



# Boards of Commissioners Meeting

March 22, 2016

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

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

**5pm March 22, 2016**

**1331 Fulton Mall, Fresno, CA 93721**

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

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

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PAGE #

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

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

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

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<b>5. Consent Agenda</b>	
a. Consideration of the minutes of February 23, 2016	4
b. City: Charge-off Uncollectible Accounts to Collection Losses for the 1 <sup>st</sup> Quarter 2016	11
c. County: Charge-off Uncollectible Accounts to Collection Losses for the 1 <sup>st</sup> Quarter 2016	16
<b>6. Informational</b>	
a. 2015 Agency Highlights and 75 <sup>th</sup> Anniversary Overview	20
b. ConnectHome Update – A White House Initiative	21
c. Overview of 2016 Mixed Finance Budgets – Renaissance Projects	22
d. Real Estate Development Overview	26
<b>7. Action Items – Commissioners may Consider, Approve, Deny, and/or Continue</b>	
a. Consideration of the Congressional Correspondence	27
<b>8. Executive Director’s Report</b>	31
<b>9. Commissioners’ Report</b>	
<b>10. Adjournment</b>	

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

**Tuesday, February 23, 2016**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, February 23, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:01 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:       ADRIAN JONES, Chair  
  RUEBEN SCOTT, Vice Chair  
  CRAIG SCHARTON  
  STEVEN BEDROSIAN  
  KARL JOHNSON  
  JORGE AGUILAR

COMMISSIONERS ABSENT:       None.

The meeting was called to order at 5:01 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT:       VENILDE MILLER

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

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

The Boards moved item 3 to follow item 11 and removed item 7(C).

No public comment.

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

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

3. CLOSED SESSION

PUBLIC EMPLOYMENT

Title: CEO/Executive Director

This item was moved to follow item 11.

4. PUBLIC COMMENT

There was no public comment.

5. POTENTIAL CONFLICTS OF INTEREST

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

There were no conflicts of interest announced.

6. CONSENT AGENDA

- a. Consideration of the minutes of January 26, 2016

No public comment.

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

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

## 7. INFORMATIONAL

### a. Introduction to Audit Process of 2015 Financials

Jim Barker, Chief Financial Officer, introduced Mark Davis. Mark Davis, of Davis Farr LLP, the Auditor for the Agency's 2015 financial statements provided the Boards with a brief overview of the process and the plan for this year's audit.

### b. Overview of Housing Choice Voucher Department Structure

Tracewell Hanrahan, Deputy Executive Director, presented to the Boards with an overview of Housing Choice Voucher (HCV) Department's current structure and new proposed structure. Ms. Hanrahan explained that over the past couple of months, the Agency conducted a thorough analysis of the processes, structure, and the needs within the HCV program. The presentation included a review of project goals, the process of the analysis, key themes within the analysis, the progress, before and after organizational charts, budget implications, and the next steps.

### c. Overview of 2016 Mixed Finance Budgets – Renaissance Projects

This item was removed from the agenda.

### d. Real Estate Development Update and Housing Relinquished Fund Corp. Reserve Analysis

Tracewell Hanrahan presented the first part of the update on the current findings from the Housing Relinquished Fund Corporation Reserve Analysis.

Michael Duarte, Director of Planning and Community Development presented the second part of the presentation, which discussed the activity that increased costs of construction.

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

### a. City: Consideration of the Submission of the Section-Eight Management Assessment Program (SEMAP) Certification

Juan Lopez, Senior Housing Analyst, presented the recommendation to submit the SEMAP certification to HUD by the deadline date of February 29, 2016 for the Housing Authority of the City of Fresno.

No public comment.

*Commissioner Scott motioned for the City Board's approval to submit the SEMAP certification to HUD. This action was seconded by Commissioner Bedrosian, and by*

*unanimous vote of the Board of Commissioners for the City, the consideration to submit the SEMAP certification to HUD was approved.*

- b. County: Consideration of the Submission of the Section-Eight Management Assessment Program (SEMAP) Certification

Juan Lopez presented the recommendation to submit the SEMAP certification to HUD by the deadline date of February 29, 2016 for Housing Authority of Fresno County.

No public comment.

*Commissioner Eager motioned for the County Board's approval to submit the SEMAP certification to HUD. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the consideration to submit the SEMAP certification to HUD was approved.*

- c. Consideration of Application Submission and Funding Commitments – Edison Plaza Phase II

Michael Duarte recommended the Boards approve the application submission and funding commitments for Edison Plaza Phase II.

No public comment.

*Commissioner Scharton motioned for the City Board's approval of application submission and funding commitments for Edison Plaza Phase II. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the consideration of the application submission and funding commitments for Edison Plaza Phase II was approved.*

*Commissioner Anthony motioned for the County Board's approval of application submission and funding commitments for Edison Plaza Phase II. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the consideration of the application submission and funding commitments for Edison Plaza Phase II was approved.*

- d. Consideration of Application Submission and Funding Commitment – Magill Terrace

Michael Duarte recommended the Boards approve the funding application submission for Magill Terrace.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the application submission and funding commitments for Magill Terrace. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for*

*the City, the consideration of the application submission and funding commitments for Magill Terrace was approved.*

*Commissioner Petty motioned for the County Board's approval of the application submission and funding commitments for Magill Terrace. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consideration of the application submission and funding commitments for Magill Terrace was approved.*

e. Consideration of Funding Application Submission – Memorial Village

Michael Duarte recommended the Boards to approve the funding application submission for Memorial Village.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the funding application submission for Memorial Village. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the consideration of the funding application submission for Memorial Village was approved.*

*Commissioner Petty motioned for the County Board's approval of the funding application submission for Memorial Village. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consideration of the funding application submission for Memorial Village was approved.*

## 9. EXECUTIVE DIRECTOR'S REPORT

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

- A Special Board Meeting will be held on March 9, 2016 at 5:00 p.m.
- The All Staff Event will be on March 4, 2016 at Parc Grove Commons at 11:30 a.m.
- The Reedley Trailside Terrace Groundbreaking will be on Wednesday, February 24, 2016 at 2:00 p.m.
- Mr. Prince briefly discussed the process of the 2016 Goals and 2015 accomplishments.
- The NAHRO Legislative Conference in Washington, DC will be on April 10, 2016 to April 13, 2016.
- It is the one year anniversary of MAP Point.



- The Fresno Council of Governments (COG) will be participating in the 2016 One Voice Washington D.C. event on April 16, 2016 to April 21, 2016. Mr. Prince is working on attending the conference.
- Supervisor Perea held a Homeless symposium on February 19, 2016 at Parc Grove Commons. Supervisor Perea requested Angie Nguyen, Director of Strategic Initiatives & Housing Programs, as a facilitator for the event.
- Acknowledged the Point in Time (PIT) process and assessment. There were over 700 volunteers for the 2016 PIT.
- Mr. Prince announced an employee promotion for Christina Husbands, to Senior Manager of Planning and Community Development.

#### 10. COMMISSIONERS' REPORT

Commissioner Scharton requested an update on 2015 overview of the Housing Quality Standards, and for the Agency to invest in more local business for events.

There was no further information given on this item.

#### 11. CLOSED SESSION

The Boards went into closed session at approximately 6:42 p.m.

##### CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: 1110 N. Blackstone Ave., Fresno, CA

Agency negotiator: Preston Prince

Negotiating parties: Capital CBF Real Property Holdings, LLC and Fresno Housing Authority

Under negotiation: Real Estate transaction

##### PUBLIC EMPLOYMENT

Title: CEO/Executive Director

#### 12. REPORT ON CLOSED SESSION ITEMS

The Boards went into open session at approximately 7:13 p.m.

There were no actions to report.

### 13. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 7:17 p.m.

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Preston Prince, Secretary to the Boards of Commissioners


# BOARD MEMO

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

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

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 5b

**AUTHOR:** Hilda Reeves

**SUBJECT:** Authorization of Charge-off Uncollectible Accounts to Collection Losses for the 1<sup>st</sup> Quarter of 2016 for the City Housing Programs

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## Executive Summary

Fresno Housing Authority fulfills its affirmative responsibility to try to collect delinquent debts that are owed to the Agency, until it becomes evident that a debt is "uncollectible". When that occurs we terminate collection action and write off the debt. The Housing Authority engages in active collection efforts, such as demand letters, repayment agreements, credit bureau reporting, garnishments obtained by Judgments at Small Claims Courts and referrals to HUD's Enterprise Income Verification System (EIV). EIV blocks former tenants from receiving future assistance until debts owed are paid.

An analysis of uncollectible accounts for the City Housing Management Programs for the First Quarter of 2016 is found below.

### First Quarter Financial Impact:

First Quarter Collection Losses for the City total \$15,902.09. Of this amount, \$15,312.23 will be charged to the Public Housing Program, \$0.00 will be charged to Mariposa Farm Labor Housing and \$589.86 will be charged to Garland Gardens.

### Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for City Housing Programs, relative to the First Quarter of 2016.

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

RESOLUTION AUTHORIZING CHARGE-OFF OF  
UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES  
FOR THE FIRST QUARTER 2016 FOR CITY HOUSING PROGRAMS

WHEREAS, the Housing Authority of the City of Fresno has made every reasonable effort to collect the delinquent accounts; and

WHEREAS, in accordance with established policy which provides that at the end of each quarterly period an examination shall be made by the project management of such delinquencies and that, after the Board of Commissioners of the Housing Authority of the City of Fresno has authorized charging uncollectible accounts to collection losses, such amount as determined uncollectible shall be charged to collection losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno desires to comply with said policy and does hereby authorize charge-off to collection losses that total amount of \$15,902.09.

PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF MARCH, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

**PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:**

TYPE OF CHARGES	LOW INC. PUB.HSG. AMOUNT	GARLAND GARDENS AMOUNT	MARIPOSA FARM LABOR AMOUNT
Dwelling Rent-Qrtly	271,393.00	30,271.00	46,475.00
Other Charges-Qrtly	0.00	0.00	0.00
<b>Total Charges</b>	<b>271,393.00</b>	<b>30,271.00</b>	<b>46,475.00</b>

**PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:**

TYPE OF CHARGES	LOW INCOME PUBLIC HSG.		GARLAND GARDENS		MARIPOSA FARM LABOR	
	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	10,535.43	68.80%	\$390.85	66.26%	0.00	0.00%
Legal Action	2,666.25	17.41%	126.00	21.36%	0.00	0.00%
Miscellaneous Charges	2,110.55	13.78%	73.01	12.38%	0.00	0.00%
<b>Total Uncollectible</b>	<b>15,312.23</b>	<b>100.00%</b>	<b>589.86</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00%</b>

**PART III - COMPARISON OF NEW COLLECTION LOSSES TO PREVIOUS YEARS AND CURRENT YEAR-TO-DATE:**

	<u>Total Uncollectible</u>	<u>Amount of Loss</u>	<u>Recovered Losses</u>	<u>Percent of Dwelling Rent</u>	<u>Per Unit Per Month</u>
<b>LOW INC. PUB. HSG.</b>					
Calendar Year 2010	14,196.45	12,299.60	1,896.85	0.78%	1.65
Calendar Year 2011	36,587.96	34,603.26	1,984.70	2.19%	4.15
Calendar Year 2012	38,715.61	35,670.03	3,045.58	9.71%	16.38
Calendar Year 2013	36,759.84	34,954.34	1,805.50	9.53%	15.55
Calendar Year 2014	25,504.38	25,504.38	0.00	2.09%	4.91
Calendar Year 2015	44,049.23	43,430.49	12.59	3.14%	33.91
First Quarter 2016	15,312.23	14,932.23	380.00	5.64%	11.79
Second Quarter 2016	0.00	0.00	0.00	0.00%	9.80
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>GARLAND GARDENS</b>					
Calendar Year 2010	2,523.05	2,523.05	0.00	4.37%	4.21
Calendar Year 2011	4,791.97	4,067.77	724.20	5.28%	7.99
Calendar Year 2012	5,955.68	5,955.68	0.00	21.74%	39.70
Calendar Year 2013	2,634.35	2,634.35	0.00	7.12%	17.56
Calendar Year 2014	23.74	23.74	0.00	0.00%	0.04
Calendar Year 2015	5,048.23	1,934.75	0.00	0.00%	0.00
First Quarter 2016	589.86	589.86	0.00	1.95%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>MARIPOSA - FLH</b>					
Calendar Year 2010	1,262.50	1,262.50	0.00	3.60%	2.63
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2013	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2014	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2015	2,147.94	2,147.94	0.00	4.51%	3.58
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00

**CHARGE-OFF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FIRST QUARTER 2016**

**CITY HOUSING PROGRAMS:**

AMP 1	\$ 11,235.71
AMP 2	<u>\$ 4,076.52</u>
<b>TOTAL LOW INCOME PUBLIC HOUSING</b>	<u>\$ 15,312.23</u>
<b>GARLAND GARDENS</b>	\$ 589.86
<b>MARIPOSA FARM LABOR</b>	<u>\$ -</u>
<b>TOTAL CITY WRITE-OFFS</b>	<u><u>\$ 15,902.09</u></u>

RECOVERY OF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FIRST QUARTER 2016

CITY HOUSING PROGRAMS:

AMP 1	\$0.00
AMP 4	\$380.00
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$380.00</u>
GARLAND GARDENS	\$ -
MARIPOSA FARM LABOR	\$ -
TOTAL CITY WRITE-OFFS RECOVERED	<u>\$380.00</u>


# BOARD MEMO

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

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

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 5c

**AUTHOR:** Hilda Reeves

**SUBJECT:** Authorization of Charge-off Uncollectible Accounts to Collection Losses for the 1<sup>st</sup> Quarter of 2016 for the County Housing Programs

---

## Executive Summary

Fresno Housing Authority fulfills its affirmative responsibility to try to collect delinquent debts that are owed to the Agency, until it becomes evident that a debt is "uncollectible". When that occurs we terminate collection action and write off the debt. The Housing Authority engages in active collection efforts, such as demand letters, repayment agreements, credit bureau reporting, garnishments obtained by Judgments at Small Claims Courts and referrals to HUD's Enterprise Income Verification System (EIV). EIV blocks former tenants from receiving future assistance until debts owed are paid.

An analysis of uncollectible accounts for the County Housing Management Programs for the First Quarter of 2016 is found below.

### Fourth Quarter Financial Impact:

First Quarter Collection Losses for the County total \$3,200.19. Of this amount, \$2,454.44 will be charged to the Public Housing Program, \$0.00 will be charged to the Farm Labor Housing Program, \$0.00 to the Firebaugh Family Apts, \$0.00 to the CalHFA Program and \$745.75 will be charged to Migrant Program.

### Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the County of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for County Housing Programs, relative to the First Quarter of 2016.



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

BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO  
RESOLUTION AUTHORIZING CHARGE-OFF OF  
UNCOLLECTIBLE ACCOUNTS TO COLLETION LOSSES  
FOR THE FIRST QUARTER 2016 FOR COUNTY HOUSING PROGRAMS

WHEREAS, the Housing Authority of Fresno County has made every reasonable effort to collect the delinquent accounts; and

WHEREAS, in accordance with established policy which provides that at the end of each quarterly period an examination shall be made by the project management of such delinquencies and that, after the Board of Commissioners of the Housing Authority of Fresno County has authorized charging uncollectible accounts to collection losses, such amount as determined uncollectible shall be charged to collection losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County desires to comply with said policy and does hereby authorize charge-off to collection losses that total amount of \$3,200.19.

PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF MARCH, 2016. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

TYPE OF CHARGES	LOW INC. PUB.HSG.	CITRUS	PARLIER	FIREBAUGH
	AMPS 1 - 6	FARM LABOR	FARM LABOR	FAMILY APTS.
	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Dwelling Rent-Only	626,147.00	19,407.00	53,540.00	46,476.00
Other Charges-Only	0.00	0.00	0.00	0.00
<b>NET RENT</b>	<b>626,147.00</b>	<b>19,407.00</b>	<b>53,540.00</b>	<b>46,476.00</b>

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

TYPE OF CHARGES	LOW INCOME PUBLIC HSG.		PARLIER FARM LABOR		CITRUS FARM LABOR		FIREBAUGH FAMILY APTS.	
	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	570.67	23.25%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Legal Action	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Miscellaneous Charges	1,883.77	76.75%	0.00	0.00%	0.00	0.00%	0.00	0.00%
<b>Total Uncollectible</b>	<b>2,454.44</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>

PART III - COMPARISON OF NEW COLLECTION LOSSES TO PREVIOUS YEARS AND CURRENT YEAR-TO-DATE

	Total Uncollectible	Amount of Loss	Recovered Losses	Percent of Dwelling Rent	Per Unit Per Month
<b>LOW INC. PUB. HSG.</b>					
Calender Year 2013	52,934.08	49,225.72	3,708.36	7.03%	18.13
Calender Year 2014	27,814.43	27,814.43	0.00	1.08%	3.09
Calender Year 2015	27,065.04	29,729.00	1,960.55	2.16%	8.56
First Quarter 2016	2,454.44	2,454.44	0.00	0.39%	1.09
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>CITRUS GARDENS FARM LABOR</b>					
Calender Year 2013	1,590.61	1,590.61	0.00	6.96%	17.67
Calender Year 2014	0.00	0.00	0.00	0.00%	0.00
Calender Year 2015	526.49	526.49	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	2.79
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>MENDOTA FARM LABOR</b>					
Calender Year 2013	0.00	0.00	0.00	0.00%	0.00
Calender Year 2014	0.00	0.00	0.00	0.00%	0.00
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>PARLIER FARM LABOR</b>					
Calender Year 2013	0.00	0.00	0.00	0.00%	0.00
Calender Year 2014	1,614.34	1,614.34	0.00	0.76%	3.36
Calender Year 2015	1,661.09	1,661.79	0.15	0.40%	1.77
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>FIREBAUGH FAMILY APARTMENTS</b>					
Calender Year 2013	0.00	0.00	0.00	0.00%	0.00
Calender Year 2014	95.87	95.87	0.00	0.05%	0.23
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>PARKSIDE</b>					
Calender Year 2013	4,660.94	4,660.94	0.00	10.08%	31.07
Calender Year 2014	566.73	566.73	0.00	0.32%	0.94
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00
<b>MALDONADO MIGRANT</b>					
Calender Year 2014	0.00	0.00	0.00	0.00%	0.00
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	113.75	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	100.00%	1.00
<b>PARLIER MIGRANT</b>					
Calender Year 2014	1,016.00	1,016.00	0.00	0.26%	0.64
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	632.00	632.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2016	0.00	0.00	0.00	0.00%	0.00

**CHARGE-OFF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FIRST QUARTER 2016**

**COUNTY HOUSING PROGRAMS:**

AMP 1	\$ -
AMP 2	\$ 370.10
AMP 3	\$ 17.55
AMP 4	\$ -
AMP 5	\$ -
AMP 6	<u>\$ 2,066.79</u>
<b>TOTAL LOW INCOME PUBLIC HOUSING</b>	<u><u>\$ 2,454.44</u></u>
<b>FIREBAUGH FAMILY APARTMENTS</b>	\$ -
<b>PARKSIDE CHFA</b>	\$ -
<b>PARLIER FARM LABOR</b>	\$ -
<b>MENDOTA FARM LABOR</b>	\$ -
<b>MALDONADO MIGRANT</b>	\$ 113.75
<b>PARLIER MIGRANT</b>	\$ 632.00
<b>CITRUS FARM LABOR</b>	<u>\$ -</u>
<b>TOTAL COUNTY WRITE-OFFS</b>	<u><u>\$ 3,200.19</u></u>

## BOARD MEMO

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TTY (800) 735-2929

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

**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince 

CEO/Executive Director

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 6a

**AUTHOR:** Brandi Johnson

**SUBJECT:** 2015 Highlights and 75<sup>th</sup> Anniversary

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### Executive Summary

The purpose of this memo is to provide you with an overview of Agency Highlights that strategically aligns with our mission and communications strategies. Additionally, we will review the Agency's 75<sup>th</sup> Anniversary.

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince 

CEO/Executive Director

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 6b

**AUTHOR:** Sabrina Kelley

**SUBJECT:** Get Connected Fresno – A ConnectHome Initiative

Progress Update

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### Executive Summary

EveryoneOn and the U.S. Department of Housing and Urban Development (HUD) are collaborating to connect children and families in HUD-assisted housing with access to high-speed Internet. This pilot program is called ConnectHome. ConnectHome will accelerate broadband adoption and narrow the digital divide in communities across the nation. ConnectHome will address various barriers to broadband access, including the costs associated with high-speed service and electronic devices, and the need to provide residents with training in digital literacy.

ConnectHome is launching in 28 communities across the United States. Locally, FH and our community partners will launch ConnectHome at Parc Grove Commons with a Tech Launch Party. The Tech Party will feature virtual experience booths, give-a-ways, a Red Carpet experience, and a live DJ. The purpose of this event is to create excitement and increase awareness about ConnectHome and the tech resources and skill building workshops that will be offered to FH residents. Bobby Coulter, IT and Special Projects Manager and Sabrina Kelley, Resident Services Manager will provide the update on this project.


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

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

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 6c

**AUTHOR:** Michael Duarte

**SUBJECT:** 2016 Budget Adoption – Mixed Finance Properties

---

### Executive Summary

Over the past seven years, the Boards have sponsored and approved over 20 real estate development projects, beginning with Yosemite Village, and including Granada Commons, two phases of Parc Grove Commons, three Renaissance projects, four RAD projects, and several other properties throughout Fresno County. We collectively call these groups of projects the “Mixed Finance Properties” because we used several (“mixed”) financing sources to acquire and construct the units.

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

- Renting, maintaining, and repairing the project, as needed
- Selecting the property management company
- Monitoring tenant and financial compliance

Another one of the responsibilities of the managing general partner is to review and approve the annual operating budgets and financial performance for the partnerships. However, because the Fresno Housing Authority originally sponsored these projects and has a vested interest in the success of the properties, staff will be presenting the 2016 annual budgets for each of the properties to the Board of Commissioners, and then later requesting that the Silvercrest, Inc. Board of Directors adopts the budgets.

### Recommendation

This item is information only. No action is required. However, Board of Directors for Silvercrest, Inc. will be asked to approve the three 2016 Renaissance Budgets that will be presented.

## 2016 Mixed Finance Budget

### 2016 Budget

	Yosemite Village	Pacific Gardens	Parc Grove Commons	Trinity	Alta Monte	Santa Clara	Parc Grove NW	Fresno-RAD	Viking Village	Bridges at Florence	Fultonia	Droge	Villa Del Mar	Granada	Marion Villas	Kings River Commons	RAD-Mendota	RAD-OC	Elderberry	Total Mixed Finance
<b>INCOME</b>																				
TENANT RENTAL INCOME	231,360	194,533	1,221,788	37,300	35,000	82,932	1,374,300	237,793	88,024	200,598	196,561	289,183	324,155	76,200	275,660	393,728	269,119	584,410	429,000	6,541,644
RENTAL ASSISTANCE	238,000	114,802	594,000	114,000	162,000	400,044	-	1,228,137	229,552	-	-	-	-	31,000	-	-	818,931	170,455	-	4,100,921
OTHER INCOME	2,400	6,112	7,200	30,000	27,600	62,000	4,800	-	6,146	-	-	55,700	-	1,000	3,780	2,430	-	-	-	209,168
<b>Total Income:</b>	<b>471,760</b>	<b>315,447</b>	<b>1,822,988</b>	<b>181,300</b>	<b>224,600</b>	<b>544,976</b>	<b>1,379,100</b>	<b>1,465,930</b>	<b>323,722</b>	<b>200,598</b>	<b>196,561</b>	<b>344,883</b>	<b>324,155</b>	<b>108,200</b>	<b>279,440</b>	<b>396,158</b>	<b>1,088,050</b>	<b>754,865</b>	<b>429,000</b>	<b>10,851,733</b>
<b>EXPENSES</b>																				
PAYROLL & PAYROLL TAXES	63,000	87,979	315,200	46,842	47,574	117,001	191,400	295,142	52,603	42,800	45,000	60,900	69,500	44,100	55,641	55,400	178,361	158,857	51,000	1,978,300
ADMINISTRATIVE EXPENSES	44,800	32,454	53,700	21,387	21,057	29,964	22,150	141,703	33,755	9,300	10,575	22,600	14,700	8,073	20,650	33,446	63,591	62,293	13,800	659,998
MANAGEMENT FEES	33,120	-	91,149	9,600	14,400	33,600	63,000	155,172	32,341	19,840	16,200	21,120	20,160	8,208	18,694	19,482	99,696	72,360	21,900	750,042
TAXES & INSURANCE	23,000	327	52,150	12,048	2,071	14,604	31,850	75,336	1,549	7,250	10,500	10,500	14,927	5,736	10,300	25,353	30,536	32,357	17,476	377,870
UTILITIES, WATER & SEWER	84,320	47,739	158,280	30,609	40,100	71,700	135,290	145,318	24,089	31,460	19,950	21,600	55,230	16,300	44,660	37,340	130,000	116,000	69,400	1,279,385
MAINTENANCE	129,000	53,464	364,600	27,400	35,075	66,300	131,400	127,846	30,965	37,000	37,500	56,000	72,300	13,275	46,254	53,232	120,000	100,000	100,350	1,601,961
RESIDENT SERVICES	45,000	13,125	90,000	6,300	10,000	17,000	54,000	77,200	16,000	14,000	13,200	1,600	17,000	5,000	19,733	21,000	74,164	52,884	19,400	566,606
SECURITY	6,000	6,500	-	1,000	25,000	145,000	-	5,000	12,909	-	-	-	11,400	900	-	-	-	-	-	213,709
<b>Total Operating Expenses:</b>	<b>428,240</b>	<b>241,589</b>	<b>1,125,079</b>	<b>155,186</b>	<b>195,277</b>	<b>495,169</b>	<b>629,090</b>	<b>1,022,717</b>	<b>204,211</b>	<b>161,650</b>	<b>152,925</b>	<b>194,320</b>	<b>275,217</b>	<b>101,592</b>	<b>215,932</b>	<b>245,253</b>	<b>696,348</b>	<b>594,752</b>	<b>293,326</b>	<b>7,427,872</b>
<b>Net Operating Income:</b>	<b>43,520</b>	<b>73,858</b>	<b>697,909</b>	<b>26,114</b>	<b>29,323</b>	<b>49,807</b>	<b>750,010</b>	<b>443,214</b>	<b>119,511</b>	<b>38,948</b>	<b>43,636</b>	<b>150,563</b>	<b>48,938</b>	<b>6,608</b>	<b>63,508</b>	<b>150,905</b>	<b>391,703</b>	<b>160,113</b>	<b>135,674</b>	<b>3,423,862</b>
DEBT RELATED COSTS	-	-	243,360	-	-	-	440,244	-	-	-	-	80,515	6,800	-	-	90,000	184,000	-	52,080	1,096,999
PARTNERSHIP COSTS	19,900	9,920	38,500	5,675	11,025	9,765	37,300	32,500	13,400	15,000	37,546	26,500	31,167	-	10,500	27,500	-	99,000	20,700	445,898
OTHER	-	23,185	-	5,838	2,163	2,163	-	-	-	-	-	-	-	-	-	-	-	-	-	33,349
REPLACEMENT RESERVES	20,400	16,800	66,432	10,500	15,000	35,000	44,400	57,900	12,360	11,328	4,500	11,588	4,200	4,000	11,500	18,000	37,200	27,000	18,504	426,612
<b>Total Non-Operating Expenses</b>	<b>40,300</b>	<b>49,905</b>	<b>348,292</b>	<b>22,013</b>	<b>28,188</b>	<b>46,928</b>	<b>521,944</b>	<b>90,400</b>	<b>25,760</b>	<b>26,328</b>	<b>42,046</b>	<b>118,603</b>	<b>42,167</b>	<b>4,000</b>	<b>22,000</b>	<b>135,500</b>	<b>221,200</b>	<b>126,000</b>	<b>91,284</b>	<b>2,002,858</b>
<b>Total Net Income:</b>	<b>3,220</b>	<b>23,953</b>	<b>349,617</b>	<b>4,101</b>	<b>1,135</b>	<b>2,879</b>	<b>228,066</b>	<b>352,814</b>	<b>93,751</b>	<b>12,620</b>	<b>1,590</b>	<b>31,960</b>	<b>6,771</b>	<b>2,608</b>	<b>41,508</b>	<b>15,405</b>	<b>170,503</b>	<b>34,113</b>	<b>44,390</b>	<b>1,421,004</b>

# 2016 Budget

	Trinity	Alta Monte	Santa Clara
<b>INCOME</b>			
TENANT RENTAL INCOME	37,300	35,000	82,932
RENTAL ASSISTANCE	114,000	162,000	400,044
OTHER INCOME	30,000	27,600	62,000
<b>Total Income:</b>	<b>181,300</b>	<b>224,600</b>	<b>544,976</b>
<b>EXPENSES</b>			
PAYROLL & PAYROLL TAXES	46,842	47,574	117,001
ADMINISTRATIVE EXPENSES	21,387	21,057	29,964
MANAGEMENT FEES	9,600	14,400	33,600
TAXES & INSURANCE	12,048	2,071	14,604
UTILITIES, WATER & SEWER	30,609	40,100	71,700
MAINTENANCE	27,400	35,075	66,300
RESIDENT SERVICES	6,300	10,000	17,000
SECURITY	1,000	25,000	145,000
<b>Total Operating Expenses:</b>	<b>155,186</b>	<b>195,277</b>	<b>495,169</b>
<b>Net Operating Income:</b>	<b>26,114</b>	<b>29,323</b>	<b>49,807</b>
DEBT RELATED COSTS	-	-	-
PARTNERSHIP COSTS	5,675	11,025	9,765
OTHER	5,838	2,163	2,163
REPLACEMENT RESERVES	10,500	15,000	35,000
<b>Total Non-Operating Expenses</b>	<b>22,013</b>	<b>28,188</b>	<b>46,928</b>
<b>Total Net Income:</b>	<b>4,101</b>	<b>1,135</b>	<b>2,879</b>



As Presented at January Board Meeting

**2016 Mixed Finance Budget**

**2016 Budget**

	Yosemite Village	Pacific Gardens	Parc Grove Commons	Parc Grove NW	Fresno-RAD	Viking Village	Bridges at Florence	Fultonia	Droge	Villa Del Mar	Granada	Marion Villas	Kings River Commons	RAD-Mendota	RAD-OC	Elderberry	Total Mixed Finance
<b>INCOME</b>																	
TENANT RENTAL INCOME	231,360	194,533	1,221,788	1,374,300	237,793	88,024	200,598	196,561	289,183	324,155	76,200	275,660	393,728	269,119	584,410	429,000	6,386,412
RENTAL ASSISTANCE	238,000	114,802	594,000	-	1,228,137	229,552	-	-	-	-	31,000	-	-	818,931	170,455	-	3,424,878
OTHER INCOME	2,400	6,112	7,200	4,800	-	6,146	-	-	55,700	-	1,000	3,780	2,430	-	-	-	89,568
<b>Total Income:</b>	<b>471,760</b>	<b>315,447</b>	<b>1,822,988</b>	<b>1,379,100</b>	<b>1,465,930</b>	<b>323,722</b>	<b>200,598</b>	<b>196,561</b>	<b>344,883</b>	<b>324,155</b>	<b>108,200</b>	<b>279,440</b>	<b>396,158</b>	<b>1,088,050</b>	<b>754,865</b>	<b>429,000</b>	<b>9,900,858</b>
<b>EXPENSES</b>																	
PAYROLL & PAYROLL TAXES	63,000	87,979	315,200	191,400	295,142	52,603	42,800	45,000	60,900	69,500	44,100	55,641	55,400	178,361	158,883	51,000	1,766,909
ADMINISTRATIVE EXPENSES	44,800	32,454	53,700	22,150	141,703	33,755	9,300	10,575	22,600	14,700	8,073	20,650	33,446	63,591	62,293	13,800	587,591
MANAGEMENT FEES	33,120	-	91,149	63,000	155,172	32,341	19,840	16,200	21,120	20,160	8,208	18,694	19,482	99,696	72,360	21,900	692,442
TAXES & INSURANCE	23,000	327	52,150	31,850	75,336	1,549	7,250	10,500	10,500	14,927	5,914	10,300	25,353	30,536	32,536	17,476	349,504
UTILITIES, WATER & SEWER	84,320	47,739	158,280	135,290	145,318	24,089	31,460	19,950	21,600	55,230	16,300	44,660	37,340	130,000	116,000	69,400	1,136,976
MAINTENANCE	135,000	59,964	364,600	131,400	132,846	43,874	37,000	37,500	56,000	83,700	14,175	46,254	53,232	120,000	100,000	100,350	1,515,895
RESIDENT SERVICES	45,000	13,125	90,000	54,000	77,200	16,000	14,000	13,200	1,600	17,000	5,000	19,733	21,000	74,164	52,884	19,400	533,306
<b>Total Operating Expenses:</b>	<b>428,240</b>	<b>241,589</b>	<b>1,125,079</b>	<b>629,090</b>	<b>1,022,717</b>	<b>204,211</b>	<b>161,650</b>	<b>152,925</b>	<b>194,320</b>	<b>275,217</b>	<b>101,770</b>	<b>215,932</b>	<b>245,253</b>	<b>696,348</b>	<b>594,957</b>	<b>293,326</b>	<b>6,582,623</b>
<b>Net Operating Income:</b>	<b>43,520</b>	<b>73,858</b>	<b>697,909</b>	<b>750,010</b>	<b>443,214</b>	<b>119,511</b>	<b>38,948</b>	<b>43,636</b>	<b>150,563</b>	<b>48,938</b>	<b>6,430</b>	<b>63,508</b>	<b>150,905</b>	<b>391,703</b>	<b>159,909</b>	<b>135,674</b>	<b>3,318,235</b>
DEBT RELATED COSTS	-	-	243,360	440,244	-	-	-	-	80,515	6,800	-	-	90,000	184,000	-	52,080	1,096,999
PARTNERSHIP COSTS	19,900	9,920	38,500	37,300	32,500	13,400	15,000	37,546	26,500	31,167	-	10,500	27,500	-	99,000	20,700	419,433
OTHER	-	23,185	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,185
REPLACEMENT RESERVES	20,400	16,800	66,432	44,400	57,900	12,360	11,328	4,500	11,588	4,200	4,000	11,500	18,000	37,200	27,000	18,504	361,912
<b>Total Non-Operating Expenses</b>	<b>40,300</b>	<b>49,905</b>	<b>348,292</b>	<b>521,944</b>	<b>90,400</b>	<b>25,760</b>	<b>26,328</b>	<b>42,046</b>	<b>118,603</b>	<b>42,167</b>	<b>4,000</b>	<b>22,000</b>	<b>135,500</b>	<b>221,200</b>	<b>126,000</b>	<b>91,284</b>	<b>1,901,529</b>
<b>Total Net Income:</b>	<b>3,220</b>	<b>23,953</b>	<b>349,617</b>	<b>228,066</b>	<b>352,814</b>	<b>93,751</b>	<b>12,620</b>	<b>1,590</b>	<b>31,960</b>	<b>6,771</b>	<b>2,430</b>	<b>41,508</b>	<b>15,405</b>	<b>170,503</b>	<b>33,909</b>	<b>44,390</b>	<b>1,416,706</b>

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**SUBJECT:** Development Update

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 6d

**AUTHOR:** Christina Husbands

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### Executive Summary

Staff will provide an update on current development projects.

### Recommendation

None at this time. Informational only.


# BOARD MEMO

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

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

**DATE:** March 18, 2016

**BOARD MEETING:** March 22, 2016

**AGENDA ITEM:** 7a

**AUTHOR:** Angie Nguyen

**SUBJECT:** Draft Letter to Congressional Leaders regarding Department of Veterans Affairs Supportive Housing (VASH) Vouchers

---

## Executive Summary

Attached please find the requested draft correspondence to Congressional leaders regarding under utilization of Department of Veterans Affairs Supportive Housing (VASH) Vouchers.

Attached to this memorandum, is a draft letter to be distributed to all Congressional leaders outlining the various concerns and matters to be resolved with the administration of the VASH program.

## Recommendation

It is recommended the Boards of Commissioners authorize the CEO/Executive Director to sign and send the attached letter to all Congressional representatives, and attest, on behalf of the Boards of Commissioners, the desire to remedy the outlined issues within said program.

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[Via email]

March 27, 2016

The Honorable XXXXXXXXX  
 United States House of Representatives  
 Washington, DC

RE: Fresno Housing Authority Utilization of Department of Housing and Urban Development Veterans Affairs Supportive Housing (HUD-VASH) Voucher Program

Dear Congressman XXXXXXX,

This letter is intended to document concerns over under utilization of the Department of Housing and Urban Development Veterans Affairs Supportive Housing (HUD-VASH) Voucher Program. The HUD-VASH program is a Housing Choice Voucher (HCV) program specifically for homeless Veterans. Fresno VA provides referrals and case management to Veterans, while Fresno Housing Authority (FH) provides rental assistance. FH has made attempts to ameliorate this issue working with the Fresno Offices of the U.S. Dept. of Veteran Affairs (Fresno VA). In preparation of this letter, housing data for the period January – December 2015 was analyzed.

– Inconsistent rate of referrals from Fresno VA to FH: Data analysis from January – December 2015 shows the referral rate. As shown, referrals ranged from a low of seven (7) in November to a high of twenty-one (21) in September. The average referral rate for the year was thirteen (13) per month, with a total of 157 for the year. Note that referrals spiked during the summer months, immediately preceding the end of the Fresno VA fiscal reporting year.

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
11	12	17	12	15	10	14	19	21	9	7	10

– Successful referral to lease up rate: Analysis of data revealed while 87% of those referred completed voucher issuance, only 52% actually leased up (referred as Success Rate). This means that 48% were unsuccessful in leasing, for various reasons, and the voucher was canceled. The process from referral to voucher issuance involves a great deal of FH staff time – verifying documentation, performing orientations to program participants – if there is no subsequent lease up, said time is lost to the

applicable administrative fee. This presents a burden on FH finances in administering the program.

- It is common practice in other housing subsidy programs to “over-refer” eligible applicants to compensate for both attrition and those who are not successful in leasing a unit, as noted above. Despite recommendations from HUD and FH staff to apply this practice, the VA continues to refer only the exact number matching vouchers available. Unfortunately, this results in unreimbursable FH administrative costs, lower voucher utilization, higher risk of underperforming by year end, and more importantly, longer periods of instability for homeless Veterans.
- 
- Timing from voucher issuance to lease up: In 2015, 39% of those issued a voucher leased within ninety (90) days; 31% leased in over ninety (90) days; the remaining 30%, although receiving a voucher in 2015, did not lease up by year end and continued their search in 2016. Again, this impacts FH ability to reimburse staff time through administrative fees. In addition, it impacts our ability to accurately monitor and stabilize leasing and voucher utilization rates throughout the year which are key measures used by HUD to determine agency performance ratings by year end.
- Frequent changes in Fresno VA staffing: FH has experienced staff turnover within the VA position responsible for the HUD-VASH program. There have been eight (8) individuals in this position over the past six (6) years, with relatively long periods when the position is vacant. The current occupant of the position has been in place for approximately six (6) weeks.

FH, along with community partners have instituted a number of measures to assist the Fresno VA with recruiting Veterans and assisting with the housing process.

1. Co-location of staff: FH has made space available for a Fresno VA staff member; this post has usually been filled by the Housing Specialist. This has increased ease of communication between Fresno VA and FH and assisted in streamlining the housing process.
2. Increased orientations/voucher issuance: FH, at the Fresno VA’s request, will perform briefings for program participants in any monthly increment (i.e, once per week) as necessary. FH staff will also perform briefings at a location of convenience for our VA partners (i.e., VA facility, hospital room). Briefings currently occur twice per month at the request of the Fresno VA. In 2015, as a result of this effort, 76% of participants had vouchers issued within 30 days of referral.
3. Utilization of staff: To streamline processes and facilitate lease up, FH has utilized Inspectors to perform HQS inspections after hours and on weekends. Due to this effort, forty (40) Veterans were housed during July – August, 2015. FH hired an additional Housing Program Coordinator III to facilitate referrals and voucher processing, in addition to performing HQS inspections.

4. Community involvement: With participation in VA Central Office led initiatives, 25 Cities and Zero:2016, FH and the Fresno Madera Continuum of Care have increased street outreach and remain focused on housing Veterans through HUD-VASH and other programs. The 25 Cities Community Team, along with the Fresno VA, have compiled a “By Name” List of Veterans, with 138 homeless Veterans in need of housing.
5. FH has participated in numerous forums to learn and employ best practices in housing homeless Veterans. FH has discussed options including applying for applicable waivers from HUD to facilitate the streamlining of processes.

Thank you for your attention to this matter. Fresno Housing looks forward to being part of a solution to ending Veteran homelessness by utilizing the HUD-VASH resources.

Sincerely,


Preston Prince  
CEO/Executive Director

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## EXECUTIVE DIRECTOR'S REPORT

**TO:** Boards of Commissioners  
Fresno Housing Authority  
**DATE:** March 18, 2016  
**BOARD MEETING:** March 22, 2016  
**FROM:** Preston Prince   
CEO/Executive Director  
**AGENDA ITEM:** 8  
**AUTHOR:** Staff  
**SUBJECT:** Executive Director's Report – March 2016

### Executive Summary

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

### PLACE

#### Overview

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

February City Occupancy			<u>99.39%</u>		
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	1	99%
City AMP 2	8	244	243	3	99%
Southeast Fresno RAD	3	193	191	0	100%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	0	100%
Renaissance Trinity	1	21	20	0	100%
Renaissance Alta Monte	1	30	29	0	100%
Renaissance Santa Clara	1	70	69	1	99%
<b>Total City</b>	<b>19</b>	<b>836</b>	<b>826</b>	<b>5</b>	<b>99.39%</b>

<b>February City Occupancy (GSF Managed)</b>			<b>97.4%</b>		
Parc Grove	1	215	213	6	97.2%
Parc Grove - NW	1	148	147	4	97.3%
Yosemite Village	1	69	68	1	98.5%
<b>Total City</b>	<b>3</b>	<b>432</b>	<b>428</b>	<b>11</b>	<b>97.43%</b>

<b>February County Occupancy 97.48%</b>					
<b>COUNTY</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
County AMP 1	6	150	144	2	99%
County AMP 2*	6	194	192	10	95%
County AMP 3	3	90	89	1	99%
County AMP 4	4	152	151	1	99%
County AMP 5	2	52	52	1	98%
County AMP 6	5	112	111	3	97%
Granada Commons**	1	16	15	1	93%
<b>Total County</b>	<b>27</b>	<b>766</b>	<b>754</b>	<b>19</b>	<b>97.48%</b>

\*County AMP 2; High Vacancy due to relocation for Trailside Terrace.

\*\*Granada Commons; 1 vacant unit; moved out 3/3, currently being turned and 1 notice to vacate; scheduled to move out on 3/23

<b>February County RAD Occupancy 100%</b>					
<b>SITE</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
Mendota RAD	1	124	123	0	100.0%
Orange Cove RAD	1	90	69	0	100.0%
<b>Total County RAD</b>	<b>2</b>	<b>214</b>	<b>192</b>	<b>0</b>	<b>100.00%</b>
<b>February Special Programs Occupancy 93.44%</b>					
<b>SPECIAL PROGRAMS</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
Mariposa Farm Labor	1	40	40	2	95%
Parlier Farm Labor	1	40	40	0	100%
Orange Cove Farm Labor*	1	30	30	14	53%
Mendota Farm Labor	1	60	60	0	100%
Firebaugh Family Apts.	1	34	34	1	97%
Garland Gardens (CalHFA)	1	51	51	1	98%



Parkside Apartments (CalHFA)	1	50	50	2	96%
<b>Total Special Programs</b>	<b>7</b>	<b>305</b>	<b>305</b>	<b>20</b>	<b>93.44%</b>

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

### Wait List Report as of February 29, 2016

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	15,810	7,654	4,525	1001	28,990
County LIPH	19,847	18,039	7,309	790	45,985

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		13	27		40
Parkside-S8N/C		11	5	54	70

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
<b>Granada:</b>					
tax credit units			14	8	22
subsidized units			44	19	63
<b>Pacific Gardens :</b>					
tax credit units	15	7	11		33
subsidized units	152	78			230
<b>Parc Grove:</b>					
tax credit units	91	54	52	15	212
subsidized units	1,990	992	148	66	3,196
<b>Yosemite Village</b>	859	176	24	12	1,071

## Planning & Community Development

### Development Project Overview

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

Mendota RAD	Stabilization	Rios Terrace I & II, Mendota Apts. Multi-Family	124
Viking Village RAD	Stabilization	Multi-Family	40
Marion Villas	Stabilization	Marion & Ellis St, Kingsburg, CA Senior Housing	46
Fulton West/Cedar Heights Scattered Site	Under Construction	541 N. Fulton St and 4532 E. Hamilton Ave Multi-Family	45
Trailside Terrace	Under Construction	1233 & 1245 G St, Reedley, CA	55
Edison Plaza I	Under Construction	Walnut/Edison West Fresno, CA	64
Firebaugh Gateway	Under Construction	1238 & 1264 P St., Firebaugh, CA	30
Shockley Terrace	Pre-Development Finance Closing/ Construction Start March 2016	2132 Locust St, Selma, CA	48
Lowell Neighborhood	Pre-Development Finance Closing/ Construction Start March 2016	240-250 N. Calaveras Street and 146 N. Glenn Avenue, Fresno, CA	30
Edison Plaza II	Pre-Development Anticipated March 2016 Application	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development Anticipated March 2016 Application	401 Nelson, Fowler, CA	60
Memorial Village	Pre-Development Anticipated July 2016 Application	302 K St, Sanger, CA	55
Oak Grove	Pre-Development Anticipated July 2016 Application	Bigger Street and Parlier Avenue, Parlier, CA	81
Parc Grove Commons NE (Veterans Phase)	Pre-Development Anticipated March 2017 Application	Clinton and Angus, Fresno, CA	40

### Project Highlights

Cedar Heights, 14 units of the overall 45 unit Fulton West/Cedar Heights scattered site project is wrapping up construction. It is expected residents will move into the complex beginning the end of March, 2016.

Parc Grove Commons Northeast received a \$2.6 million Veterans Homeless and Housing Prevention (VHHP) funding award from the California Department of Housing and Community Development.

Staff are currently working with Mogavero Notestine Associates on an overall site plan in anticipation of a March 2017 tax credit application.

Staff submitted two 9% tax credit applications to the California Tax Credit Allocation Committee (CTCAC) for the Magill Terrace project, 60 units of new construction at an existing 20 unit site; and for the Edison Phase II project, 64 units of new construction that is phase II of the project listed above. Awards will be announced in June 2016.

The Shockley Terrace & Lowell Neighborhood projects closed on Friday March 18, 2016.

## PEOPLE

### Overview

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

### Assisted Housing Division

Housing Choice Voucher (HCV) Utilization & Leasing Activity

Date Range 2/1/16 – 2/28/16

Program	Current Month Status					YTD		
	Current Waiting List	Applicants Pulled	New Vouchers Issued	Total Vouchers Searching	New Vouchers Leased	Applicants Pulled	New Vouchers Issued	New Vouchers Leased
City	48,939	0	*40	313	70	0	171	146
County	45,341	0	*11	20	7	0	15	15

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

### Resident Services

#### Adult Financial Education/ Money Management Workshop

On February, 20, 2016, Parc Grove Commons hosted a financial management workshop. Educational Employees Credit Union’s Member Education Director, Mike Jones, presented information regarding various subjects relating to financial responsibility and increasing personal monetary power. Subjects discussed included: How to budget for monthly expenses and large-ticket items, understanding FICO scoring, monitoring credit, repair and re-establishment of credit identity, pre-homeownership, and entrepreneurial opportunities.

### **Youth Financial Education/Money Management Workshop**

While the parents and adults asked questions and discussed their financial concerns, FUSD Early Learning Department presented a youth finance workshop. Children, ages 5 to 11 years old, learned about how to store away money, how to save birthday and holiday money, how to compare prices when reading advertisements, and they each built their own “money banks”.

All residents from the surrounding housing sites, including Housing Choice Voucher (HCV) recipients, attended the workshop. Each participant received a folder full of resources and finance tools to practice at home.

### **Reading and Beyond**

During the month of February, Fresno Housing Authority continued collaboration with Reading and Beyond to provide an afterschool literacy program. In February, a new Reading and Beyond site opened and the program is now serving youth in additional Fresno Housing sites located in Fresno, Orange Cove, Firebaugh, Mendota, and Huron. Children in grades K-3rd grade are provided with homework assistance, one-on-one and group literacy, and educational activities. The program takes place twice a week and is held during the regular school year.



### **Telecommunication Fraud Education and Prevention Programs**

Centro La Familia provided information on their Telecommunication Fraud Education and Prevention Program to Kings River Commons, Inyo Terrace and Viking Village residents. The residents learned how to prevent from becoming a victim of telecommunication fraud. Residents were encouraged to bring their home or cell phone bill, after the workshop, the agency representative reviewed bills to identify fraudulent activity and advocate for residents in order to credit their bills and remove any third-party charges.

## Senior Resources

During the month of February, Fresno Housing Authority began services at Marion Villas in Kingsburg. The first workshop offered at this site was Fresno PACE (Program of All-inclusive Care for the Elderly), which is a unique health care program that provides medical, health and wellness services to seniors. **Fresno PACE** is a non-profit organization that supports senior's living with chronic illness or disabilities so they are able to continue to live at home independently. Several of the residents were scheduled to take a tour of the facility and travel arrangements were made by PACE representatives.



## PUBLIC

### Overview

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

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

## PARTNERSHIP

### Overview

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

Department of Housing and Urban Development (HUD) Fresno Madera Continuum of Care Funding (FMCoC) 2016-2017.

HUD has announced FMCoC funding levels for fiscal year 2016-2017 as follows: Overall FMCoC received renewal program funding in the amount of almost \$5.7 million and new program funding at \$1 million.

Fresno Housing received renewal funding for Shelter Plus Care, Renaissance Programs, HMIS, Rapid Rehousing Project - \$1.9 million. New program funding includes permanent housing for 25 families, support for Coordinated Entry and increased CoC Planning Costs - \$738,000. It is expected contracts will be executed in the coming months.

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

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

## MANAGEMENT GOALS

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

### Sustainability

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

### Fiscal Services

#### Budgeting and Internal Reporting

In the month of February, the Finance Department began reviewing the 2015 year-end financial results as part of the annual audits of our Limited Partnerships and Agency operations. These audits will also be used in the presentation of 2015 results to the Boards of Commissioners. Staff have also been working diligently to finalize 2015 results of the Agency’s core programs for Board presentation purposes and, ultimately, timely submission to the United States Department of Housing and Urban Development (HUD).

### Administrative Services

#### Procurement

Procurement staff has developed and finalized curriculum for an annual procurement training webinar. Current public solicitations include projects for water efficient plumbing upgrades, web application development services, trade services, and more. Facilities staff continues to coordinate internal office workspace changes and exterior changes as they relate to the Fulton Mall reconstruction project.

Additional analysis of Agency operations and assets is ongoing and has included evaluations of the Agency's vacant, single family homes.

## **Human Resources**

In the month of February, the Human Resources hosted a lunch and learn at the central office with a physician from Kaiser Permanente and Agency staff. The physician's presentation on "Heart Health" included risk factors for heart problems and preventative dietary and exercise strategies.

On March 1st, Aysha Hills, HR Analyst, and Amber Lujano, HR Assistant, represented the Agency at the Spring 2016 Career and Internship Fair at the Fresno Save Mart Center to promote Agency opportunities and further develop our relationship with CSU, Fresno.

Also, in the beginning of March the Agency's All-Staff event was held at Parc Grove Commons where all employees were treated to lunch, engaged in interactive group discussions, and collected awards in various categories for Agency service.

Scott Fetterhoff, Director of Human Resources and Organizational Development, attended the 19th Annual Public Sector Employment Law Conference hosted by Liebert Cassidy Whitmore in Anaheim from March 8th to March 10th. The topics covered included new and amended public sector employment laws, regulations, compensation, labor relations, and more.

On March 10th, Andrew Gordillo, HR Assistant, attended the Employment Development Department's Workplace Violence Prevention Training in Fresno facilitated by Dan Cervantes and Les Van Meter from S.A.V.E. Consulting.

The Human Resources Department continues to actively recruit for positions within the Accounting and Finance and Planning and Community Development departments. We are pleased to announce new employees that started with the Agency this past month: Scott Boatwright, Financial Analyst, and Renae Machado, Fiscal Services Coordinator. In addition, Sonya Gamez was promoted to Administrative Assistant and Steve Ruiz was promoted to Housing Quality Inspector.

## **Structure**

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

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

## **Strategic Outreach**

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

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