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RESOLUTION 15-05

RESOLUTION APPROVING PROPOSED ADOPTION OF
CALIFORNIA HOUSING FINANCE AGENCY
GIFT TICKET/PASS DISTRIBUTION POLICY

WHEREAS, the California Housing Finance Agency (“CalHFA or “Agency”) through its Board of Directors (“Board”) is authorized to adopt a gift ticket/pass distribution policy; and

WHEREAS, the Board has determined that the proposed policy is necessary and appropriate for adoption by the Agency,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

1. The attached “California Housing Finance Agency Gift Ticket/Pass Distribution Policy” is hereby approved.
2. The staff is directed to take such action as may be necessary to carry out this policy.
3. The staff is authorized to amend such policy, from time to time, as may be appropriate, and notice of any change shall be provided to the Board.

I hereby certify that this is a true and correct copy of Resolution 15-05 adopted at a duly constituted meeting of the Board of Directors of the Agency held on May 14, 2015, at Sacramento, California.

ATTEST: 
Secretary

California Housing Finance Agency Gift Ticket/Pass Distribution Policy

1. **Definitions.**
 - a. "CalHFA" or "Agency" is the California Housing Finance Agency.
 - b. "FPPC" is the Fair Political Practices Commission.
 - c. "Policy" is this California Housing Finance Agency Gift Ticket/Pass Distribution Policy.
 - d. "Ticket/Pass" is a "ticket" or "pass" as defined in FPPC Regulations 18944.1 and 18946.
 - e. "Agency Head" is the CalHFA Executive Director or designee.
 - f. "Form 802" is the "Agency Report of Ceremonial Role Events and Ticket/Pass Distributions"
2. **Purpose of Policy.** The purpose of this Policy is to ensure that every ticket/pass received by CalHFA from public and private entities and individuals is distributed in furtherance of governmental and/or public purposes.
3. **Limitation.** This policy shall only apply to CalHFA's distribution of a ticket/pass to a CalHFA employee.
4. **Ticket/Pass Distribution Public Purposes.** CalHFA may accomplish one or more of the following governmental and/or public purposes through the distribution of a ticket/pass to a CalHFA employee:
 - a. To promote affordable housing programs.
 - b. To promote programs, services and products for homeowners who have suffered a financial hardship.
 - c. To provide CalHFA opportunities to market its programs and products to advance affordable housing policies.
 - d. To reward a CalHFA employee for her or his exemplary service to the public.
 - e. To promote employment retention, including enhancement of employee morale.
 - f. To use in a CalHFA employee competition or drawing.
 - g. To use for any purpose substantially similar to the above listed purposes.

The above list is illustrative rather than exhaustive.
5. **Public Purpose Requirements.** The distribution of any ticket/pass by CalHFA to its employee shall be done by the Agency Head and shall accomplish a governmental and/or public purpose.
6. **Transfer Prohibition.** The transfer by any CalHFA employee of any ticket/pass distributed to such CalHFA employee pursuant to this Policy to any other person, except to members of the CalHFA employee's immediate family for their personal use, or no more than one guest solely for their attendance at the event, is prohibited.
7. **Website Posting.** This policy shall be posted on the CalHFA website.
8. **Website Disclosure.** The distribution of a ticket/pass pursuant to this Policy shall be posted on the CalHFA website within thirty (30) days after ticket/pass distribution. Such posting shall use Form 802.