



January 28, 2015

## GUIDANCE NOTICE 15-1

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**To:** County HOME funded Low-Income Housing Developers

**Subject:** Items requested at Training held January 14, 2015

**Effective Date:** The policies set forth in this Guidance Notice are effective immediately

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The County of Fresno Affordable Housing Programs ("County") provides monitoring services to developments that are partially funded with HOME funds. In order for the developments to comply with the HOME program's regulations, the County is requiring the following changes in procedures.

### Monitoring Items Required and When

1. AFHMP. A copy of each development's Affirmative Fair Housing Marketing Plan (AFHMP) is due on February 13, 2015. An evaluation to see how each apartment complex compares to the current census tract information is requested at the same time. This evaluation will now be due each year at the time of the annual monitoring of each complex.
2. Quarterly Reports. Copies of all of the quarterly reports that are submitted to the owner and/or management of each development are now due to County also. Therefore, the reports for December 31, 2014, must be submitted by February 13, 2015. In the future, all report copies will be due within thirty (30) days of the closing of each quarter.
3. Lease Changes. The HOME funded units in each development need to make sure that the lease document does not have any of the prohibited lease term. This includes any reference to a "3-Day Pay or Quit" notice. The HOME funded units also need to add the Violence Against Women Act (VAWA) language that became law in 2013. The new leases need to give notice that a lease bifurcation is allowed for a reasonable time for victims of domestic violence to either establish their own eligibility for the HOME unit or to find suitable alternate housing. ***The newly signed leases are due to County by March 13, 2015.***

If you have any questions regarding this notice, please contact Affordable Housing Programs staff at (559) 600-4292.

Sincerely,

Yvette Quiroga, Program Manager  
Affordable Housing Programs