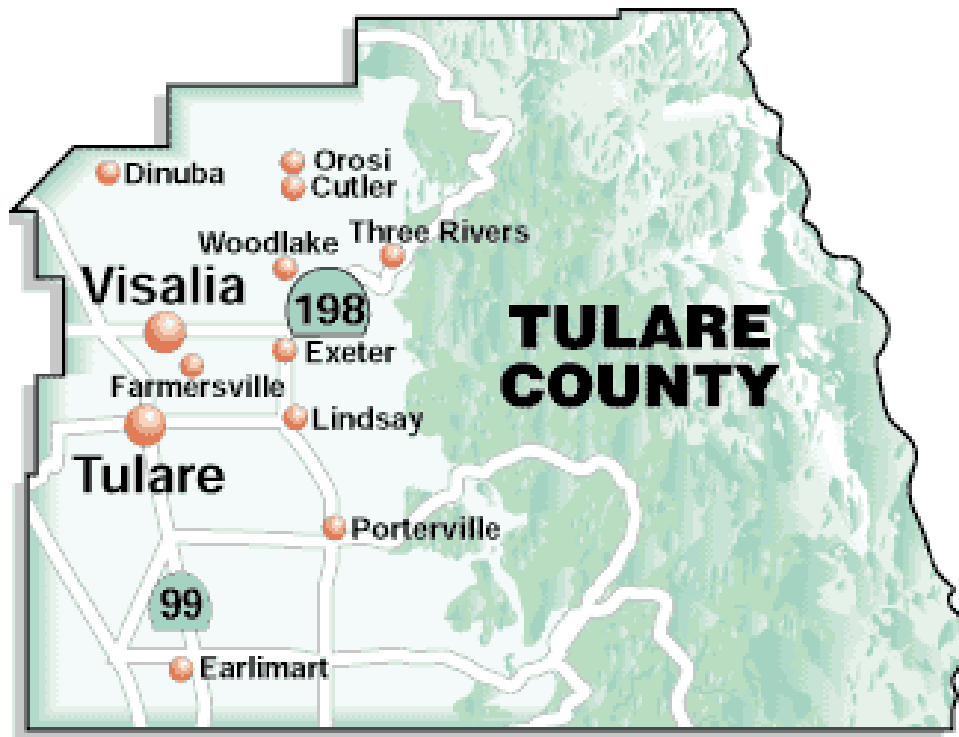


# Moving to Work

## FY 2021-2022 Annual Plan

### Housing Authority of the County of Tulare



Submitted for HUD Approval  
April 15, 2021  
Resubmitted for HUD Approval  
July 12, 2021  
Resubmitted for HUD Approval  
September 25, 2021

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## Section I: Introduction

**Background:** The Housing Authority of the County of Tulare (HATC) was established in 1945. It initially sought to provide affordable housing for returning WWII veterans and their families. However, since its establishment, it has incorporated numerous, different programs into its housing portfolio. These programs are funded by various types of agencies that include the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture (USDA), the Tax Credit Allocation Committee of the State Treasurer's Office (LIHTC), California's Rental Housing Construction Program (RHCP), HOME, City Redevelopment Agencies (RDA) and other local agencies. HATC is also a current participant of the Moving to Work (MTW) Demonstration Program. This demonstration is an effort by HUD to facilitate program innovations that work towards enhancing the efficacy of PHAs. HATC has capitalized on the organizational and procedural flexibilities gained through its participation in the MTW Demonstration Program to become a more effective and efficient agency. Currently, HATC provides affordable and well-maintained rental housing to over 5,000 households throughout Tulare County.

**Mission Statement:** To provide affordable, well-maintained rental housing to qualified low and very low-income families. Priority shall be given to working families, seniors and the disabled. Tenant self-sufficiency and responsibility shall be encouraged. Programs shall be self-supporting to the maximum extent feasible.

Our mission statement was instituted prior to HATC's participation in the MTW Demonstration Program. However, the commencement of the MTW Demonstration Program provided HATC the opportunity to utilize the program flexibilities to provide our families with the necessary tools to establish responsibility and achieve self-sufficiency. Furthermore, the organizational vision of HATC has always worked to achieve administrative efficiency and effectiveness. HATC's mission, vision and strategic objectives are effectively aligned with the three primary MTW Demonstration Program statutory objectives:

1. Reduce cost and achieve greater cost effectiveness in federal expenditures;
2. Give incentives to families with children where the head of household is working, seeking work, or is preparing for work by participants in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
3. Increase housing choices for low-income families.

Since its inclusion in the MTW Demonstration Program on May 1, 1999 HATC has worked to develop and implement policies that further promote the noted MTW Demonstration Program statutory objectives. The cohesiveness of HATC's internal mission, vision and goals, along with the three MTW statutory objectives, has constructed a detailed set of MTW short- and long-term goals and objectives for our agency.

**Short Term Goals:** HATC's 2021-2022 MTW Demonstration Program short term goals and objectives for its employees and its agency include:

1. Reducing cost by achieving greater cost effectiveness in federal expenditures.
2. Increase incentives for families to seek employment, meet educational goals, to participate in job-training programs to achieve economic self-sufficiency, and to decrease incentives for families to underreport income by establishing fixed subsidies and fixed rents.
3. Increase housing choices for program participants.
4. Increase organizational efficiency by improving productivity and work quality through the reduction of calculation errors and unnecessary work volume.

## Section I: Introduction

All of the goals and objectives are accomplished through the implementation of Ongoing MTW Activities (Section VI). HATC will further elaborate on how these goals and objectives are being met throughout this fiscal year in Section VI of this Plan.

**Long Term Goals:** HATC has long worked towards developing and implementing a MTW Demonstration Program that emphasizes organizational efficacy, while establishing incentives for participants to become self-sufficient. Our MTW Demonstration Program is driven by the values outlined in the three primary MTW Demonstration Program statutory objectives. In the long term, our goal is to continue to seek program innovations that will further enhance the completion of these objectives.

HATC continuously works to achieve a MTW Demonstration Program that reduces cost through the streamlining and simplification of operations without jeopardizing program integrity. The data and narratives presented in this Plan sit out to display the overall success and value of our MTW Demonstration Program. We continue to work with the goal of being an innovative MTW agency; one that demonstrates the value of the MTW Program Demonstration. While our agency been able to finalize a new ten-year MTW Agreement to 2028; our long-term goal is to establish a permanent MTW contract with HUD.

**COVID 19 Response:** HATC has worked with all community stakeholders in developing and implementing necessary programmatic and policy modifications to better serve at our community throughout the COVID-19 pandemic. We have worked with the City of Tulare and the City of Dinuba to administering three Emergency Tenant Based Rental Assistance Programs; these programs provided emergency rental and utility assistance to low-income households that experience a reduction in wages or employment as a result of the COVID-19 Pandemic. Under the authority provided under the Coronavirus Aid, Relief and Economic Security Cares and the HUD published Notice PIH 2020-05 and Notice PIH 2020-13 we enacted various waivers to statutory requirements for our Housing Choice Voucher (HCV) and Public Housing (PH) Programs. This included temporary revisions to our initial Housing Quality Standards Inspection requirements for our HCV Program, extending the initial search term for HCVs and temporary revising our Community Service and Self-Sufficiency-Requirement (CSSR) for our PH Program. Lastly, we suspended the implementation of terms limits for our MTW HCV Program participants through all of 2020. We have also suspended the implementation of term limits for our MTW Public Housing Program through July 1, 2021.

HATC will continue to work to address the many challenges that have derived from this global pandemic. Within Tulare County we have seen a significant decrease in available rental units in the open market and a continuous increase in rents. We believe that our participation in the MTW Demonstration Program will provide us with the necessary to tools to properly address the dynamic nature of the challenges presented by the COVID-19 pandemic.

## Section II: General Housing Authority Operating Information

### A. HOUSING STOCK INFORMATION

#### i. Planned New Public Housing Units

New public housing units that the MTW PHA anticipates will be added during the Plan Year.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Accessibility Standards (UFAS) Units	
	0/1	2	3	4	5	6+			Fully Accessible	Adaptable
N/A	0	0	0	0	0	0	0	N/A	0	0

Total Public Housing Units to be Added in the Plan Year

0

\* Select "Population Type" from: General, Elderly, Disabled, Elderly/Disabled, Other

If "Population Type" is "Other" please describe:

N/A

#### ii. Planned Public Housing Units to be Removed

Public housing units that the MTW PHA anticipates will be removed during the Plan Year.

AMP NAME AND NUMBER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
N/A	0	N/A

0

Total Public Housing Units to be Removed in the Plan Year

#### iii. Planned New Project Based Vouchers

Tenant-based vouchers that the MTW PHA anticipates project-basing for the first time during the Plan Year. These include only those in which at least an Agreement to enter into a Housing Assistance Payment (AHAP) will be in place by the end of the Plan Year. Indicate whether the unit is included in the Rental Assistance Demonstration (RAD).

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
Myrtle Ave. Senior Apartments	66	No	66-unit project consisting of; 62 one-bedroom units, 4 two-bedroom units for a proposed Senior Housing Project under the Low Income Housing Tax Credit Program.
627. S. Fulgham	15	No	15 one-bedroom units that will have on-site mental health services/program.

Planned Total Vouchers to

81

be Newly Project-Based

## Section II: General Housing Authority Operating Information

### iv. Planned Existing Project Based Vouchers

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP is already in place at the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR*	RAD?	DESCRIPTION OF PROJECT
Tule Vista	30	Leased	No	Tax Credit Project

**30** Planned Total Existing Project-Based Vouchers

\* Select "Planned Status at the End of Plan Year" from: Committed, Leased/Issued

### v. Planned Other Changes to MTW Housing Stock Anticipated During the Plan Year

Examples of the types of other changes can include (but are not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR
HATC will continue to own and manage 710 Public Housing units. There is no plan to develop additional public-housing units; nor do we plan on removing any units from our inventory. HATC is actively looking for the opportunity to acquire and/or develop additional non-traditional housing units. Therefore, the number of units that are acquired may increase during the Fiscal Year; as sound financial purchasing and/or development opportunities may present themselves during the 2021-2022 FY. We are currently working on the development of the Myrtle Ave. Senior Apartments (66 Units) and 627 S. Fulgham (15 units). We will continue on looking to acquire additional projects as they become available in the local real estate market.

### vi. General Description of All Planned Capital Expenditures During the Plan Year

Examples of the types of other changes can include (but are not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR
There will be an investment of \$1,955,811 in Capital Fund improvements. The noted expenditures will cover maintenance and rehabilitation in public-housing units within the following four AMPs: CA030000805 (Dinuba Area), CA030000810 (Tulare Area), CA030000815 (Visalia Area), and CA030000817 (Porterville Area). Capital Fund expenditures in CA030000805 will cover the following rehabilitation projects: replacement of stoves and refrigerators, asphalt improvements, fence replacements, and landscaping improvements. Capital Fund expenditures in CA030000810 will cover the following rehabilitation projects: flooring replacements, replacement of refrigerators, rehabilitation of interior paint, repair/replacements of ranges, landscaping improvements, improvements of cabinets and countertops, replacement of doors, and Air Conditioning unit improvements. Capital Fund expenditures in CA030000815 will cover a large range of capital rehabilitation projects, including roofing replacements, landscaping improvements, carpet replacement along with Air Conditioning and Heating unit improvements. Lastly, Capital Fund expenditures in CA030000817 cover the following capital rehabilitation projects: gutter replacements, improvements of cabinets and countertops, dishwasher replacements, interior and exterior painting, carpet replacement as well as Air Conditioning and Heating unit improvements.

## Section II: General Housing Authority Operating Information

### B. LEASING INFORMATION

#### i. Planned Number of Households Served

Snapshot and unit month information on the number of households the MTW PHA plans to serve at the end of the Plan Year.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	8,520	710
MTW Housing Choice Vouchers (HCV) Utilized	34,452	34,452,8712
Local, Non-Traditional: Tenant-Based^	0	0
Local, Non-Traditional: Property-Based^	12,408	1,034
Local, Non-Traditional: Homeownership^	0	0
<b>Planned Total Households Served</b>	<b>55,380</b>	<b>4,615</b>

\* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA plans to have leased/occupied in each category throughout the full Plan Year.

\*\* "Planned Number of Households to be Served" is calculated by dividing the "Planned Number of Unit Months Occupied/Leased" by the number of months in the Plan Year.

^ In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the MTW PHA should estimate the number of households to be served.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*
Tenant-Based	N/A	0	0
Property-Based	Development of Additional Affordable Housing / Activity Five	12,408	1,034
Homeownership	N/A	0	0

\* The sum of the figures provided should match the totals provided for each local, non-traditional categories in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

## Section II: General Housing Authority Operating Information

### ii. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Discussions of any anticipated issues and solutions in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS
MTW Public Housing	No anticipated issues.
MTW Housing Choice Voucher	Over the past four years we have seen a decrease in the utilization rate of our Housing Choice Voucher Program; this is related to tight rental market in our area. We continue to see the rental market in the State of California become more competitive. We have implemented Activity Seven (Security Deposit Loan); this activity will provide a security deposit loan to new Housing Choice Voucher participants. We believe this will help eligible households reduce the financial burden of moving into a new unit. We believe this will help improve the lease up of Housing Choice Vouchers. We have also increased our Section 8 Payment Standards in-order to keep up with the increasing rents within our market.
Local, Non-Traditional	No anticipated issues.

### C. WAITING LIST INFORMATION

#### i. Waiting List Information Anticipated

Snapshot information of waiting list data as anticipated at the beginning of the Plan Year. The "Description" column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR
Public Housing	Public Housing	16,163	Open	Yes
Section 8	Housing Choice Voucher	12,339	Open	Yes

Please describe any duplication of applicants across waiting lists:

There is a total of 7,384 households that are both on our Public Housing and Housing Choice Voucher waiting lists.

#### ii. Planned Changes to Waiting List in the Plan Year

Please describe any anticipated changes to the organizational structure or policies of the waiting list(s), including any opening or closing of a waiting list, during the Plan Year.

WAITING LIST NAME	DESCRIPTION OF PLANNED CHANGES TO WAITING LIST
Public Housing	No anticipated changes to the waiting list.
Section 8	No anticipated changes to the waiting list.



## Section III: Proposed MTW Activities

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### (III) Proposed MTW Activities: HUD Approval Requested

Not Applicable, no activities under this criterion.

## Section IV: Approved MTW Activities

<i>(IV) Approved MTW Activities</i>			
<b>Activity Number</b>	<b>Activity Name</b>	<b>Year Identified/ Implemented</b>	<b>Authorizations</b>
One	Administrative Cost Savings and Self Sufficiency	1999/1999 and 2008/2009	Attachment C: Section C.11 and Section D.2
Two	Increase Housing Choices	2008/2009	Attachment C: Section D.2 (a)
Four	Project Based Section 8	2008/2011	Attachment C: Section D.1 (e) and Section D.7
Five	Development of Additional Affordable Housing	2009/2009	Attachment C: Section B.1 (b) and Section B.2 and Attachment D of the Standard MTW Agreement
Six	Minimum or 'imputed' income for work-able adults in elderly or disabled households	2014/2015	Attachment C: Section C.11. and D.2.a
Seven	Security Deposit Loan	2017/2018	Attachment C: Section B.1b. biii and B.1.b.viii

## Section IV: Approved MTW Activities

### (IV) Approved MTW Activities: (A) Implemented Activities

#### Activity One – Administrative Cost Savings and Self Sufficiency

**Planned Year Approved, Implemented, and Amended:** This Activity was approved and implemented in 1999. The activity was amended in 2009.

**Description/Activity Update:** From the beginning of the MTW Demonstration Program, HATC has participated in activities which help reduce administrative errors, increase efficiency and potentially reduce staffing in an effort to achieve greater cost effectiveness in federal expenditures. These objectives are accomplished through the implementation of the following components:

- A. Fixed-proration amounts for mixed-family households with ineligible-alien-status family members. This was implemented at the onset of MTW in 1999 for program participants receiving fixed subsidies and subject to time limits; for all remaining families, this was planned in 2008 and implemented in 2009.
- B. Requiring Section 8 landlords to use the HUD-model lease. This was planned and implemented in 1999.
- C. Changing the definition of income to include “all income into the home of all MTW families.” This was planned in 2008 and implemented in 2009.
- D. Elimination of UAP payments by the establishment of a \$0 minimum rent. This was planned in 2008 and implemented in 2009.
- E. Allowing qualified participants to select a flat- or fixed-medical deduction instead of going through the extensive medical-expense-verification process. This was planned in 2008 and implemented in 2009.
- F. Fixed rents on the public-housing program for non-elderly or disabled families. This was planned and implemented in 1999.
- G. Fixed subsidies on the Section 8 program for non-elderly or disabled families. This was planned and implemented in 1999.
- H. A five-year time limit on assistance for non-elderly or disabled families. This was planned and implemented in 1999.
- I. Converting all able-bodied families who entered our program before May 1999 to programs with fixed rents/subsidies and time limits. This was planned in 2008 and implemented in 2009.
- J. Transitioning families who are not elderly or disabled and who began Section 8 HCV or Public Housing assistance in Tulare County prior to May 1, 1999 to the MTW Program. This was planned in 2009 and implemented in 2009.

This activity is still on going and is a vital component of the success of our Moving to Work Program.

## Section IV: Approved MTW Activities

**Planned Non-Significant Changes:** There are not any non-significant changes to this activity for this plan year.

**Planned Changes to Metrics/Data Collection:** There are no changes to the metrics or data collection methods this activity will be assessed during this plan year.

**Planned Significant Changes:** No significant changes are planned.

COVID-19 Response: As noted in our introduction; under the authority provided under the Coronavirus Aid, Relief and Economic Security Cares and the HUD published Notice PIH 2020-05 and Notice PIH 2020-13 we enacted various waivers to statutory requirements for our Housing Choice Voucher (HCV) and Public Housing (PH) Programs. This included temporary revisions to our initial Housing Quality Standards Inspection requirements for our HCV Program, extending the initial search term for HCVs and temporary revising our Community Service and Self-Sufficiency-Requirement (CSSR) for our PH Program. Lastly, we suspended the implementation of terms limits for our MTW HCV Program participants through all of 2020. We have also suspended the implementation of term limits for our MTW Public Housing Program through September 30, 2021.

## Section IV: Approved MTW Activities

### Activity Two-Increasing Housing Choices

**Planned Year Approved, Implemented, and Amended:** This Activity was approved and implemented in 2009. The activity has not been amended.

**Description/Activity Update:** In the 2008/2009 Plan, HATC discussed the necessity of increasing the housing choices for program participants. Traditional Section 8 Regulations require that families who move to a unit for the first time are limited to paying 40% of their income toward rent. This has caused problems for families who, for one reason or another, want to rent a particular unit either in a safer neighborhood, near family or services, or with particular amenities that fit their needs. Under our current MTW Program, this is not a limitation to households that are under a fixed subsidy. However, many elderly and/or disabled families prefer to not take the fixed subsidy option and are under traditional Section 8 subsidy calculations. This activity allows households with an elderly and/or disabled head of household that is receiving an income-based rental subsidy, to move to a unit that is best for their overall best interest; without being restricted by the aforementioned 40% rule. HATC believes that the elimination of the 40% rule for families on the income-based program will achieve the MTW statutory objective on increasing housing choices for low-income families. This activity is still on-going.

**Planned Non-Significant Changes:** There are not any non-significant changes to this activity for this plan year.

**Planned Changes to Metrics/Data Collection:** There are no changes to the metrics or data collection methods this activity will be assessed during this plan year.

**Planned Significant Changes:** No significant changes are planned.

### Activity Four – Project Based Section 8

**Planned Year Approved, Implemented, and Amended:** This Activity was approved in 2008 and implemented in 2011. The activity is being amended in this plan year.

**Description/Activity Update:** In our 2009-2010 MTW Plan, HATC discussed the building of 30 single-family units in the city of Tulare that would allow HATC to participate in the project-based voucher program for the first time. This complex, Tule Vista, was built in conjunction with the City of Tulare Redevelopment Agency. HATC was authorized to undertake such initiative by its Moving-to-Work Agreement, Attachment C, Section (D)(1)(e) and D (7). These regulations authorize waiving of a competitive process by which an agency requests to project base Section 8 vouchers at units that are owned and/or managed by the MTW PHA. They also, authorize waiving the limitation on only allowing 25% of units in a complex to be project based. These subsidies can be particularly crucial in the rating and ranking of Tax Credit Allocation Committee of the State Treasurer's Office (LIHTC) applications. This process continues to become more competitive and the ability to offer this option increases financial guarantees which increase interest from possible investors. Tule Vista was constructed and all 30 project-based vouchers are under lease. HATC had not project based any additional vouchers since the completion of Tule Vista. However, HATC is looking at expanding the number of project base vouchers in this plan year.

This activity is ongoing.

**Planned Non-Significant Changes:** There are not any non-significant changes to this activity for this plan year.

**Planned Changes to Metrics/Data Collection:** There are no changes to the metrics or data collection methods this activity will be assessed during this plan year.

## Section IV: Approved MTW Activities

**Planned Significant Changes:** We are currently working on developing three different projects that require the inclusion of project-based vouchers to obtain the necessary financial investments to successfully complete them. The first is a partnership with Tulare Mental Health Service Act Housing Inc. (TMHSA) to develop a new housing project that will provide housing and on-site mental health services to fifteen individuals. TMHSA is leveraging funding in order to develop this new project; in order for the project to be financially attainable and retain the necessary funding for the development; it was requested to utilize our ability to project based each unit. The completion of this project will meet a great demand within our community and will allows us to effectively leverage various public funds and private investment. Therefore, we are proposing to project based all fifteen of the units. We anticipate that project will be completed during the latter part of this fiscal year (2021-2022).

There is also a partnership that is working on putting together a Tax Credits project during the 2021-2022 Fiscal Year. The partnership is looking to develop a new 66-unit Myrtle Ave. Senior Apartments in the City of Visalia. The partnership is looking at placing project-based vouchers throughout the entire projects (66 units). The partnership believes that the allocation of project-based vouchers throughout the proposed project is the only feasible way that the project will be awarded Tax Credits and meet the necessary financial guarantees to develop the project. If awarded we anticipate to begin construction for the Myrtle Ave. Senior Apartments within the upcoming fiscal year (2021-2022).

Furthermore, HATC is currently requesting for the feasibility to project-based an additional thirty-five (35) Mainstream Housing Choice Vouchers. Although, our Mainstream Voucher allocation is separate from our MTW contract and we are not utilizing this activity or any MTW flexibilities to go through the Project Based Voucher award process; we wanted to reference it in our MTW Plan. With homelessness being one of the most pressing problems within our community; HATC has a total of 134 Mainstream Vouchers that have been awarded. Unfortunately, many of our program participants have not been able to locate units to be able to utilize their assistance; typically do their poor credit history, criminal history and lack of positive landlord references. We have also seen a significant tighter rental market in Tulare County as a result of the COVID-19 pandemic. At the moment we have only been to lease up 35 out of the 134 Mainstream Vouchers that are currently available. In February of 2020 we awarded eight (8) Mainstream Project-Based Vouchers to Sierra Village II a new construction project in the City of Dinuba; the project will be ready for lease up in 2022.

Through a collaboration with the Tulare County Task Force on Homelessness we have worked on coming up with solutions that will lead to more effective results within the current programs that set out to mitigate homelessness in our area. We believe that the ability to project base more of our Mainstream Vouchers will guarantee that our program participants will have units to utilize their rental assistance. This idea has received strong support from all local stakeholders; including ongoing interest from several affordable housing providers. Therefore, we are looking at drafting and releasing a request for proposals ("RFP") with the intend of awarding an additional allocation of our current Mainstream Vouchers to new construction projects.

## Section IV: Approved MTW Activities

### Activity Five- Development of Additional Affordable Housing:

Activity Five - Development of Additional Affordable Housing				
Complex	Location	Year Built/Acquired	No. of Units	Funding Sources
Robinwood Court	Visalia	2007	10	HOME/Visalia RDA/MTW
Millcreek Parkway	Visalia	2008	70	Visalia RDA/MTW <sup>1</sup>
Myrtle Court	Visalia	1998/2008	44	HATC Non-Profit/MTW
Oakwood	Tulare	2009	20	MTW/Tulare RDA <sup>2</sup>
County Center	Visalia	1974/2010	1	HATC Non-Profit/MTW
Tracy Court	Visalia	2010	3	HATC Non-Profit/MTW
West Oriole	Visalia	2010/2018	12	MTW/Visalia RDA <sup>3</sup>
Tulare NSP	Tulare	2011	5	Tulare RDA/NSP/MTW
West Trail	Tulare	2011	49	USDA/ CTCAC/MTW
Tule Vista*	Tulare	2011	57	USDA/CTCAC/BOND/Tulare RDA/MTW <sup>4</sup>
Lotas & Newcomb	Porterville	2013	8	MTW <sup>5</sup>
East Kaweah Ave.	Visalia	2013	8	MTW/RDA/HOME <sup>6</sup>
Aspen Court	Tulare	2013	47	RDA/HATC/MTW/CTCAC <sup>7</sup>
Country Manor	Tulare	2013	40	MTW <sup>8</sup>
Sequoia Villas	Lindsay	2014	19	MTW/RDA Successor Agency <sup>9</sup>
Central	Visalia	2014	6	HATC/MTW
Liberty & Court	Visalia	2014	7	HATC/MTW
Visalia Gardens	Visalia	2014	48	HATC/MTW
E. Cross	Tulare	2014	4	HATC/MTW
1475 S. College	Dinuba	2014	1	HATC/MTW
2724 E. Goshen	Visalia	2015	1	HATC/MTW
1400-1408 S. Crowe	Visalia	2015	6	HATC/MTW
701-719 Lynora	Visalia	2015	4	HATC/MTW
Victor & Woodland	Visalia	2015	3	HATC/MTW
709-731 N. Leslie	Visalia	2015	9	HATC/MTW
Newcomb Court	Porterville	2015	80	HATC/MTW/CTCAC
Orangewood	Lindsay	2016	56	HATC/MTW
Belmont	Exeter	2016	25	HATC/MTW
1321 S. Central	Visalia	2016	13	HATC/MTW
1325 S. Central	Visalia	2016	11	HATC/MTW
200 E. Paradise	Visalia	2016	1	HATC/MTW



## Section IV: Approved MTW Activities

1818 S. Garden	Visalia	2016	5	HATC/MTW
617-619 S. Santa Fe	Visalia	2017	6	HATC/MTW
2041-2045 S. Tracy Ct.	Visalia	2017	3	HATC/MTW
1215 S. Central	Visalia	2017	33	HATC/MTW
1916-1938 Vassar	Visalia	2017	4	HATC/MTW
Ashland Apartments	Lindsay	2017	10	HATC/MTW
1001 N. Bates	Dinuba	2017	14	HATC/MTW
1844-1852 S. Garden	Visalia	2018	20	HATC/MTW
605 N. Quince	Exeter	2018	2	HATC/MTW
1001 E. Myrtle	Visalia	2018	1	HATC/MTW
Roosevelt Apartments	Tulare	2018	24	HATC/MTW
3921 - 3977 S. Shady	Visalia	2018	4	HATC/MTW
607 N. Quince	Exeter	2019	2	HATC/MTW
1105 S. 1 St.	Dinuba	2018	2	HATC/MTW
1020 S. Edison	Visalia	2019	2	HATC/MTW
2208 - 2214 N. Vickie Ct.	Visalia	2019	4	HATC/MTW
2222 - 2228 N. Vickie Ct.	Visalia	2019	4	HATC/MTW
2236 - 2242 N. Vickie Ct.	Visalia	2019	4	HATC/MTW
2237 - 2243 N. Vickie Ct.	Visalia	2019	4	HATC/MTW
609 N. Quince	Exeter	2019	2	HATC/MTW
2750 W. Lark Ave.	Visalia	2018	4	HATC/MTW <sup>10</sup>
Cypress Gardens	Visalia	2019	14	HATC/MTW
4242 - 4248, 4440 - 4446 W. Douglas	Visalia	2019	8	HATC/MTW
4130 - 4136, 4110 - 4116 W. Douglas	Visalia	2019	8	HATC/MTW
4340 - 4346 W. Douglas	Visalia	2020	4	HATC/MTW
245 S. Crenshaw	Visalia	2020	3	HATC/MTW
800 N. Jacob	Visalia	2020	6	HATC/MTW
Mission Court	Tulare	2020	65	HATC/MTW <sup>11</sup>
99 Palms Hotel	Tulare	2020	55	HATC/MTW <sup>12</sup>
569 N. Elmwood	Lindsay	2020	21	HATC/MTW
540 E. Lakeview	Woodlake	2020	10	HATC/MTW
514 S. Bridge	Visalia	2020	7	HATC/MTW
2922-2928 N. Zachary	Visalia	2020	4	HATC/MTW
1121 W. Tulare	Visalia	2020	4	HATC/MTW
1488, 1492, 1496 Manzanita	Tulare	2021	3	HATC/MTW
Myrtle Ave. Senior Apartments*	Visalia	2022	66	HATC/MTW <sup>13</sup>
627 S. Fulgham*	Visalia	2022	15	HATC/MTW <sup>14</sup>
<b>Total MTW Financed</b>				
<b>Units</b>			<b>1,115</b>	

## Section IV: Approved MTW Activities

*\*There are 30 Project Based Vouchers within the Tule Vista Project; along with the proposed 65 Project- Based Vouchers and 15 Project- Based Vouchers in the Myrtle Ave. Senior Apartments and 627 S. Fulgham Projects. The ability to allocate these vouchers was essential in the feasibility to develop the project. Although, they are counted in the total number of MTW Financed Units, they are not counted in property based local, non-traditional category on pg. 6. Per HUD's request, Project Based Vouchers are counted in the Federal MTW Voucher Category on pg.5.*

**Planned Year Approved, Implemented, and Amended:** This Activity was approved and implemented in 2009. The activity has not been amended.

**Description/Activity Update:** This activity allows combining of funding and partnerships with non-profit agencies and contributions of MTW funds to these projects are authorized to make use of the "Broader Uses of Funds" in HATC's Attachment D of the Standards MTW Agreement. The historical impact of this activity on the development of additional affordable housing has been significant. Our ability to utilize unspent funding and program reserves to finance the acquisition of additional affordable housing units through our partnership with Kaweah Management Company, a non-profit agency managed by HATC, has resulted in an addition of 881 units to our housing stock portfolio. This is critical to our agency's ability to meet the demand for more affordable housing within our county. The table below displays a historical outlook on the number of additional affordable housing units that have been acquired through the utilization of unspent funding and program reserves . We are projecting an addition of 81 new housing units by the end of FY 2021-2022 or the beginning of FY 2022-2023; that would bring our total to 837 units financed through MTW. This activity is ongoing.

<sup>1</sup> HATC used MTW reserve money to provide Gap financing between the bank loan from US Bank and trust and the total development costs. The MTW money allowed for the project to be attractively financed at a below market rate interest and the ability to build the \$13,500,000 project. The MTW funds will still earn much more than would have been earned on them had they been invested in a traditional bank savings account.

<sup>2</sup> The Housing Authority board approved the use of unspent funding and program reserves in the amount of \$950,000 to purchase the 20-unit project in the City of Tulare redevelopment area in cooperation with the City of Tulare Redevelopment Agency, which authorized the use of tax-increment funds to be granted to Kaweah Management Company. MTW flexibility allowed for the quick closing on this project to help fight blight in the City of Tulare.

<sup>3</sup> This project was the purchase of two foreclosed fourplex properties in the City of Visalia Redevelopment Target Area. The initial purchase of each property was at \$365,000. The two properties were then financed by our local banking partner Valley Business Bank in the amount of \$250,000 per property at 5% interest for 25 years, allowing for the MTW proceeds to be used again for another project.

<sup>4</sup> The Tule Vista project is financed by multiple sources. One source is unspent funding and program reserves in the amount of \$3,900,000 to be used as a bridge loan during the 15-year, tax-credit-compliance period. The project is 57 units of single-family homes with ARRA Bond financing, 4% tax credit proceeds, Housing Authority MTW Financing, HOME program financing and City of Tulare redevelopment grants and loans. The total project development costs were approximately \$14,381,000. The project is the first in the State of California to have approval to convert to home-ownership for qualifying families at the end of the 15-year tax credit compliance period thus than

## Section IV: Approved MTW Activities

providing for a first-time home buyer program. Once, (if), the units are sold, the sale proceeds will be repaid to HATC.

<sup>5</sup> The Lotus & Newcomb property is an existing apartment complex that came up for sale as part of an estate sale. The property consists of four buildings: the estate owner's principal residence (three bedrooms and two baths 1,800 sq. ft.); the detached garage that has been converted into two studio apartments, approximately 300 sq. ft. each (we count this as two buildings); then there are two fourplex buildings, eight units total that are 870 sq. ft. with two bedrooms and one bath. We successfully negotiated with the estate trustee and court to purchase this property with unspent funding and program reserves for \$562,500 plus closing costs. The advantage to this property is that the estate owner's property sits on over ½ an acre and has multi-family zoning which could allow for the development of 8 units on that parcel.

<sup>6</sup> Kaweah Management Company bought two triplexes in the City of Visalia on East Kaweah Avenue for \$240,000 (about the value of the lots) with the idea of a major renovation project. The City of Visalia Redevelopment Agency committed \$480,000 of Low-Mod Redevelopment funds to reimburse Kaweah Management Company for the purchase price of \$240,000 and another \$240,000 for renovation. After much review, it has been determined that it is cheaper to tear down the triplexes and reconstruct a new designed 8-unit project on the site and meet all the new City planning and design ideas. The project construction was completed and units were available to rent as of December 2012. The units were fully occupied by the end of January 2013. The total Construction cost was approximately \$1,210,000 of which the MTW funds of \$730,000 were combined with the City of Visalia funds of \$480,000.

<sup>7</sup> The Aspens project is a 47-unit project utilizing multiple layers of financing, including two million dollars of MTW funding as a project-residual-receipts loan. The project was built on once was 13 individual lots, now all combined into one lot, all in an excellent location utilizing the full cul-de-sac of the street. The project includes 16 two-bedroom units and 31 three-bedroom units, along with a community center that is 2,000 square feet in size. The project construction was completed and units were available to rent as of December, 2013. The project was fully leased as of February, 2014. The total development cost for the project was \$11,375,000.

<sup>8</sup> Country Manor is a 40-unit project in the City of Tulare. The project is a Low-Income Housing Tax Credit Property that had reached the end of 15-year tax credit compliance period. HATC saw the opportunity to purchase the property in order to maintain the property available for households at or below 80% AMI. The purchase was feasible by utilizing MTW reserves in the sum of \$1,300,000 for the acquisition of the property. The purchase was finalized in December, 2013.

<sup>9</sup> The Sequoia Villas project is a 9% TCAC project that utilized MTW funding of approximately \$700,000 as a long-term permanent financing. The City of Lindsay Redevelopment Agency was left with a defunct and abandoned single family subdivision of two completed homes which were never sold and 17 developed lots that were never finalized. The City was in jeopardy of having to repay \$885,000 of Block Grant funds used on the site for infrastructure as the non-completion of the project meant that the funds were not properly utilized. The HATC agreed to assume the development from the city redevelopment agency and do a 9% tax credit rental project instead of a single family for sale project if the site would be given to the HATC free of any encumbrances. The city and redevelopment agency agreed the homes and lots were then transferred to the new partnership at full market value which gave credit for local contribution on the TCAC scoring. The MTW funds allowed

## Section IV: Approved MTW Activities

leveraging of a total development project of approximately \$4,375,000. The project construction was completed and units were available to rent as of December, 2013. The project was fully leased as of March, 2014. The MTW funding was \$700,000.

<sup>10</sup>2750 W. Lark is a project located in Visalia. HATC is currently looking at the acquisition of this 4 two-bedroom units; the project is next to our units at West Oriole. The project is in great shape and is located in high opportunity area. It would be acquired through MTW funds for \$625,000 and would be made available to households at or below 80% AMI.

<sup>11</sup>The Mission Court Apartments is a 65-unit 9% TCAC project in the City of Tulare. The project is located between Bardsley and Morrison Avenues. The project utilized multiple layers of financing, including a \$2.75 million dollars of MTW funding as a project-residual-receipts loan. The project consists of 24 two-bedroom units, 33 three-bedroom units and 8 four-bedroom units. The project is currently fully leased.

<sup>12</sup>99 Palms Hotel is unique project that will provide permanent supportive housing to homeless individual in Tulare County. As a result of the COVID-19 pandemic; Tulare County Health and Human Services Agency (HHSA) received funding to operate Project Room Key. Through a collaboration with the Kings/Tulare Continuum of Care; homeless individuals that were infected with COVID-19 or whose medical conditions made them extremely vulnerable to the health risk associated with COVID-19 were housed in various hotels. The 99 Palms Hotel was one of the hotels that was housing homeless individuals through Project Room Key; the owners of the hotel reached out to Tulare County HHSA and noted the hotel was listed for sale. Subsequently, in March 2020 HATC adopted the Tulare County Strategic Plan on Homelessness; which sought to increase number of housing units available for permanent supportive housing. The hotel was purchased for \$1,950,000 and it will serve 55 homeless individuals. HATC executed a 10-year contract with Tulare County HHSA; through a partnership with the Kings/Continuum of Care they will provide permanent supportive housing to 55 households.

<sup>13</sup>627 S. Fulgham in Visalia is currently being reviewed as a possible site to develop a new affordable housing project that will serve individuals with mental disabilities. The project will be developed through a collaboration with the Tulare County Health and Human Services Agency. We are currently still putting development costs together but we are anticipating in utilizing up to \$2.5 million dollars for construction costs of 15 units.

<sup>14</sup>We are working on developing a 66- unit project that would increase the senior housing available in Tulare County. This will be 62 one-bedroom units, 3 two-bedroom units and one onsite manager unit. This development will be with the partnership of Pacific West Communities, Inc. and Kaweah Management Company as General Partners. They will create a California Limited Partnership and submit a grant application to the Tax Credit Allocation Committee. Moving-to-Work funds in the form of a loan in the amount of \$4,7500,000 to Kaweah Management Company, Inc. will be utilized for the development of this project, Myrtle Avenue Senior Apartments in the City of Visalia with a simple interest rate of two percent with a 30-year amortization term with payment based on the residual receipts.

## Section IV: Approved MTW Activities

**Planned Non-Significant Changes:** There are not any non-significant changes to this activity for this plan year.

**Planned Changes to Metrics/Data Collection:** There are no changes to the metrics or data collection methods this activity will be assessed during this plan year.

**Planned Significant Changes:** HATC is actively looking for the opportunity to acquire and/or develop additional affordable housing units. Therefore, the number of units that are acquired may increase during the Fiscal Year; as sound financial purchasing and/or development opportunities may present themselves during the 2021-2022 FY. The ability to utilize unused MTW funds, including reserves and/or excess MTW funding for the projected 2021-2022 FY, is a vital component in our effectiveness to continue to expand our affordable housing stock portfolio. As noted above, we are currently working on the development of two additional projects (Myrtle Ave. Senior Apartments and 627 S. Fulgham). We have \$4,586,254 in projected funds that we will be utilizing towards financing the development and or acquisition of other housing projects that become available through the area for purchase.

In order to address the findings outlined in HUD's Quality Assurance Division Corrective Action Plan issued on November 24, 2017 and the Letter of Non-Compliance issued out by HUD on July 27, 2020. HATC will report funds that have been allocated for future projects as an expenditure under FDS Line Item 510.3, as Committed Fund Balance. Furthermore, this balance, as well as all excess Section 8 HCV HAP and Administrative Fees and Section 8 Public Housing funds will be deposited into a domestic interest-bearing account with a General Depository Agreement. This action complies with the HUD cash management requirements. Unpent funding and program reserves are being held by either the Bank of West or Steifel Nicholas; who have approved General Depository Agreements between themselves and HATC. In order to remain in compliance HATC is required to provide copies of these account to our HUD Regional Office on a quarterly basis.



## Section IV: Approved MTW Activities

### **Activity Six –Minimum or ‘Imputed Income for Work-able adults in elderly or disabled households:**

**Planned Year Approved, Implemented, and Amended:** This Activity was approved and implemented in 2014 and implemented in 2014. The activity has not been amended.

**Description/Activity Update:** In 2014 HATC proposed to use a minimum or ‘imputed’ income for work-able adults in elderly or disabled households. HATC encourages families who do not fall into the elderly or disabled head of household category to become self-sufficient by establishing a time limit, fixed rents, and fixed subsidies. Elderly and disabled households have not been subjected to time limits and the rent for these households is computed using traditional Section 8 Housing Choice Voucher Program (HCV) and Public Housing program regulations with some minor differences in the income and rent computation. As a result, HATC believes that in some cases, families have taken advantage and have used family members who are elderly/disabled as head of household to exclude them from time limits and fixed rents/fixed subsidies; albeit with work-able family members in the household.

As a result, HATC implemented an ‘imputed’ annual income of \$11,000 per work-able adult in an elderly or disabled household. This ‘imputed’ income amount is used to compute the household’s rent portion. In order to determine the ‘imputed’ income amount, HATC used California’s 2018 minimum wage (\$11.00 per hour), multiplied it by a twenty (20) hour work week, and rounded down to the nearest thousand. Should the minimum wage increase or decrease over time, the ‘imputed’ income amount is also subject to change. In January 1, 2019 the minimum wage rate was increased from \$11.00 per hour to \$12.00 per hour in the State of California. Therefore, the annual imputed income is increased from \$11,000 to \$12,000 per work-able adult in an elderly or disabled household.

If a work-able individual already has income which they are reporting, HATC uses that income or the ‘imputed’ amount, whichever amount is greater. Work-able is defined as an adult under the age of fifty-five (55) who is not a dependent and who does not meet HUD’s definition of a disabled person. This definition also applies to full-time students. These households would still be entitled to eligible income deductions and would continue to be excluded from any imposed time limits. ‘Imputed’ income is not used to determine income qualification under established income limits.

A Hardship policy is available so that families with extenuating circumstances are able to request permanent or temporary exclusion from the ‘imputed’ income provision. This activity is ongoing.

**Planned Non-Significant Changes:** There are not any non-significant changes to this activity for this plan year.

**Planned Changes to Metrics/Data Collection:** There are no changes to the metrics or data collection methods this activity will be assessed during this plan year.

**Planned Significant Changes:** There are not any significant changes to this activity for this plan year.

## Section IV: Approved MTW Activities

### Activity Seven- Security Deposit Loan

**Planned Year Approved, Implemented, and Amended:** This Activity was approved in 2018 and implemented in 2019. The activity has not been amended.

**Description/Activity Update:** Our Board and our Executive Director continue on developing policy modifications, within our MTW Program, to ensure that we continue to increase housing choices for low-income families and individuals. We have examined some of the barriers that are preventing very low income, to extremely low-income participants; with an active Section 8 Housing Choice Voucher (HCV), from successfully utilizing their HCV. We analyzed the incomes of households that were issued an HCV in our last disbursement of HCVs and we found that 66% of all households were at or below 30% of the Area Median Income (AMI). Therefore, it's our conclusion that in some situations it can be an extreme financial burden for such households to have enough savings or cash on hand to pay for the required security deposit as well as their share of their first month's rent.

The inability to have enough cash on hand to pay for both the security deposit and the first month's portion of their rent for such households is a barrier for them successfully utilizing their HCV. We saw a direct correlation once we started to see our agency's HCV utilization rate fall below 90%. Given that most households spent on average of five years waiting to reach the top of the Section 8 HCV waiting list; we want to do our best to assist them in successfully utilizing the long waited and much needed rental assistance.

Therefore, HATC proposed to utilize our MTW Program Flexibility to provide an interest-free security deposit loan to new HCV Program Participants; in which their household income is at or below 40% of the Area Median Income (AMI). Each eligible household is able to receive a security deposit loan in the amount of one months of their determined rental subsidy. This interest-free security deposit loan is to be repaid within six months to HATC. This activity is ongoing.

**Planned Non-Significant Changes:** There are not any non-significant changes to this activity for this plan year.

**Planned Changes to Metrics/Data Collection:** There are no changes to the metrics or data collection methods this activity will be assessed during this plan year.

**Planned Significant Changes:** There are not any significant changes to this activity for this plan year.

## Section IV: Approved MTW Activities

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### (IV) Approved MTW Activities: (B) Not Yet Implemented Activities

Not applicable, no MTW Activities are currently on hold.



## Section IV: Approved MTW Activities

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### (IV) Approved MTW Activities: (C) Activities on Hold

Not applicable, no MTW Activities are currently on hold.

## Section IV: Approved MTW Activities

### (IV) Approved MTW Activities: (D) Closed Out Activities

#### **Activity Three- Encourage Self-Sufficiency and Transition of Pre-1999 Families to the MTW**

**Program:** As mentioned in Activity One; to lessen the reporting burden Activity Three has been moved to the Closed Out Activities Section. These families chose to not be transitioned into the MTW Program, allowing them to be excluded from the rent reform provisions enforced on all MTW Program participants. In 2009 our agency concluded that all able body participants should strive to become self-sufficient regardless of when they had been enrolled in one of our programs. Therefore, the remaining 73 families were to be transitioned into our MTW Program. This activity administers the same rental assistance model outlined in Activity One, therefore applicable data will continue to be reported on in Activity One. This activity was approved in 2009-2010 and implemented in 2009.

**Activity Update:** This activity was closed per HUD's request on February 29, 2016. This was implemented in our 2015-2016 MTW Plan.

## Section V: MTW Sources and Uses of Funds

### A. ESTIMATED SOURCES AND USES OF MTW FUNDS

#### i. Estimated Sources of MTW Funds

The MTW PHA shall provide the estimated sources and amount of MTW funding by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	\$3,612,341
70600	HUD PHA Operating Grants	\$20,210,775
70610	Capital Grants	\$2,328,615
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$423,765
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$60,557
70000	Total Revenue	\$26,636,053

#### ii. Estimated Uses of MTW Funds

The MTW PHA shall provide the estimated uses and amount of MTW spending by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$3,265,640
91300+91310+92000	Management Fee Expense	\$0
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$0
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$772,296
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$2,526,921
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$281,522
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$14,692
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	HAP + HAP Portability-In	\$15,028,418
97400	Depreciation Expense	\$160,307
97500+97600+97700+97800	All Other Expense	\$0
510.3	Committed Fund Balance	\$4,586,254
90000	Total Expenses	\$26,636,053

## Section V: MTW Sources and Uses of Funds

Please describe any variance between Estimated Total Revenue and Estimated Total Expenses:

HATC recognizes that based on the total revenue it projects to collect in the FY 2021-2022 (\$26,636,053) and the projected expenses (\$22,049,799) there will be a total of \$4,586,254 in unspent funding and program reserves. These unused funds are projected to be utilized in the acquisition and/or development of additional housing units for the FY 2021 - 2022. Activity Five- Development of Additional Affordable Housing provides a thorough overview on past and future utilization of MTW Reserves for the purpose of this activity. However, in the past years we have not received guidance on what FDS Line Item to report these expenditures. For the FY 2021-2022 we will be reporting a total of \$4,586,524 in development and/or acquisition expenses in FDS Line Item 510.3 (Committed Fund Balance). This budgetary strategy is implemented in order to have MTW Funds available for the development and/or acquisition of additional affordable housing stock. Please note that any unused MTW funds for the FY 2021-2022; are subject to the applicable cash management requirements. This includes ensuring that all excess Section 8 Housing Choice Voucher (HCV) Housing Assistance Payment (HAP) and Administrative Fees are covered in domestic interest-bearing accounts with a General Depository Agreement (GDA).

iii. **Description of Planned Use of MTW Single Fund Flexibility**

The MTW PHA shall provide a thorough narrative of planned activities that use only the MTW single fund flexibility. Where possible, the MTW PHA may provide metrics to track the outcomes of these programs and/or activities. Activities that use other MTW authorizations in Attachment C and/or D of the Standard MTW Agreement (or analogous section in a successor MTW Agreement) do not need to be described here, as they are already found in Section (III) or Section (IV) of the Annual MTW Plan. The MTW PHA shall also provide a thorough description of how it plans to use MTW single fund flexibility to direct funding towards specific housing and/or service programs in a way that responds to local needs (that is, at a higher or lower level than would be possible without MTW single fund flexibility).

### PLANNED USE OF MTW SINGLE FUND FLEXIBILITY

Description HATC does not have any approved or proposed MTW activities that solely use MTW Single Fund Flexibility. As outlined in Section III: Proposed MTW Activities and Section IV: Approved MTW Activities, HATC utilizes a variety of other MTW waivers to implement activities that work to further the three MTW statutory objectives: cost effectiveness in federal expenditures, promote economic self-sufficiency among program participants and to increase housing choices for low-income families. However, the budgetary fungibility that is available due to MTW Single Fund flexibility provides a vital component to further enhance MTW statutory objectives. For example, the implementation of Activity Five: Development of Additional Affordable Housing has been essential in increasing housing choices for low-income families. The utilization of unspent funding and program reserves to finance the additional 1,115 housing units has allowed HATC to meet the growing demand for affordable, well-maintained housing in Tulare County. The budgetary flexibility acquired through the MTW Single Fund is fundamental as HATC continuously works to increase cost effectiveness in federal expenditures.

## Section V: MTW Sources and Uses of Funds

### B. LOCAL ASSET MANAGEMENT PLAN

i. Is the MTW PHA allocating costs within statute?

Yes

ii. Is the MTW PHA implementing a local asset management plan (LAMP)?

No

iii. Has the MTW PHA provide a LAMP in the appendix?

No

iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

N/A

### C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

i. **Description of RAD Participation**

The MTW PHA shall provide a brief description of its participation in RAD. This description must include the proposed and/or planned number of units to be converted under RAD, under which component the conversion(s) will occur, and approximate timing of major milestones. The MTW PHA should also give the planned/actual submission dates of all RAD Significant Amendments. Dates of any approved RAD Significant Amendments should also be provided.

#### RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

HATC is not participating in RAD.

BEFORE THE BOARD OF COMMISSIONERS  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF TULARE  
STATE OF CALIFORNIA

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APPROVING THE ANNUAL	)	
MOVING-TO-WORK	)	
2021/2022 AGENCY PLAN	)	RESOLUTION NO. 2021-02
CERTIFICATIONS OF	)	
COMPLIANCE	)	

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Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

Annual Moving to Work Plan U.S. Department of Housing and Urban Development  
Certifications of Compliance Office of Public and Indian Housing

Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work Plan\*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning July 1 2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.

7. The PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

9. In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.

10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

13. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).

16. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

17. With respect to public housing and applicable local, non-traditional development the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.

21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all

## Section VI: Administrative (A) Board Resolution & Certs. Of Compliance

other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the County of Tulare  
PHA Name PHA Number/HA Code

CA-030

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

John L. Hess

Chairperson of the  
Board of Commissioners  
Title

Name of Authorized Official

  
Signature

2/17/21  
Date

\*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

The foregoing resolution was adopted upon a motion presented by Commissioner Silicato, and seconded by Commissioner Walters, at a regular meeting of the Board of Commissioners held on the 17<sup>th</sup> day of February 2021. Motion carried by the following vote:

**AYES:** Hess, Silicato, Velasquez, Walters, Chavarria

**NAYES:** None

**ABSTAIN:** None

**NONE:** None

HOUSING AUTHORITY OF  
THE COUNTY OF TULARE

  
JOHN L. HESS, CHAIRPERSON

MWRResolutions/No.2021-02.docx



## Section VI: Administrative (B) Documentation of Public Process

HATC has made the 2021-2022 MTW Annual Plan available for public review on January 1, 2021 the review period ended on February 15, 2021. The document was available on our website or via e-mail. On February 14, 2021 the public hearing was held by telephone conference this year due to the COVID-19 pandemic. There were 17 program participants on the call from the public. The Moving to Work Demonstration program and the Capital Fund Program were discussed during this public hearing. However, there were no question regarding the FY 2021-2020 MTW Plan.

## Section VI: Administrative (B) Documentation of Public Process

**NOTICE OF PUBLIC COMMENT PERIOD  
NOTICE OF PUBLIC HEARING  
HOUSING AUTHORITY OF THE COUNTY OF TULARE**

January 1, 2021

Housing Authority of the County of Tulare  
5140 West Cypress Avenue  
Visalia, CA 93277  
(559) 627-3700

The Housing Authority of the County of Tulare will be holding a public hearing regarding the Moving-to-Work (MTW) Demonstration Program and Public Housing Capital Funding Program on Thursday, January 14, 2021 at 3:00 P.M. via telephone conference. In order to attend the public hearing, you will need to call (425) 436-6300 and enter the access code 381819.

The discussion items will include plans for use of Public Housing Capital Fund money and possible revisions to the MTW Program. The documents for discussion are available on our website at [www.hatc.net](http://www.hatc.net), upon request by calling (559) 627-3700, extension 122 or by email to [info@hatc.net](mailto:info@hatc.net).

Any individual, group or agency may submit written comments on the proposed documents. All comments received by the Housing Authority by Monday, February 15, 2021 by 5:00 P.M. will be considered by the Housing Authority Board of Commissioners prior to authorizing submittal of the MTW Plan and Capital Funding priorities to HUD. Comments may be made at the hearing, or you may submit them in writing to:

Housing Authority of the County of Tulare  
Post Office Box 791  
Visalia, CA 93279  
Or Via email to [info@hatc.net](mailto:info@hatc.net)

**HOUSING AUTHORITY OF THE COUNTY OF TULARE**

By: KEN KUGLER, Executive Director

MW/MTW/NoticeOfPublicCommentPeriod.docx

## Section VI: Administrative (B) Documentation of Public Process

**AVISO DE PERIODO DE COMENTARIO PÚBLICO  
AVISO DE AUDIENCIA PÚBLICA  
AUTORIDAD DE VIVIENDAS DEL CONDADO DE TULARE**

1 de Enero del 2021

Autoridad de Viviendas del Condado de Tulare  
5140 West Cypress Avenue  
Visalia, CA 93277  
(559) 627-3700

La Autoridad de Viviendas del Condado de Tulare tendrá una audiencia pública acerca del Programa de Demostración Moviéndose-a-Trabajar y el los Fondos Capitales del Programa de Viviendas Públicas el jueves 14 de enero del 2021 a las 3:00 P.M. vía conferencia telefónica. Para asistir a la audiencia pública, necesita llamar al (425) 436-6300 e ingrese el código de acceso 381819.

Los artículos en discusión incluyen planes para el uso de dinero de Fondos Capitales del Programa de Viviendas Públicas y posibles revisiones al programa Moviéndose-a-Trabajar. Los documentos que se discutirán están disponibles en nuestro sitio web en [www.hatc.net](http://www.hatc.net), por solicitud llamando al (559) 627-3700, extensión 122, o por correo electrónico a [info@hatc.net](mailto:info@hatc.net).

Cualquier individuo, grupo o agencia puede someter sus comentarios por escrito sobre los documentos propuestos. Todos los comentarios recibidos por la Autoridad de Viviendas antes de las 5:00 P.M. el lunes, 15 de Febrero del 2021 serán considerados por la Mesa de Comisionados de la Autoridad de Viviendas antes de someter a HUD el Plan MTW y prioridades de Fondos Capitales. Se pueden hacer Comentarios el día de la audiencia, o por escrito mandarlos a:

Housing Authority of the County of Tulare  
Post Office Box 791  
Visalia, CA 93279  
O por correo electrónico a [info@hatc.net](mailto:info@hatc.net)

**AUTORIDAD DE VIVIENDAS DEL CONDADO DE TULARE**

Por: KEN KUGLER, Director Ejecutivo

MW/MTW/NoticeOfPublicCommentPeriod.doc

# Section VI: Administrative (B) Documentation of Public Process

Visalia Newspapers, Inc.  
P.O. Box 31, Visalia, CA 93279  
559-735-3200 / Fax 559-735-3210

## Certificate of Publication

*Ken Kugler*

State Of California ss:  
County of Tulare

### Advertiser:

HOUSING AUTHORITY OF TULARE CO  
5140 W CYPRESS AVE  
VISALIA, CA, 93277

### RE: NOTICE OF PUBLIC COMMENT PERIOD NOTICE OF PUBLIC HEARING HOUSING

I, a legal clerk, for the below mentioned newspaper(s), am over the age of 18 years old, a citizen of the United States and not a party to, or have interest in this matter. I hereby certify that the attached advertisement appeared in said newspaper

Newspaper: **Visalia Times Delta**

1/1/2021

I acknowledge that I am a principal clerk of said paper which is printed and published in the City of Visalia, County of Tulare, State of California. The Visalia Times Delta was adjudicated a newspaper of general circulation on July 25, 2001 by Tulare County Superior Court Order No. 41-20576. The Tulare Advance Register was adjudicated a newspaper of general circulation on July 25, 2001 by Superior Court Order No. 52-43225.

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct. Executed on this 1 day of January, 2021 in Visalia, California.

*Shelly Herrera*

Declarant

Order # 000524985  
# of Affidavits: 1

This is not an invoice

### NOTICE OF PUBLIC COMMENT PERIOD NOTICE OF PUBLIC HEARING HOUSING AUTHORITY OF THE COUNTY OF TULARE

January 1, 2021

Housing Authority of the County of Tulare  
5140 West Cypress Avenue  
Visalia, CA 93277  
(559) 627-3700

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The discussion items will include plans for use of Public Housing Capital Fund money and possible revisions to the MTW Program. The documents for discussion are available on our website at [www.hatc.net](http://www.hatc.net), upon request by calling (559) 627-3700, extension 122 or by email to [info@hatc.net](mailto:info@hatc.net).

Any individual, group or agency may submit written comments on the proposed documents. All comments received by the Housing Authority by Monday, February 15, 2021 by 5:00 P.M. will be considered by the Housing Authority Board of Commissioners prior to authorizing submittal of the MTW Plan and Capital Funding priorities to HUD. Comments may be made at the hearing, or you may submit them in writing to:

Housing Authority of the County of Tulare  
Post Office Box 791  
Visalia, CA 93279  
Or via email to: [info@hatc.net](mailto:info@hatc.net)

HOUSING AUTHORITY OF THE  
COUNTY OF TULARE  
By: KEN KUGLER, Executive Director

### AVISO DE PERIODO DE COMENTARIO PUBLICO AVISO DE AUDIENCIA PUBLICA AUTORIDAD DE VIVIENDAS DEL CONDADO DE TULARE

1 de Enero del 2021

Autoridad de Viviendas del Condado de Tulare  
5140 West Cypress Avenue  
Visalia, CA 93277  
(559) 627-3700

La Autoridad de Viviendas del Condado de Tulare tendrá una audiencia pública acerca del Programa de Demostración Moviéndose-a-Trabajar y el os Fondos Capitales del Programa de Viviendas Públicas a jueves 14 de enero del 2021 a las 3:00 P.M. vía conferencia telefónica. Para asistir a la audiencia pública, necesita llamar a (425) 436-6300 e ingresar el código de acceso 381819.

Los artículos en discusión incluyen planes para el uso de dinero de Fondos Capitales del Programa de Viviendas Públicas y posibles revisiones al programa Moviéndose-a-Trabajar. Los documentos que se discutirán están disponibles en nuestro sitio web en [www.hatc.net](http://www.hatc.net), por solicitud llamando al (559) 627-3700, extensión 122, o por correo electrónico a [info@hatc.net](mailto:info@hatc.net).

Cualquier individuo, grupo o agencia puede presentar sus comentarios por escrito sobre los documentos propuestos. Todos los comentarios recibidos por la Autoridad de Viviendas antes de las 5:00 P.M. el lunes 15 de febrero del 2021 serán considerados por la Mesa de Comisionados de la Autoridad de Viviendas antes de someter a HUD el Plan MTW y prioridades de Fondos Capitales. Se pueden hacer comentarios el día de la audiencia, o por escrito mandarlos a:

Housing Authority of the County of Tulare  
Post Office Box 791  
Visalia, CA 93279  
O por correo electrónico a [info@hatc.net](mailto:info@hatc.net)

AUTORIDAD DE VIVIENDAS DEL  
CONDADO DE TULARE  
Por: KEN KUGLER, Director Ejecutivo  
Pub: Jan. 1, 2021 4524985

## Section VI: Administrative (B) Documentation of Public Process

MINUTES OF THE  
MOVING-TO-WORK  
PUBLIC HEARING

3:00 P.M. TUESDAY, JANUARY 14, 2021

Ms. Cindy Lopez, Executive Assistant/Office Manager opened the Public Hearing that was held by telephone conference this year due to COVID-19 and stated Miguel Perez the MTW/Programs Coordinator of the Housing Authority of the County of Tulare will be presenting the Moving-to-Work Plan for 2021-2022 fiscal year. There were 17 program participants on the call from the public.

Mr. Perez reviewed the Moving-to-Work Plan for Fiscal Year 2021-2022 and informed the public no proposed changes to existing activities or new activities are expected to be introduced this fiscal year. Our goal is to continue to develop additional affordable housing through our Activity 5 Section of our MTW Plan. We will continue to manage 710 Public Housing units.

Mr. Perez opened the hearing to the public to answer any questions. However, after review of the questions it was determined that questions from the public pertained to specific circumstances related to their cases and not to the material presented and were referred to speak directly with their Eligibility Clerk.

The meeting was adjourned at 3:13 P.M.

  
KEN KUGLER, Executive Director

## Section VI: Administrative (C) Planned and Ongoing Evaluations

HATC does not plan nor does it have an ongoing evaluation or any other type of assessment with regard to the MTW program.

# Section VI: Administrative (D) Lobbying Disclosures

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

3348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:		
<b>6. Federal Department/Agency:</b> U.S. Department of Housing and Urban Development			<b>7. Federal Program Name/Description:</b> Moving to Work Annual Plan FY 2022 CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  		
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the law source when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>			Signature:  Print Name: Ken Kugler Title: Executive Director Telephone No.: 559-627-3700 Date: 12/30/2020		
<b>Federal Use Only:</b>			Authorized for Local Reproduction Standard Form LL- (Rev. 7-97)		

# Section VI: Administrative (D) Lobbying Disclosures

## Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Housing Authority of County of Tulare

Program/Activity Receiving Federal Grant Funding

Moving to Work Annual Plan - FY 2022

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-111, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1310, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Ken Kugler

is

Executive Director

Signature



Date (mm/dd/yyyy)  
12/30/2020

Previous edition is obsolete

Form HUD 50074 (5/14)  
of Handbooks 7417.1, 7475.13, 7485.1, & 7485.3



# Appendix A: MTW HARDSHIP POLICY

## MTW HARDSHIP POLICY

The Housing Authority recognizes that substantial, unforeseen hardships may arise, such that families cannot pay their full rent or would experience a significant rent increase. In such cases, the families may apply to the Housing Authority for relief. The Housing Authority shall consider such a request, taking into consideration other local resources available to the family. Such requests must be in writing, stating the reason for the hardship and the expected duration.

Relief may consist of the following:

1. Deferral of a portion of the rent.
2. Extension of the assistance period
3. Conversion to the income-based program (if family is on the program with a fixed subsidy and time limit)
4. A full or partial waiver of imputed income amounts per work-able family member

Consideration will be given for hardship when a family has suffered a catastrophic change, which caused the death, illness or long-term disability of an adult family member, which resulted in the loss of income to the family. These families will be referred to CSET for an assessment of options and links to other community resources for recovery. A contract will be signed with the family stipulating the change to their Moving-to-Work assistance/rent and the steps the family will take to work toward self-sufficiency. The contract will specify the amount by which the family's portion of rent has changed, and for what duration. The amount by which the rent will be changed will be determined by Housing Authority staff on a case-by-case basis.

If all possible work-able family member(s) become(s) permanently disabled, the family will automatically be changed to a traditional income-based program with no time limit, without having an assessment done by CSET or submitting a hardship request in writing.

In cases where a CSET evaluation is not possible or productive, and where there are still possible work-able family members, the hardship request will be presented to a Hardship Committee made up of community citizens who have sufficient knowledge of the MTW program to make informed decisions as to the disposition of rental assistance for such families. Decisions of the Hardship Committee will be final.

This policy is not intended to apply to seasonal income fluctuations, nor minor or temporary reductions of income.