 million better than budgeted, which is primarily attributable to additional Net Tenant Income. This additional income is a result of lower than budgeted vacancy rates resulting in increased tenant revenue, and increased subsidy received.

Total operating expenses are higher than budgeted by approximately \$946 thousand. The properties spent an additional \$845 thousand dollars on maintenance and repairs. The additional costs were primarily due to increased unit turnover, which slowed during COVID. The lack of movement during this period prevented regular maintenance and inspections, leading to a backlog of work, and extended wear on the

## FRESNO HOUSING

units. Additionally, vacancies in maintenance staff led to the outsourcing of maintenance work, resulting in higher costs. Significant maintenance activities included irrigation repairs, enhanced security measures, and extra landscaping across several properties. There was also a large, one-time construction-related payment to the City of Kingsburg that contributed to the increased costs. Staff continues to monitor these expenses, as well as other costs, to ensure the properties can absorb potential increases without sacrificing in other areas.

Non-Operating Expenses are higher due to replacement reserve costs. These costs are typically paid for by draws from a replacement reserve, earmarked for replacing building components and equipment over time, and funded by annual contributions from each property. However, \$1.9 million in major repairs were not offset by replacement reserve draws but were paid out of operations. Additionally, three properties incurred approximately \$925,000 in construction loan interest expenses due to delays in conversion, requiring these interest payments to be covered by operational funds.

Overall, net operating income was approximately \$208 thousand higher than the original budget. Net Cash Flow was \$875 thousand. Below is a summary of the 2023 Mixed Finance portfolio financial results.

<b>2023 MIXED FINANCE BUDGET</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance</b>	<b>% Variance</b>
NET TENANT INCOME	25,246,167	26,295,484	1,049,317	4%
TOTAL INTEREST INCOME	-	295,719	295,719	
TOTAL OTHER INCOME	455,561	265,636	(189,925)	-42%
<b>TOTAL INCOME</b>	<b>25,701,728</b>	<b>26,856,838</b>	<b>1,155,111</b>	<b>4%</b>
TOTAL PAYROLL EXPENSES	5,002,950	4,662,596	340,353	7%
TOTAL ADMINISTRATIVE EXPENSES	3,508,404	3,523,506	(15,102)	0%
TOTAL TENANT SERVICES EXPENSES	1,236,208	1,183,320	52,888	4%
TOTAL UTILITY EXPENSES	3,535,499	3,767,430	(231,932)	-7%
TOTAL MAINTENANCE EXPENSES	4,306,512	5,152,281	(845,769)	-20%
TOTAL TAXES & INSURANCE EXPENSES	1,229,255	1,476,221	(246,966)	-20%
<b>TOTAL OPERATING EXPENSES</b>	<b>18,818,828</b>	<b>19,765,354</b>	<b>(946,526)</b>	<b>-5%</b>
<b>NET OPERATING INCOME</b>	<b>6,882,900</b>	<b>7,091,484</b>	<b>208,584</b>	<b>3%</b>
TOTAL NON-OPERATING EXPENSES	3,782,810	6,215,594	(2,432,784)	-64%
<b>NET CASH FLOW</b>	<b>3,100,090</b>	<b>875,890</b>	<b>(2,224,200)</b>	<b>-72%</b>

Each property is managed as a separate and independent financial entity and, at the very least, should be able to sustain itself and achieve positive net operating income. Beyond that, the major goals of the 2023 budgets were to:

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

## FRESNO HOUSING

The Agency and its affiliated entities (Housing Relinquished Fund Corporation and Silvercrest, Inc.) receive annual cash flow distributions from various properties. These annual distributions (also called “the waterfall”) vary by property and are based on annual operating performance and fees negotiated as part of each partnership’s Limited Partnership Agreement (LPA). Of the \$2.8 million that is currently available for distribution per the LPA, \$2.3 million will be distributed to Fresno Housing and its affiliates. The remaining cash flow will be distributed to other investors and lenders.

<b>Entity</b>	<b>Amount</b>	<b>Type of Payment</b>
HRFC	668,268	Loan Payments
Silvercrest	526,445	Management Fees
Fresno Housing	1,038,773	Developer Fee, Loan Payments
FH Related Entities	149,106	Management/Investor Fees, Interest Payments
City of Fresno	219,316	Loan Payments
County of Fresno	40,359	Loan Payments
External - Other	219,330	Investor Fees, Asset Management Fees
<b>Total</b>	<b>2,861,597</b>	

### Recommendation

This item is information only. No action is required from the Boards of Commissioners of Fresno Housing. The Board of Directors for Silvercrest, Inc. will be asked to accept the 2023 Mixed Finance Results.

### Background Information

The 2023 Mixed Finance Operating Budgets were approved by the Board of Directors of Silvercrest, Inc. with revenues of \$25.7 million and operating and non-operating expenses totaling \$22.6 million, resulting in total net operating income of approximately \$3.1 million.



Fresno Housing  
2023 Mixed Finance Results

	Yosemite Village	Parc Grove Northwest	Granada Commons	Parc Grove Commons II	Renaissance at Trinity	Renaissance at Santa Clara	Renaissance at Alta Monte
<b># of Units</b>	<b>69</b>	<b>148</b>	<b>16</b>	<b>215</b>	<b>20</b>	<b>70</b>	<b>30</b>
<b>INCOME</b>							
<b>TENANT INCOME</b>							
<b>NET TENANT INCOME</b>	<b>804,797.94</b>	<b>1,669,841.08</b>	<b>167,645.00</b>	<b>2,456,190.60</b>	<b>256,501.00</b>	<b>846,324.00</b>	<b>317,752.10</b>
<b>TOTAL INTEREST INCOME</b>	<b>471.23</b>	<b>2,371.15</b>	<b>134.78</b>	<b>2,080.84</b>	<b>7,661.21</b>	<b>40,045.26</b>	<b>5,740.00</b>
<b>TOTAL OTHER INCOME</b>	<b>2,359.05</b>	<b>3,115.00</b>	<b>5,166.00</b>	<b>10,493.43</b>	<b>214.77</b>	<b>923.63</b>	<b>37.24</b>
<b>TOTAL INCOME</b>	<b>807,628.22</b>	<b>1,675,327.23</b>	<b>172,945.78</b>	<b>2,468,764.87</b>	<b>264,376.98</b>	<b>887,292.89</b>	<b>323,529.34</b>
<b>EXPENSES</b>							
<b>TOTAL PAYROLL EXPENSES</b>	<b>161,949.76</b>	<b>292,375.40</b>	<b>31,264.90</b>	<b>437,396.65</b>	<b>30,761.82</b>	<b>111,103.82</b>	<b>45,836.10</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>115,126.34</b>	<b>114,045.78</b>	<b>32,878.05</b>	<b>163,830.13</b>	<b>46,645.22</b>	<b>100,774.41</b>	<b>54,778.78</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>26,496.00</b>	<b>54,029.40</b>	<b>8,831.96</b>	<b>121,320.95</b>	<b>7,801.82</b>	<b>22,659.78</b>	<b>15,498.82</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>139,809.18</b>	<b>166,886.93</b>	<b>18,008.64</b>	<b>266,528.86</b>	<b>46,008.93</b>	<b>177,852.43</b>	<b>91,959.15</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>242,416.75</b>	<b>302,727.82</b>	<b>27,196.89</b>	<b>458,408.99</b>	<b>35,252.74</b>	<b>317,204.12</b>	<b>165,092.74</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>21,847.76</b>	<b>44,517.10</b>	<b>9,800.40</b>	<b>56,680.26</b>	<b>37,115.13</b>	<b>34,481.34</b>	<b>19,417.13</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>707,645.79</b>	<b>974,582.43</b>	<b>127,980.84</b>	<b>1,504,165.84</b>	<b>203,585.66</b>	<b>764,075.90</b>	<b>392,582.72</b>
<b>NET OPERATING INCOME</b>	<b>99,982.43</b>	<b>700,744.80</b>	<b>44,964.94</b>	<b>964,599.03</b>	<b>60,791.32</b>	<b>123,216.99</b>	<b>(69,053.38)</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>107,070.65</b>	<b>183,653.32</b>	<b>29,276.49</b>	<b>376,379.76</b>	<b>26,781.69</b>	<b>109,031.72</b>	<b>85,664.55</b>
<b>TOTAL FINANCING EXPENSES</b>	<b>-</b>	<b>440,239.92</b>	<b>-</b>	<b>243,327.00</b>	<b>3,675.00</b>	<b>4,200.00</b>	<b>6,300.00</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>107,070.65</b>	<b>623,893.24</b>	<b>29,276.49</b>	<b>619,706.76</b>	<b>30,456.69</b>	<b>113,231.72</b>	<b>91,964.55</b>
<b>CASH FLOW</b>	<b>(7,088.22)</b>	<b>76,851.56</b>	<b>15,688.45</b>	<b>344,892.27</b>	<b>30,334.63</b>	<b>9,985.27</b>	<b>(161,017.93)</b>

Fresno Housing  
2023 Mixed Finance Results

	Bridges at Florence	City View @ Van Ness	Mendota RAD	Orange Cove RAD	Fresno RAD	Viking Village RAD	Marion Villas
<b># of Units</b>	<b>34</b>	<b>45</b>	<b>124</b>	<b>90</b>	<b>193</b>	<b>40</b>	<b>46</b>
<b>INCOME</b>							
<b>TENANT INCOME</b>							
<b>NET TENANT INCOME</b>	<b>321,333.66</b>	<b>468,885.09</b>	<b>1,270,481.78</b>	<b>918,252.18</b>	<b>1,893,686.37</b>	<b>406,655.69</b>	<b>403,934.00</b>
<b>TOTAL INTEREST INCOME</b>	<b>2,539.10</b>	<b>3,613.61</b>	<b>9,674.92</b>	<b>6,176.14</b>	<b>8,035.94</b>	<b>2,577.87</b>	<b>4,032.31</b>
<b>TOTAL OTHER INCOME</b>	<b>180.00</b>	<b>4,651.62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,599.05</b>
<b>TOTAL INCOME</b>	<b>324,052.76</b>	<b>477,150.32</b>	<b>1,280,156.70</b>	<b>924,428.32</b>	<b>1,901,722.31</b>	<b>409,233.56</b>	<b>412,565.36</b>
<b>EXPENSES</b>							
<b>TOTAL PAYROLL EXPENSES</b>	<b>68,997.67</b>	<b>64,070.02</b>	<b>235,321.94</b>	<b>193,907.98</b>	<b>481,178.18</b>	<b>94,138.11</b>	<b>70,438.60</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>34,763.71</b>	<b>56,912.24</b>	<b>187,751.78</b>	<b>147,153.55</b>	<b>294,902.64</b>	<b>75,684.01</b>	<b>61,118.32</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>14,028.50</b>	<b>24.50</b>	<b>75,381.11</b>	<b>62,527.17</b>	<b>71,340.10</b>	<b>15,150.02</b>	<b>18,415.40</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>52,161.95</b>	<b>60,715.59</b>	<b>185,103.98</b>	<b>122,217.49</b>	<b>236,730.98</b>	<b>35,655.54</b>	<b>68,521.86</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>51,169.75</b>	<b>81,228.79</b>	<b>171,852.51</b>	<b>256,709.95</b>	<b>515,194.73</b>	<b>57,825.21</b>	<b>88,068.75</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>17,633.21</b>	<b>27,926.24</b>	<b>36,177.53</b>	<b>46,556.56</b>	<b>68,990.52</b>	<b>14,773.18</b>	<b>25,033.34</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>238,754.79</b>	<b>290,877.38</b>	<b>891,588.85</b>	<b>829,072.70</b>	<b>1,668,337.15</b>	<b>293,226.07</b>	<b>331,596.27</b>
<b>NET OPERATING INCOME</b>	<b>85,297.97</b>	<b>186,272.94</b>	<b>388,567.85</b>	<b>95,355.62</b>	<b>233,385.16</b>	<b>116,007.49</b>	<b>80,969.09</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>24,291.37</b>	<b>75,314.07</b>	<b>64,004.83</b>	<b>70,081.67</b>	<b>161,821.87</b>	<b>55,064.63</b>	<b>27,682.26</b>
<b>TOTAL FINANCING EXPENSES</b>	<b>-</b>	<b>80,219.00</b>	<b>194,480.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>24,291.37</b>	<b>155,533.07</b>	<b>258,484.83</b>	<b>70,081.67</b>	<b>161,821.87</b>	<b>55,064.63</b>	<b>27,682.26</b>
<b>CASH FLOW</b>	<b>61,006.60</b>	<b>30,739.87</b>	<b>130,083.02</b>	<b>25,273.95</b>	<b>71,563.29</b>	<b>60,942.86</b>	<b>53,286.83</b>

Fresno Housing  
2023 Mixed Finance Results

	Pacific Gardens	Legacy Commons I	541 @ South Tower & Cedar Heights	Rio Villas	Paseo 55	Villa Del Mar	Elderberry
<b># of Units</b>	56	64	45	30	55	48	75
<b>INCOME</b>							
<b>TENANT INCOME</b>							
<b>NET TENANT INCOME</b>	544,342.52	607,460.00	467,332.34	353,770.51	494,306.69	552,435.43	682,234.44
<b>TOTAL INTEREST INCOME</b>	6,035.91	4,238.71	620.36	304.43	3,432.40	3,378.89	9,621.90
<b>TOTAL OTHER INCOME</b>	137.75	2,491.73	1,939.03	1,023.96	-	1,648.00	475.00
<b>TOTAL INCOME</b>	550,516.18	614,190.44	469,891.73	355,098.90	497,739.09	557,462.32	692,331.34
<b>EXPENSES</b>							
<b>TOTAL PAYROLL EXPENSES</b>	125,207.72	102,373.64	65,907.80	60,005.31	119,991.17	98,989.16	60,337.06
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	108,826.83	76,262.64	39,353.47	50,226.89	90,465.96	53,147.71	48,818.48
<b>TOTAL TENANT SERVICES EXPENSES</b>	14,743.10	34,896.00	18,083.00	21,629.39	22,374.67	16,249.50	1,145.42
<b>TOTAL UTILITY EXPENSES</b>	67,099.85	83,970.35	48,034.24	29,670.35	71,963.49	72,812.73	76,191.16
<b>TOTAL MAINTENANCE EXPENSES</b>	85,691.77	144,028.39	73,759.76	48,585.23	94,406.17	146,441.04	102,945.46
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	40,150.26	62,149.28	23,383.48	18,055.45	61,857.42	19,273.00	19,108.00
<b>TOTAL OPERATING EXPENSES</b>	441,719.53	503,680.30	268,521.75	228,172.62	461,058.88	406,913.14	308,545.58
<b>NET OPERATING INCOME</b>	108,796.65	110,510.14	201,369.98	126,926.28	36,680.21	150,549.18	383,785.76
<b>TOTAL NON-OPERATING EXPENSES</b>	(7,468.56)	4,590.66	23,858.78	17,427.34	42,095.56	146,615.53	150,500.82
<b>TOTAL FINANCING EXPENSES</b>	-	58,971.00	-	21,950.85	-	-	124,416.00
<b>TOTAL NON-OPERATING EXPENSES</b>	(7,468.56)	63,561.66	23,858.78	39,378.19	42,095.56	146,615.53	274,916.82
<b>CASH FLOW</b>	116,265.21	46,948.48	177,511.20	87,548.09	(5,415.35)	3,933.65	108,868.94

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2023 Mixed Finance Results

	Kings River Commons	Cueva De Oso	Fenix @ Calaveras & Fenix @ Glenn	Brierwood Court	Legacy Commons II	Renaissance at Parc Grove	Blossom Trail
<b># of Units</b>	<b>60</b>	<b>47</b>	<b>30</b>	<b>75</b>	<b>64</b>	<b>39</b>	<b>48</b>
<b>INCOME</b>							
<b>TENANT INCOME</b>							
<b>NET TENANT INCOME</b>	<b>578,256.54</b>	<b>473,835.30</b>	<b>280,341.10</b>	<b>1,070,121.46</b>	<b>628,544.08</b>	<b>495,738.45</b>	<b>434,628.00</b>
<b>TOTAL INTEREST INCOME</b>	<b>698.41</b>	<b>306.17</b>	<b>66.58</b>	<b>1,822.73</b>	<b>477.00</b>	<b>128,114.10</b>	<b>336.50</b>
<b>TOTAL OTHER INCOME</b>	<b>475.00</b>	<b>-</b>	<b>580.15</b>	<b>1,425.00</b>	<b>241.83</b>	<b>1,101.43</b>	<b>8,567.04</b>
<b>TOTAL INCOME</b>	<b>579,429.95</b>	<b>474,141.47</b>	<b>280,987.83</b>	<b>1,073,369.19</b>	<b>629,262.91</b>	<b>624,953.98</b>	<b>443,531.54</b>
<b>EXPENSES</b>							
<b>TOTAL PAYROLL EXPENSES</b>	<b>86,844.86</b>	<b>111,045.34</b>	<b>36,954.38</b>	<b>108,277.15</b>	<b>102,909.13</b>	<b>66,467.94</b>	<b>87,288.04</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>54,385.14</b>	<b>82,058.74</b>	<b>35,367.57</b>	<b>65,444.92</b>	<b>90,958.61</b>	<b>79,211.65</b>	<b>83,411.13</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>21,024.50</b>	<b>33,717.93</b>	<b>8,724.53</b>	<b>23,661.75</b>	<b>32,300.00</b>	<b>83,188.68</b>	<b>20,913.30</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>73,792.14</b>	<b>79,838.85</b>	<b>27,391.55</b>	<b>101,239.82</b>	<b>89,074.45</b>	<b>59,775.70</b>	<b>93,243.78</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>85,057.09</b>	<b>90,197.91</b>	<b>72,615.71</b>	<b>188,429.25</b>	<b>103,753.26</b>	<b>71,069.40</b>	<b>73,159.59</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>68,464.85</b>	<b>21,794.39</b>	<b>17,595.20</b>	<b>30,038.32</b>	<b>31,007.30</b>	<b>14,047.59</b>	<b>25,225.82</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>389,568.58</b>	<b>418,653.16</b>	<b>198,648.94</b>	<b>517,091.21</b>	<b>450,002.75</b>	<b>373,760.96</b>	<b>383,241.66</b>
<b>NET OPERATING INCOME</b>	<b>189,861.37</b>	<b>55,488.31</b>	<b>82,338.89</b>	<b>556,277.98</b>	<b>179,260.16</b>	<b>251,193.02</b>	<b>60,289.88</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>81,360.20</b>	<b>36,904.10</b>	<b>40,842.88</b>	<b>269,312.66</b>	<b>31,959.68</b>	<b>66,700.52</b>	<b>32,383.97</b>
<b>TOTAL FINANCING EXPENSES</b>	<b>90,095.00</b>	<b>-</b>	<b>-</b>	<b>219,018.00</b>	<b>141,822.46</b>	<b>-</b>	<b>-</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>171,455.20</b>	<b>36,904.10</b>	<b>40,842.88</b>	<b>488,330.66</b>	<b>173,782.14</b>	<b>66,700.52</b>	<b>32,383.97</b>
<b>CASH FLOW</b>	<b>18,406.17</b>	<b>18,584.21</b>	<b>41,496.01</b>	<b>67,947.32</b>	<b>5,478.02</b>	<b>184,492.50</b>	<b>27,905.91</b>

Fresno Housing  
2023 Mixed Finance Results

	Magnolia Commons	Oak Grove Commons	Mariposa Commons	Orchard Apartments	Linnaea Villas	Solivita Commons	Villages @ Paragon
<b># of Units</b>	<b>60</b>	<b>56</b>	<b>40</b>	<b>40</b>	<b>47</b>	<b>60</b>	<b>28</b>
<b>INCOME</b>							
<b>TENANT INCOME</b>							
<b>NET TENANT INCOME</b>	<b>615,677.58</b>	<b>578,395.00</b>	<b>521,150.50</b>	<b>559,813.00</b>	<b>576,912.34</b>	<b>657,019.24</b>	<b>331,092.00</b>
<b>TOTAL INTEREST INCOME</b>	<b>15,137.61</b>	<b>5,349.98</b>	<b>392.37</b>	<b>371.54</b>	<b>6,315.26</b>	<b>1,131.80</b>	<b>4,605.78</b>
<b>TOTAL OTHER INCOME</b>	<b>2,882.25</b>	<b>2,085.09</b>	<b>3,300.12</b>	<b>378.00</b>	<b>48,043.93</b>	<b>5,547.93</b>	<b>440.97</b>
<b>TOTAL INCOME</b>	<b>633,697.44</b>	<b>585,830.07</b>	<b>524,842.99</b>	<b>560,562.54</b>	<b>631,271.53</b>	<b>663,698.97</b>	<b>336,138.75</b>
<b>EXPENSES</b>							
<b>TOTAL PAYROLL EXPENSES</b>	<b>88,916.53</b>	<b>118,482.27</b>	<b>96,613.89</b>	<b>89,208.14</b>	<b>89,469.22</b>	<b>97,697.76</b>	<b>65,936.61</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>92,947.73</b>	<b>88,647.22</b>	<b>96,031.33</b>	<b>85,130.38</b>	<b>90,460.33</b>	<b>54,949.80</b>	<b>91,957.89</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>27,412.98</b>	<b>27,204.00</b>	<b>23,482.00</b>	<b>22,700.00</b>	<b>19,791.02</b>	<b>24,223.61</b>	<b>12,624.96</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>130,411.81</b>	<b>84,065.65</b>	<b>47,271.76</b>	<b>49,343.78</b>	<b>73,049.04</b>	<b>74,683.28</b>	<b>36,846.49</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>125,212.77</b>	<b>80,764.14</b>	<b>78,280.90</b>	<b>49,884.23</b>	<b>250,822.73</b>	<b>44,875.53</b>	<b>105,127.83</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>24,212.74</b>	<b>41,744.43</b>	<b>31,512.04</b>	<b>32,237.84</b>	<b>87,379.11</b>	<b>21,725.23</b>	<b>21,103.11</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>489,114.56</b>	<b>440,907.71</b>	<b>373,191.92</b>	<b>328,504.37</b>	<b>610,971.45</b>	<b>318,155.21</b>	<b>333,596.89</b>
<b>NET OPERATING INCOME</b>	<b>144,582.88</b>	<b>144,922.36</b>	<b>151,651.07</b>	<b>232,058.17</b>	<b>20,300.08</b>	<b>345,543.76</b>	<b>2,541.86</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>105,881.66</b>	<b>29,068.73</b>	<b>31,185.51</b>	<b>39,948.08</b>	<b>43,094.24</b>	<b>66,630.00</b>	<b>33,554.71</b>
<b>TOTAL FINANCING EXPENSES</b>	<b>21,677.15</b>	<b>76,374.53</b>	<b>136,896.66</b>	<b>172,705.27</b>	<b>85,188.00</b>	<b>98,218.00</b>	<b>360,460.62</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>127,558.81</b>	<b>105,443.26</b>	<b>168,082.17</b>	<b>212,653.35</b>	<b>128,282.24</b>	<b>164,848.00</b>	<b>394,015.33</b>
<b>CASH FLOW</b>	<b>17,024.07</b>	<b>39,479.10</b>	<b>(16,431.10)</b>	<b>19,404.82</b>	<b>(107,982.16)</b>	<b>180,695.76</b>	<b>(391,473.47)</b>

Fresno Housing  
2023 Mixed Finance Results

	Villages @ Broadway	The Monarch	Villages @ Barstow	Wedgwood Apartments	Esperanza Commons	Corazon del Valle	Total
<b># of Units</b>	<b>25</b>	<b>56</b>	<b>42</b>	<b>63</b>	<b>7</b>	<b>60</b>	<b>2,460</b>
<b>INCOME</b>							
<b>TENANT INCOME</b>							
<b>NET TENANT INCOME</b>	<b>266,918.00</b>	<b>535,831.67</b>	<b>584,238.60</b>	<b>413,295.95</b>	<b>372,535.27</b>	<b>416,977.00</b>	<b>26,295,483.50</b>
<b>TOTAL INTEREST INCOME</b>	<b>16.43</b>	<b>5.38</b>	<b>755.21</b>	<b>367.14</b>	<b>6,637.65</b>	<b>24.52</b>	<b>295,719.12</b>
<b>TOTAL OTHER INCOME</b>	<b>178.29</b>	<b>8,348.76</b>	<b>887.55</b>	<b>141,697.00</b>	<b>-</b>	<b>-</b>	<b>265,635.60</b>
<b>TOTAL INCOME</b>	<b>267,112.72</b>	<b>544,185.81</b>	<b>585,881.36</b>	<b>555,360.09</b>	<b>379,172.92</b>	<b>417,001.52</b>	<b>26,856,838.22</b>
<b>EXPENSES</b>							
<b>TOTAL PAYROLL EXPENSES</b>	<b>64,189.46</b>	<b>61,417.88</b>	<b>52,598.64</b>	<b>108,078.57</b>	<b>112,859.94</b>	<b>65,787.61</b>	<b>4,662,596.17</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>102,950.00</b>	<b>47,491.85</b>	<b>120,037.40</b>	<b>120,151.20</b>	<b>71,183.05</b>	<b>17,263.06</b>	<b>3,523,505.94</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>12,755.00</b>	<b>27,006.45</b>	<b>20,180.97</b>	<b>549.64</b>	<b>6,000.00</b>	<b>93,232.00</b>	<b>1,183,319.93</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>30,901.40</b>	<b>263,919.16</b>	<b>103,496.48</b>	<b>68,271.81</b>	<b>146,955.19</b>	<b>15,954.48</b>	<b>3,767,430.30</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>77,252.91</b>	<b>10,763.13</b>	<b>31,968.62</b>	<b>102,542.12</b>	<b>41,565.99</b>	<b>2,730.10</b>	<b>5,152,280.77</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>19,379.70</b>	<b>94,220.62</b>	<b>47,094.36</b>	<b>138,675.35</b>	<b>1,542.78</b>	<b>2,293.73</b>	<b>1,476,221.10</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>307,428.47</b>	<b>504,819.09</b>	<b>375,376.47</b>	<b>538,268.69</b>	<b>380,106.95</b>	<b>197,260.98</b>	<b>19,765,354.21</b>
<b>NET OPERATING INCOME</b>	<b>(40,315.75)</b>	<b>39,366.72</b>	<b>210,504.89</b>	<b>17,091.40</b>	<b>(934.03)</b>	<b>219,740.54</b>	<b>7,091,484.01</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>39,486.78</b>	<b>28,402.91</b>	<b>37,043.94</b>	<b>44,267.45</b>	<b>76,183.68</b>	<b>15,385.24</b>	<b>2,923,335.95</b>
<b>TOTAL FINANCING EXPENSES</b>	<b>324,767.51</b>	<b>86,382.44</b>	<b>284,097.54</b>	<b>-</b>	<b>16,776.00</b>	<b>-</b>	<b>3,298,557.95</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>364,254.29</b>	<b>114,785.35</b>	<b>321,141.48</b>	<b>44,267.45</b>	<b>92,959.68</b>	<b>15,385.24</b>	<b>6,215,593.90</b>
<b>CASH FLOW</b>	<b>(404,570.04)</b>	<b>(75,418.63)</b>	<b>(110,636.59)</b>	<b>(27,176.05)</b>	<b>(93,893.71)</b>	<b>204,355.30</b>	<b>875,890.11</b>



# Mixed Finance Properties 2023 Results

*Boards of Commissioners Meeting  
June 25, 2024*



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



# 'Mixed Finance' Properties

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## What are they?

- Properties owned by a limited partnership
- Originally sponsored and developed by Fresno Housing
- Mixed finance means that several funding sources were used to develop the properties (examples: Tax Credits, HRFC, private mortgage, HOME funds, etc...).

## Why are we involved?

- Silvercrest, Inc. (an instrumentality of the HA) is the Managing General Partner of the limited partnerships and is responsible for on-going operations.
- The Agency and its subsidiaries (Silvercrest, HRFC) have a vested interest in the properties.
- Properties fulfill Agency's mission to create affordable housing.



## Prior Methodology:

- Same net Cash Flow(CF) expectation for every property
- No consideration given to properties that are new, meaning they may still have lingering construction costs and/or have not had a full year of operations
- Different properties have different goals and expense structures
  - Recent Agency investment in permanent supportive housing require increased resources for services and maintenance

# Rethinking How We Evaluate Properties



# What did this Presentation look like last year?

## Measuring Property Success

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

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

### Criteria based on Cash Flow

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

# Updated Methodology for 2023

Properties will be evaluated based on:

- Different expectations for:
  - Permanent Supportive Housing
  - New / Not yet Stabilized Properties –
    - *Undergoing permanent loan conversion in 2023*
    - *Have lingering construction costs*
    - *Less than 1 year of operations*
  - All Other Properties
    - *Still Classified as Low, Standard, or High performers*

## Purpose of Changes

*Provide meaningful and relevant data, align financial and performance measurement with the operational goals of each properties*

# 2023 Financial Results for All Properties

	2023 Budget	2023 Results	\$ Variance	% Variance
<b>MIXED FINANCE BUDGET</b>				
Total Income	25,701,728	26,856,838	1,155,110	4%
Total Expenses	18,818,828	19,765,354	(946,526)	-5%
<b>Net Operating Income</b>	<b>6,882,900</b>	<b>7,091,484</b>	<b>208,584</b>	<b>3%</b>
Total Non-Operating Expenses	3,782,810	6,215,594	(2,432,784)	-64%
<b>Net Cash Flow</b>	<b>3,100,090</b>	<b>875,890</b>	<b>(2,224,200)</b>	<b>-72%</b>

The 2023 budgets include 41 properties with over 2,400 units

- Total Income is \$1.1M better due to lower vacancy and increased rental income and subsidy received
- Total Expenses are \$946k more than budgeted due to increased maintenance contracts and one-time construction costs.
- Total Non-Operating Expenses \$2.2M were more than budgeted due to additional major repairs and construction loan interest payments.

# Measuring Performance:

## \*New/Not Stabilized Properties

Properties undergoing permanent loan conversion in 2023, had lingering construction costs, or had less than one year of operations

<b>Property Name</b>	<b>Budget</b>	<b>Results</b>
Linnaea Villas	High	Stabilization
Villages @ Paragon	High	Stabilization
Villages @ Broadway	High	Stabilization
Villages @ Barstow	High	Stabilization
The Monarch	High	Stabilization
Esperanza Commons	High	Stabilization
Corazon del Valle	High	Stabilization

\*New category this year for new/not stabilized properties



# Measuring Performance:

## \*Permanent Supportive Housing

Properties designed to break even recognized for meeting operational objectives

<u>Property Name</u>	<u>Budget</u>	<u>Results</u>
Renaissance at Trinity	High	High
Renaissance at Santa Clara	High	Standard
Renaissance at Parc Grove	High	High
Renaissance at Alta Monte	Standard	Low

### PSH Criteria based on Cash Flow/Unit

High Performer = > \$250

Standard Performer = \$0 < \$250

Low Performer = < \$0/Unit

\*New, different performance criteria introduced this year for permanent supportive housing



# Measuring Property Success

	2018	2019	2020	2021	2022	2023
	Results	Results	Results	Results	Results	Results
High Performers	25	25	27	25	27	14
Standard Performers	1	4	3	4	3	13
Low Performers	-	-	1	2	6	7
*Stabilization	-	-	-	-	-	7
<b>Total</b>	<b>26</b>	<b>29</b>	<b>31</b>	<b>31</b>	<b>36</b>	<b>41</b>

- Each property is managed as a separate and independent financial entity
- Each property should break even (Cash Flow or CF > 0)
- Categorized as a low, standard, or high performer using **cash flow after debt service (required principal and interest payments on loans)**, per unit, as the basis of measuring performance
- **\*Stabilization** – Properties undergoing permanent loan conversion in 2023, had lingering construction costs, or had less than one year of operations

**Criteria based on Cash Flow/Unit**  
 High Performer = >\$1,000/Unit  
 Standard Performer = \$250 - \$1,000/Unit  
 Low Performer = <\$250/Unit

**PSH Criteria based on Cash Flow/Unit**  
 High Performer = > \$250  
 Standard Performer = \$0 < \$250  
 Low Performer = < \$0/Unit

# 2023 Results for Permanent Supportive Housing

	Renaissance at Trinity	Renaissance at Santa Clara	Renaissance at Alta Monte	Renaissance at Parc Grove
<b># of Units</b>	20	70	30	39
<b>Property Name</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
<b>TOTAL INCOME</b>	264,376.98	887,292.89	323,529.34	624,953.98
<b>TOTAL OPERATING EXPENSES</b>	203,585.66	764,075.90	392,582.72	373,760.96
<b>NET OPERATING INCOME</b>	60,791.32	123,216.99	(69,053.38)	251,193.02
<b>TOTAL NON-OPERATING EXPENSES</b>	30,456.69	113,231.72	91,964.55	66,700.52
<b>CASH FLOW</b>	30,334.63	9,985.27	(161,017.93)	184,492.50
<i>CF per Unit</i>	1,516.73	144.71	(5,552.34)	4,612.31

Four properties with net operating income of \$366 thousand and cash flow of \$63 thousand



# 2023 Results for High Performers

	Granada Commons	Parc Grove Commons II	Bridges at Florence	Mendota RAD	Viking Village RAD	Marion Villas	Pacific Gardens	541 @ South Tower & Cedar Heights	Rio Villas	Elderberry	Fenix @ Calaveras & Fenix @ Glenn	Solivita Commons
# of Units	16	215	34	124	40	46	56	45	30	75	30	60
Property Name	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
TOTAL INCOME	172,945.78	2,468,764.87	324,052.76	1,280,156.70	409,233.56	412,565.36	550,516.18	469,891.73	355,098.90	692,331.34	280,987.83	663,698.97
TOTAL OPERATING EXPENSES	127,980.84	1,504,165.84	238,754.79	891,588.85	293,226.07	331,596.27	441,719.53	268,521.75	228,172.62	308,545.58	198,648.94	318,155.21
NET OPERATING INCOME	44,964.94	964,599.03	85,297.97	388,567.85	116,007.49	80,969.09	108,796.65	201,369.98	126,926.28	383,785.76	82,338.89	345,543.76
TOTAL NON-OPERATING EXPENSES	29,276.49	619,706.76	24,291.37	258,484.83	55,064.63	27,682.26	(7,468.56)	23,858.78	39,378.19	274,916.82	40,842.88	164,848.00
CASH FLOW	15,688.45	344,892.27	61,006.60	130,083.02	60,942.86	53,286.83	116,265.21	177,511.20	87,548.09	108,868.94	41,496.01	180,695.76
<i>CF per Unit</i>	2,304.37	1,604.15	1,794.31	1,049.06	1,523.57	1,110.14	4,034.21	6,339.69	2,918.27	1,451.59	1,383.20	3,011.60

12 properties with net operating income of \$2.9 million and cash flow of \$1.3 million

# 2023 Results for Standard Performers

	Parc Grove Northwest	City View @ Van Ness	Orange Cove RAD	Fresno RAD	Legacy Commons I	Kings River Commons	Cueva De Oso	Brierwood Court	Blossom Trail	Magnolia Commons	Oak Grove Commons	Orchard Apartments
# of Units	148	45	90	193	64	60	47	75	48	60	56	40
Property Name	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
TOTAL INCOME	1,675,327.23	477,150.32	924,428.32	1,901,722.31	614,190.44	579,429.95	474,141.47	1,073,369.19	443,531.54	633,697.44	585,830.07	560,562.54
TOTAL OPERATING EXPENSES	974,582.43	290,877.38	829,072.70	1,668,337.15	503,680.30	389,568.58	418,653.16	517,091.21	383,241.66	489,114.56	440,907.71	328,504.37
NET OPERATING INCOME	700,744.80	186,272.94	95,355.62	233,385.16	110,510.14	189,861.37	55,488.31	556,277.98	60,289.88	144,582.88	144,922.36	232,058.17
TOTAL NON-OPERATING EXPENSES	623,893.24	155,533.07	70,081.67	161,821.87	63,561.66	171,455.20	36,904.10	488,330.66	32,383.97	127,558.81	105,443.26	212,653.35
CASH FLOW	76,851.56	30,739.87	25,273.95	71,563.29	46,948.48	18,406.17	18,584.21	67,947.32	27,905.91	17,024.07	39,479.10	19,404.82
<i>CF per Unit</i>	519.27	668.26	280.82	370.79	733.57	306.77	387.17	905.96	581.37	283.73	704.98	485.12

12 properties with net operating income of \$2.7 million and cash flow of \$460 thousand

# 2023 Results for Low Performers

	Yosemite Village	Paseo 55	Villa Del Mar	Legacy Commons II	Mariposa Commons	Wedgwood Apartments
# of Units	69	55	48	64	40	63
Property Name	Actual	Actual	Actual	Actual	Actual	Actual
TOTAL INCOME	807,628.22	497,739.09	557,462.32	629,262.91	524,842.99	555,360.09
TOTAL OPERATING EXPENSES	707,645.79	461,058.88	406,913.14	450,002.75	373,191.92	538,268.69
NET OPERATING INCOME	99,982.43	36,680.21	150,549.18	179,260.16	151,651.07	17,091.40
TOTAL NON-OPERATING EXPENSES	107,070.65	42,095.56	146,615.53	173,782.14	168,082.17	44,267.45
CASH FLOW	(7,088.22)	(5,415.35)	3,933.65	5,478.02	(16,431.10)	(27,176.05)
<i>CF per Unit</i>	(102.73)	(98.46)	81.95	85.59	(410.78)	(452.93)

6 properties with net operating income of \$635 thousand and a cash flow deficit of \$46 thousand

# 2023 Waterfall Distributions

Note that “Waterfall Distributions” are payments made to development partners, the Agency, and its affiliated entities.

<b>Entity</b>	<b>Amount</b>	<b>Type of Payment</b>
HRFC	668,268	Loan Payments
Silvercrest	526,445	Management Fees
Fresno Housing	1,038,773	Developer Fee, Loan Payments
FH Related Entities	149,106	Management/Investor Fees, Interest Payments
City of Fresno	219,316	Loan Payments
County of Fresno	40,359	Loan Payments
External - Other	219,330	Investor Fees, Asset Management Fees
<b>Total</b>	<b>2,861,597</b>	

Out of the \$2.8 million to be distributed, \$2.3 million will go to the Agency and its affiliated entities

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

As the Managing General Partner, Silvercrest, Inc., will be  
asked to approve the 2023 Mixed Finance Budgets.

Questions or Comments?

# BOARD MEMO

O (559) 443-8400

F (559) 457-4294

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

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

**TO:** Board of  
Commissioners Fresno  
Housing

**FROM:** Tyrone Williams  
Chief Executive Officer

**SUBJECT:** Consideration of Allocation of Project-Based Vouchers for  
Permanent Housing Programs

**DATE:** June 17, 2024

**BOARD MEETING:** June 25,  
2024 **AGENDA ITEM:**

**AUTHOR:** Brandy Woodard

## Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to allocate project-based vouchers (PBVs) for Permanent Housing through Homekey replacement funds.

Pursuant to the authority granted to the Agency under the Annual Contributions Contract (ACC) between Fresno Housing (FH) and the U.S. Department of Housing and Urban Development (HUD), the Agency may choose to allocate a portion of its tenant-based vouchers as project-based vouchers (PBVs), per Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive procurement process and through the selection of a project that has been previously selected for competitive funding.

On April 21, 2023, the Agency issued a competitive Request for Qualifications (RFQ) from developers/applicants to apply for PBVs for the purpose of creating affordable, supportive housing opportunities in the City or County of Fresno. The RFQ made available up to 300 vouchers for persons who are homeless or at-risk of homelessness.

As a result of this RFQ, the Agency received four competitive and three non-competitive proposals from qualified developers/applicants. After the proposals were evaluated by a team of Agency staff, scoring was completed and four proposals were determined to be in the competitive range based on the published evaluation factors. As such the Agency is requesting approval from the Boards of Commissioners to allocate 231 project-based vouchers for the seven projects.

These awards will be contingent on HUD review, including subsidy layering, site and neighborhood, and environmental review, and any other requirements stated in the RFQ. The awardees will have two years from the date of the PBV award to complete a financial closing and sign an Agreement to Enter into a Housing Assistance Payment (AHAP) contract. If the awardee cannot meet these requirements, the award of PBVs will be revoked.

### **Fiscal Impact**

The 231 PBVs are anticipated to provide approximately \$2,644,260 million in subsidy per year. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Fresno Housing Authority staff person or contractor, subject to program guidelines. The PBVs and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City and County of Fresno, California award as follows:

Competitive Awards - forty-five (45) PBVs to UPholdings, Inc. for the Dakota project, fifty-two (52) PBVs to Fresno Housing Authority for Journey Home, forty-three (43) PBVs to Fresno Housing Authority for the Monte Vista project and thirty (30) PBVs to Self-Help Enterprises for the Villages at West Creek North and authorize Tyrone Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with an optional extension of up to 20 years

Non-Competitive Awards - twelve (12) PBVs to Fresno Housing Authority for Avalon Commons II, twenty-four (24) PBVs to the Fresno Housing Authority for the Parkside Inn project and twenty-five (25) PBVs to Fresno Housing Authority for the Osmon Street project and authorize Tyrone Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with an optional extension of up to 20 years.

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO TWELVE (12) PROJECT-BASED  
VOUCHERS FOR THE AVALON COMMONS II PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Avalon Commons II project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a non-competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to twelve (12) Project- Based Vouchers to the Avalon Commons II project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, the Fresno Housing Authority has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twelve (12) Project Based Vouchers to Fresno Housing Authority Avalon Commons II project in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners



**RESOLUTION NO. \_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO FORTY-FIVE (45) PROJECT-BASED  
VOUCHERS FOR THE DAKOTA PROJECT, AN AFFORDABLE HOUSING DEVELOPMENT  
IN FRESNO, CA**

WHEREAS, UPHoldings, Inc. intends to be the developer of the Dakota project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS UPHolding,s Inc. was selected through a competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to forty-five (45) Project-Based Vouchers to the Dakota project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, UPHoldings, Inc. has two years from the date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to forty-five (45) Project Based Vouchers to UPHoldings, Inc. for the Dakota Project in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO FIFTY-TWO (52) PROJECT BASED  
VOUCHERS FOR THE JOURNEY HOME PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Journey Home project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to fifty-two (52) Project- Based Vouchers to the Journey Home project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, the Fresno Housing Authority has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to fifty-two (52) Project Based Vouchers to Fresno Housing Authority Journey Home Project, in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO FORTY-THREE (43) PROJECT-  
BASED VOUCHERS FOR THE MONTE VISTA PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Monte Vista project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to forty-three (43) Project- Based Vouchers to the Monte Vista project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, the Fresno Housing Authority has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to forty-three (43) Project Based Vouchers to Fresno Housing Authority Monte Vista project in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF COUNTY OF FRESNO,**  
**CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY-FIVE (25) PROJECT-  
BASED VOUCHERS FOR THE OSMUN STREET PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN CLOVIS, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Osmun Street project, an affordable housing development located in Clovis, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a non-competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the County of Fresno desires to commit up to twenty-five (25) Project- Based Vouchers to the Osmun Street project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, the Fresno Housing Authority has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty-five (25) Project Based Vouchers to Fresno Housing Authority Osmun Street project in Clovis, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY-FOUR (24) PROJECT-  
BASED VOUCHERS FOR THE PARKSIDE INN PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Parkside Inn project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a non-competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to twenty-four (24) Project-Based Vouchers to the Parkside Inn project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, the Fresno Housing Authority has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty-four (24) Project Based Vouchers to Fresno Housing Authority Parkside Inn project in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING ALLOCATION OF UP TO THIRTY (30) PROJECT-BASED  
VOUCHERS FOR THE VILLAGES AT WEST CREEK NORTH, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, Self-Help Enterprises intends to be the developer of the Villages at West Creek North project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS Self-Help Enterprises was selected through a competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to thirty (30) Project-Based Vouchers to the Villages at West Creek North project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, Self-Help Enterprises has two years from the date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to thirty (30) Project Based Vouchers to Self-Help Enterprises Villages at West Creek North project in Fresno, CA.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of  
Commissioners



# Project Based Vouchers (PBV)

*Presentation by Brandy Woodard*

*June 25, 2024*



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



# What are Project Based Vouchers?

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- Project-Based Vouchers (PBVs) are a component of the Housing Choice Voucher (HCV) program
- The Agency is not allocated additional funding for PBV units and must utilize tenant-based voucher funding to allocate project-based units to a development project
- The Agency can use up to 20 percent of authorized voucher units for project-based units
- Project-basing units can support the development of affordable housing



# Project Based Vouchers

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- Released a Request for Qualifications (RFQ) in April 2023 for up to 300 project-based vouchers
  - Awarded 231 vouchers to seven different projects for Homekey replacement units
  - Homekey funding requires that residents be referred for these units through the FMCoC coordinated entry process
    - *Four competitive awards*
      - *These applications were evaluated through a competitive process based on criteria as defined in the RFQ*
      - *The competitive process and review of these applications ensured that the most suitable projects received PBV assistance*
      - *Examples of criteria include tenant selection plans, support services plans, and financial capacity*
    - *Three non-competitive awards*
      - *Submitted by previously awarded applicants and not subjected to the competitive review process*
  - The original RFQ closed on May 31, 2024
  - Currently a second round of applications with an additional 3 proposals is pending evaluation

# Awards and Financial Request

## PBV AWARDS

<b>Competitive</b>	<b># PBV Units</b>	<b>Per Unit Cost</b>	<b>Months</b>	<b>Annual Total</b>
Dakota - Upholdings	45	955	12	<b>\$515,700.00</b>
Journey Home (FH)	52	955	12	<b>\$595,920.00</b>
Monte Vista (FH)	43	955	12	<b>\$492,780.00</b>
Villages @ WestCreek (Self-Help)	30	955	12	<b>\$343,800.00</b>
<b>Total Competitive</b>	<b>170</b>			<b>\$1,948,200.00</b>
<b>Non-Competitive</b>	<b># PBV Units</b>	<b>Per Unit Cost</b>	<b>Months</b>	<b>Annual Total</b>
Avalon II (FH)	12	955	12	\$137,520.00
Parkside Inn (FH)	24	955	12	\$275,040.00
135 Osmon - Clovis (FH)	25	945	12	\$283,500.00
<b>Total Non-Competitive</b>	<b>61</b>			<b>\$696,060.00</b>
<b>OVERALL TOTAL</b>	<b>231</b>			<b>\$2,644,260.00</b>

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 06/25/2024  
**AGENDA ITEM:** 8 b  
**SUBJECT:** Consideration of an Agreement with Keenan and Associates for Benefit Services

**AUTHOR:** Crystal Cox  
**DEPARTMENT:** Administrative Services  
**MEMO DATE:** 06/17/2024

## Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award Keenan & Associates a contract to provide professional services as the Agency's Broker for the Employee Benefits Program following a comprehensive evaluation process. The firm has a good professional reputation, the experience, qualifications, and pricing advantageous to the Agency

## Recommendation

It is recommended that the Boards of Commissioners award the Employee Benefits Program Broker contract to Keenan & Associates. The contract term is July 1, 2024 through June 30, 2029, for an amount Not-To-Exceed \$238,268.34. It is further recommended that Tyrone Roderick Williams, Chief Executive Officer, or a designee execute the agreement..

## Fiscal Impact

Funding for this project is included in the Agency Operating budget.

## Background Information

Upon the request of Human Resources, Procurement staff prepared and distributed a Request for Proposals (RFP) seeking responses from qualified, licensed and insured Employee Benefit Program Brokers. Solicitation efforts included publication in the Fresno Bee, Fresno Housing social media, and the Fresno Housing's E-procurement website. The scope of work expressed in the RFP includes, but is not limited to:

- Evaluating existing employee benefit plans, research the market and identify other competitive insurance coverage options that meet the needs of the Agency and its employees;
- Soliciting competitive bids that could provide cost effective delivery of various benefits, evaluate proposals, and make recommendations to the Health Benefits Advisory Committee;
- Conducting carrier negotiations to provide for adequate medical, prescription, dental, vision and life insurance coverage as well as, effective COBRA, flexible spending account plan administration
- Employee Assistance Program services;
- Providing advice on any and all significant matters and developments regarding employee benefit trends as well as related compliance and carriers or networks service issues;
- Providing month to month performance of self-funded plans; and.
- Provide assistance to employees with benefits and claims issues that may arise during the regular business hours.

## FRESNO HOUSING

After the filing deadline it was determined that three proposers were responsive. The three firms are:

- Barthuli and Associates Insurance Services, Inc. (Current Broker)
- J. D. Ostdiek Insurance Services, Inc.
- Keenan Associates (Recommended Broker)

The three proposals were advanced to a Committee for evaluation. Subsequent to the evaluation the current and recommended broker were advanced to the interview phase. The evaluation and interview panels were comprised of staff who serve on the Health Benefits Advisory Committee. The proposals were ranked based on the firm's experience, capacity, fee structure, and demonstrated understanding of the Agency's desired goals and objectives.

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

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

RESOLUTION APPROVING THE CONTRACT WITH KEENAN & ASSOCIATES

WHEREAS, the Housing Authority of Fresno City (the "Agency") released a Request for Proposals for an Employee Benefits Program Broker; and

WHEREAS, the Request for Proposals was available on the Agency's E-procurement website, advertised in the Fresno Bee, and posted on Agency social media accounts; and

WHEREAS, Keenan & Associates was determined to be responsive and provided qualifications and prices that were advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Keenan & Associates for Employee Benefits Program Broker services for a total contract period of five years for an amount that is not to exceed \$238,268.34;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or designee, to execute the contract for Keenan & Associates and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

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

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

**RESOLUTION APPROVING THE CONTRACT WITH KEENAN & ASSOCIATES**

WHEREAS, the Housing Authority of Fresno City (the "Agency") released a Request for Proposals for an Employee Benefits Program Broker; and

WHEREAS, the Request for Proposals was available on the Agency's E-procurement website, advertised in the Fresno Bee, and posted on Agency social media accounts; and

WHEREAS, Keenan & Associates was determined to be responsive and provided qualifications and prices that were advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Keenan & Associates for Employee Benefits Program Broker services for a total contract period of five years for an amount that is not to exceed \$238,268.34;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or designee, to execute the contract for Keenan & Associates and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF June 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners