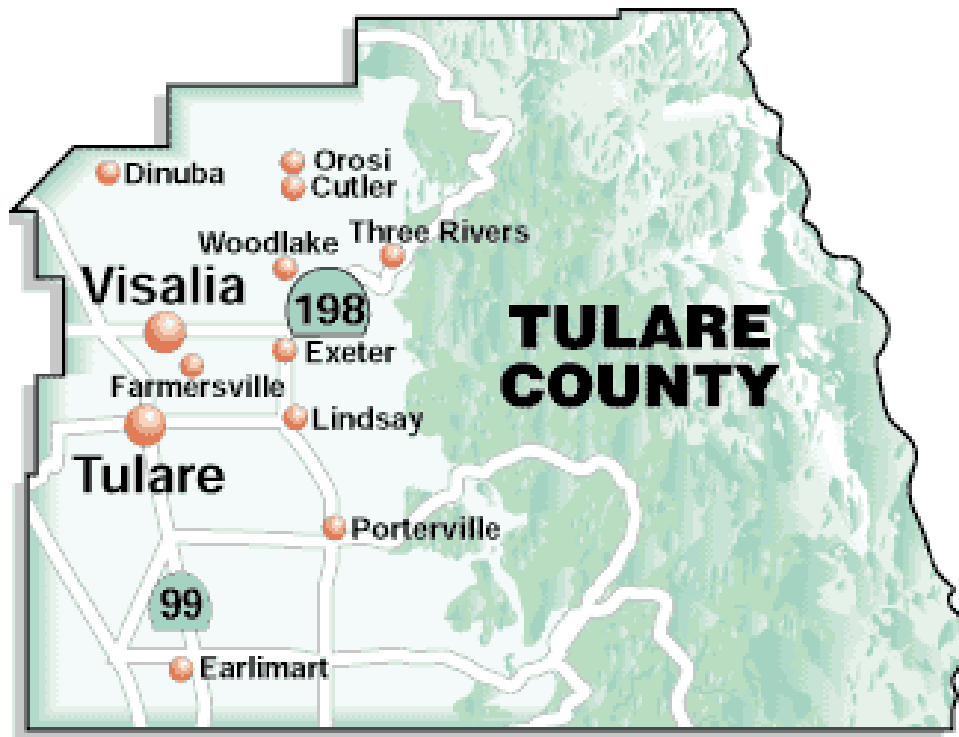


Moving to Work

FY 2012-2013 Annual Plan

Housing Authority of the County of Tulare



Submitted May 18, 2012
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Section I: Introduction

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.

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 several 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 State of California Tax Credit Allocation Committee (LIHTC), 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. Our mission statement was instituted prior to HATC's participation in the MTW Demonstration Program. However, with the commencement of the MTW Demonstration Program, we feel more capable of providing our families the necessary tools to establish responsibility and achieve self-sufficiency. At the present, HATC provides affordable and well-maintained rental housing to nearly 5,000 households. We have established a solid reputation for providing safe and affordable housing to low and very-low income families throughout Tulare County.

HATC entered into its first MTW Demonstration Program contract with HUD on May 1, 1999. Our MTW contract was reevaluated and extended for an additional 10 years in 2008. When our contract was extended, HUD encouraged more budget flexibility and HATC was able to institute changes that will be discussed later in this plan. This plan spans the 2013 fiscal year (July 1, 2012 to June 30, 2013). In this plan we will discuss our current goals, operating information, non-MTW HATC programs and activities, long-term MTW objectives and plans, proposed MTW activities, ongoing MTW activities, agency performance and evaluation and the sources and uses of our funding.

Goals and Objectives: HATC has established specific goals and objectives for its employees and its company which include:

1. Reducing cost by achieving greater cost effectiveness in federal expenditures.
2. Increase incentives for families or to participate in job-training programs to achieve economic self-sufficiency. Decrease incentives for families to fail to report or underreport income by establishing fixed subsidies.
3. Increase housing choices for program participants
4. Increase productivity and work quality by reducing calculation errors and unnecessary work volume.

Of these, numbers one and three are direct statutory goals of the MTW Program. Number two includes the last statutory goal of "Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs or programs that assist people to obtain employment and become economically self-sufficient".

We believe that the MTW Demonstration Program permits local agencies to provide assistance that best benefits their jurisdiction and constituents. It provides the flexibility for our agency to determine the needs of its community and to mold a program that would permit it to grow in such a way that would demonstrate the value and success of the MTW Demonstration Program.

Section II: General Operating Information

HATC currently administers almost 5,000 units of assistance. This number includes Section 8 Housing Choice Vouchers (HCV), Public Housing, Veterans Administrative Supportive Housing (VASH) and units funded by different sources.

A. Housing Stock Information

Public Housing: HATC currently owns and maintains 710 MTW public-housing units. We do not anticipate adding any new public-housing units, nor do we anticipate removing any public-housing units from our inventory during the plan year. HATC does not anticipate making any significant capital expenditures by development (>30%) and does project to make any significant capital expenditures by development greater than 30% in the next fiscal year. Below, refer to table 1:

Table 1

HUD FUNDING				
MTW PUBLIC HOUSING AS OF 5/3/2012				
Complex	Location	No. of Units	Leased	Vacant
30-1A	Cutler	24	23	1
30-1B	Cutler	6	6	0
30-2	London	20	20	0
30-3	Cutler	25	22	3
30-4	Goshen	20	19	1
30-5	Dinuba	80	80	0
30-7	Woodlake	25	24	1
30-8	Traver	10	10	0
30-10	Tulare	75	75	0
30-11	Woodlake	5	5	0
30-12	Tulare	50	49	1
30-15	Visalia	36	36	0
30-16	Visalia	74	72	2
30-17	Porterville	65	63	2
30-19	Visalia	69	68	1
30-20	Tulare	50	50	0
30-21	Tulare	30	29	1
30-24	Porterville	46	41	5
Total MTW Public Housing Units		710	692	18

Section II: General Operating Information

Section 8 Housing Choice Voucher Program (HCV): As of April 11, 2012, HATC had a total of 2,841 (with authorization to lease an extra 150 vouchers authorized in the FY 2010-2011 plan) MTW HCVs allocated of which 2,991 are leased at this time. This made our lease-up percentage 105 %. HATC project-based 30 of its HCV-voucher allocations during the 2011/2012 fiscal year, and has no plans to convert any additional vouchers to project-based during the next plan year. HATC anticipates the number of HCV vouchers under lease to remain the same during the 2012-2013 plan year. We will, however, be monitoring Section 8 reserves to be sure that such a number is sustainable. If not, we will drop the number of vouchers under lease through attrition.

The only non-MTW vouchers that HATC administers are the 35 VASH-voucher allocations for its veteran population in order for them to locate affordable housing. As of April 2012, 32 have been leased. HATC continues working with the Department of Veteran Affairs and is optimistic about receiving more referrals to lease up the last allocations before the start of the plan year on July 1, 2012.

Multifamily Housing (HUD): HATC manages and maintains two HUD multifamily complexes. One complex, La Serena, provides affordable housing for low-income families, while our other complex, Santa Fe Plaza, provides affordable housing for the elderly.

Table 2

MULTIFAMILY HUD FUNDING			
Complex	Location	Year Built/Acquired	No. of Units
Santa Fe Plaza (Section 8/202)	Porterville	1983	105
La Serena (Section 8 New Construction)	Porterville	1983	65
Total Multifamily Units			170

Section II: General Operating Information

Other Housing Stock (Non-HUD): HATC owns/manages several other properties throughout the county funded by various sources. In partnership with Kaweah Management Company, an affiliated non-profit development company, HATC also has several new complexes in development. These new units are being developed using a combination of funds that include LIHTC, HOME, City Redevelopment tax-increment funding, bonds and HATC administrative funds. Additional projects are still in the works and will be completed in future years. Tables 3-5 provide information on our other housing stock and their various funding sources:

Table 3

FARM LABOR HOUSING STOCK USDA FUNDING			
Complex	Location	Year Built/Acquired	No. of Units
Terra Bella FLC	Terra Bella	1977	14
Sonora	Tulare	1985	52
Linnell FLC	Visalia	1938/1967/1972/1977	191
La Puente	Visalia	1980	15
Woodville FLC	Woodville	1938/1967/1977	178
Total Farm Labor Housing Units			450

LIHTC STOCK CALIFORNIA TAX CREDIT ALLOCATION FUNDING			
Complex	Location	Year Built/Acquired	No. of Units
Gateway Village II	Farmersville	2009	16
Cypress Cove	Tulare	1993	52
Westport Village	Visalia	1989	25
Fairview Village	Visalia	1994	8
Willowbrook	Visalia	1996	10
Kimball Court	Visalia	2000	95
Court & Paradise	Visalia	1980-2008, 2011	20
Parkside Court	Woodlake	2007	24
Total Tax Credit Housing Units			250

RENTAL HOUSING CONSTRUCTION PROGRAM UNITS STATE OF CALIFORNIA RHCP FUNDING			
Complex	Location	Year Built	No. of Units
Clark Court	Visalia	1983	24
Visalia Garden Villas	Visalia	1987	60
Total RHCP Housing Units			84

Section II: General Operating Information

Table 4

MIXED FUNDING UNITS				
Complex	Location	Year Built/Acquired	No. of Units	Funding Sources
Blain Units	Tulare/Porterville	1984/2001	14	HATC Non-Profit
County Center	Visalia	1974/2010	1	HATC Non-Profit
East Tulare Avenue Cottages	Visalia	1979/2009	22	RHCP/CHFA/Tulare RDA
Encina Triplex	Visalia	1945/2008	3	Visalia RDA
Lindsay Senior Apartments	Lindsay	2011	72	USDA/CTCAC
Tulare NSP	Tulare	2011	5	Tulare RDA/NSP/MTW ¹
Tule Vista	Tulare	2011	57	USDA/CTCAC/BOND/Tulare RDA/MTW ²
West Trail Apartments	Tulare	2012	49	USDA/CTCAC
Gateway Village Apartments	Farmersville	2008	48	USDA/CTCAC
Linmar Apartments	Dinuba	1982/1992	48	USDA
Millcreek Parkway	Visalia	2008	70	Visalia RDA/MTW ³
Myrtle Court	Visalia	1998/2008	32	HATC Non-Profit
North E Street	Tulare	1963/1980	1	HATC Non-Profit
North Jacob	Visalia	1958/1993	1	HATC Non-Profit
Oakwood	Tulare	2009	20	MTW/Tulare RDA ⁴
Poplar Grove	Poplar	2003	50	USDA/CTCAC
Robinwood Court	Visalia	2007	10	HOME/Visalia RDA
South Crenshaw	Visalia	1983/1995	1	HATC Non-Profit
Sultana Acres	Sultana	1992	36	RHCP/CTCAC
Tracy Court	Visalia	2010	3	HATC Non-Profit
Transitional Living Center	Visalia	1966/2005	32	Visalia RDA
Village Grove	Farmersville	1984/2009	48	USDA/CTCAC/BOND
West Oriole	Visalia	2010	8	MTW/Visalia RDA ⁵
Total Mixed Funding Units			631	

Table 5

FUTURE HOUSING STOCK				
Complex	Location	Estimated Completion	No. of Units	Funding Sources
East Kaweah	Visalia	2013	8	Visalia RDA
Exeter Family	Exeter	2012	49	TBD
Goshen & Lovers Lane	Visalia	2013	TBD	CTCAC
Morrison & Bardsley	Tulare	2013	57	Tulare RDA/CTACT/MTW ⁶
The Aspens	Tulare	2013	47	Tulare RDA/CTACT
Visalia Garden Apartments	Visalia	2014	48	MTW ⁷
Total Future Housing Units			209	

See following page for footnotes

Section II: General Operating Information

¹ The City of Tulare received money from the NSP program and asked HATC to participate by assuming ownership when they were ready for occupancy. There was funding for five units, and the City and HATC identified three units in the designated area which had suitable purchase prices and affordable rehabilitation requirements. In addition, there were two vacant lots in the same area that were available for purchase at a reasonable price. HATC used MTW-reserve money of approximately \$250,000 to purchase the three units and the two lots before the NSP funding was available, at which time the City reimbursed HATC. Contributions of MTW funds to this project is authorized through HATC'S approved Activity #5 – Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC's Attachment D of the Standard MTW Agreement.

² The Tule Vista project was financed by multiple sources. One source was the utilization of MTW-reserve funds in the amount of \$3,900,000, used as a bridge loan during the 15-year, tax-credit-compliance period. The project is one of the first in the State of California to have approval to convert to homeownership at the end of 15 years. Once the units are sold, the sale proceeds will be repaid to HATC. Contributions of MTW funds to this project is authorized through HATC'S approved Activity #5 – Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC's Attachment D of the Standard MTW Agreement.

³ HATC used MTW-reserve money to refinance the \$2,200,000 loan on this project to a more affordable interest rate for the project, at a higher rate than could have been achieved had the reserves been invested in traditional investments. Contributions of MTW funds to this project is authorized through HATC'S approved Activity #5 – Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC's Attachment D of the Standard MTW Agreement.

⁴ HATC approved the use of MTW-reserve funds in the amount of \$950,000 to purchase the 20-unit project in our development area in cooperation with the City of Tulare Redevelopment Agency who authorized the use of tax-increment funds to be granted to Kaweah Management Company the non-profit managed by the Housing Authority. MTW flexibility allowed for the quick closing on this project to help fight blight in the City of Tulare. Contributions of MTW funds to this project is authorized through HATC'S approved Activity #5 – Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC's Attachment D of the Standard MTW Agreement.

⁵ This project was the purchase of two foreclosed fourplexes in the City of Visalia Redevelopment target area. The HATC board approved funding from the MTW-program reserves in the amount of \$365,000 per fourplex. After acquisition, the fourplexes were financed by our local banking partner, Valley Business Bank, in the amount of \$250,000 per fourplex at 5% for 25 years. The balance of the acquisition was MTW funds. Contributions of MTW funds to this project is authorized through HATC'S approved Activity #5 – Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC's Attachment D of the Standard MTW Agreement.

⁶ A property near the new high school in Tulare became available. This is an under-served area of Tulare in which HUD recommended the City develop new affordable housing. HATC has purchased the property using MTW reserves of \$539,445 for a development planned to be available in 2014. Contributions of MTW funds to this project is authorized through HATC'S approved Activity #5 –

Section II: General Operating Information

Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC’s Attachment D of the Standard MTW Agreement.

⁷ Visalia Gardens is a HUD-mortgaged project which has only two years left on the HUD loan. The owner put the project on the market to sell. HATC saw a chance to keep a low-income project affordable and used MTW reserves of \$600,000 to option the property. The first payment will be made in 2012, and a second in 2013, with the project deeded to HATC at the end of the HUD loan. Contributions of MTW funds to this project is authorized through HATC’S approved Activity #5 – Development of Additional Affordable Housing, which makes use of the “Broader Uses of Funds” authority in HATC’s Attachment D of the Standard MTW Agreement.

Section II: General Operating Information

B. Leasing Information

Public Housing: HATC has 710 public-housing units, all of which are part of the MTW Demonstration Program. We do not have any other public-housing units that are non-MTW. We anticipate normal turnover rates because of participants of the Moving-to-Work Program timing out. However, we do not anticipate any problems with maintaining a high lease-up percentage throughout the plan year. At the present, our current lease-up rate is 98.32%, or 698, as of 12/31/2011. With a turnover percentage of 9.30%, we anticipate executing 66 new leases during the plan year and having 700 units leased

During FY 2011, 67 families vacated because they reached their five-year time limit.

Housing Choice Vouchers: HATC has a total of 2,841 MTW-voucher allocations. In the 2010-2011 MTW Plan, HATC requested permission to help an additional 150 families as part of the Moving-to-Work Demonstration Program. Permission was granted by HUD to over-lease our voucher allocation by 150. As of May 2012, HATC's lease-up rate was 105%, or 2,991, current contracts. At the present time, our agency is planning to maintain that percentage throughout the 2012-2013 plan year and have all 2,991 vouchers under lease. While foreclosures are still an issue for our program participants, we are seeing a decline in their number. Rents in our area are beginning to increase slightly, but we do not anticipate this will have an impact on our leasing rate.

HATC converted 30 of its 2,841 MTW-voucher allocations to project-based vouchers in the current fiscal year. It is our first attempt in providing project-based Section 8 assistance. In the future, HATC might consider converting additional allocations to project-based; however, we have no plans to do so in the upcoming year. All 30 converted slots have been leased as of this time.

HATC has 35 voucher allocations for the VASH program of which 32 slots are filled. We anticipate that we will have an additional four contracts under lease by the end of the current plan year and be able to maintain 35 contracts under lease in the 2012/2013 plan year.

Table 6

HATC LEASING INFORMATION April 2011			
Public Housing		Housing Choice Vouchers	
Total Units	710	Total MTW Vouchers Allocated	2,841
Total Units Leased	698	Total MTW Vouchers Leased	2,991
% of Units Leased	98.31%	% of MTW Vouchers Leased	105.00%
		Total VASH Vouchers Allocated	35
		Total VASH Vouchers Leased	32
		% of VASH Vouchers Leased	91.43%

Section II: General Operating Information

C. Waiting List Information

General: HATC maintains open waiting lists for Section 8 and public housing. Before the MTW Demonstration Program, it took an applicant, on average, five years to reach the top of the Section 8 waiting list. At the present, the average time on the Section 8 waiting list is four years. HATC believes one of the main factors allowing the waiting lists to remain open is the MTW Demonstration Program. While the program creates additional turnover in the public housing area, we view the program as a tool that provides our low-income community members an equal opportunity to receive rental assistance. Without the turnover or cancellations that the MTW Demonstration Program generates, the wait lists would eventually become so long that HATC would consider closing them as other housing authority agencies have. These waiting lists have not been closed in the last 20 years, and we do not anticipate having to close them in the future. Mass purges have not been necessary.

Public Housing: Tulare County has four geographical areas that have their own public-housing waiting lists. An applicant can apply for any or all areas of their choosing. HATC first and foremost gives a preference on all waiting lists to applicants who live, work or go to school in Tulare County. In addition to this criterion, our agency has established three other preferences for our public housing which enables an applicant to move up on the waiting list more quickly: an elderly preference, a disabled/handicap preference, and a families-with-working-income preference. As a result of these preferences, waiting-list time for the public-housing applicants varies. Applicants who do not fall within any of the preferences will remain at the bottom of the waiting list until all applicants who receive a preference are updated.

There are presently 9,397 families on the public-housing waiting list.

We will not be changing or adding any types of waiting list for public housing during the coming year. With the present downturn in the economy, and having open waiting lists, there is a strong possibility that the public-housing waiting lists will continue to increase during the plan year, even though families will be timing out and we will be housing families off that waiting list.

Housing Choice Vouchers: HATC maintains one Section 8 HCV waiting list for the county. For this waiting list, we have a local preference for applicants who live, work or go to school in Tulare County. Other than the residency preference, status on the waiting list is determined strictly by time and date of the application. Once applicants reach the top of the waiting list, they are contacted and if they respond, they are scheduled for an eligibility interview in one of our four area offices. The average wait for the Section 8 waiting is about four years.

There are presently 13,529 families on the Section 8 waiting list. With the continued downturn in the economy, we anticipate that the Section 8 waiting list will grow in the coming year. We will not be changing or adding any type of Section 8 waiting lists in the coming year.

Table 7 shows Waiting List Characteristics for both Public Housing and Section HCV:

Section II: General Operating Information

Table 7

Public Housing Waiting List Characteristics			
Race/Ethnicity	Hispanic	Non-Hispanic	Total
Asian	6	46	52
Black	21	336	357
White	6,299	2,661	8,960
American Indian	1	8	9
Hawaiian/Other Pacific Islander	1	18	19
Grand Total	6,328	3,069	9,397
Household Type	Elderly/Disabled	Family	Total
Households	1,775	7,622	9,397
Sex of Head of Household	Female	Male	Total
Households	7,480	1,917	9,397

Section 8 HCV Waiting List Characteristics			
Race/Ethnicity	Hispanic	Non-Hispanic	Total
American Indian	1	12	13
Asian	10	110	120
Black	33	435	468
Hawaiian/Other Pacific Islander	2	24	26
White	9,470	3,432	12,902
Grand Total	9,516	4,013	13,529
Household Type	Elderly/Disabled	Family	Total
Households	2,656	10,873	13,529
Sex of Head of Household	Female	Male	Total
Households	10,629	2,900	13,529

Section III: Non-MTW Information

HATC chooses not to provide information for Section III: Non-MTW-Related Housing Authority Information, since the section is optional.

Section IV: Long Term MTW Plan

HATC focus is to continue its pursuit of the statutory goals of the MTW program and also to establish a permanent MTW contract with HUD. It is our strong belief that the MTW Demonstration Program has been successful and will continue to benefit participants in the long term. Reverting back to non-MTW standards and regulations would be a major detriment to HATC. We also believe reverting back to previous standards and regulations would be unfair to former MTW Demonstration Program participants who have timed out.

HATC is constantly seeking ways to improve the MTW Demonstration Program and streamline our operations with the goals of program simplification leading to cost savings. We are continually brainstorming and discussing methods that could benefit program participants, reduce administrative burden and help additional needy families. HATC gathers input from all staff members and incorporates their ideas to formulate and propose new ideas and methods for future MTW Demonstration Plans.

Section V: Proposed MTW Activities

There are no planned MTW changes for the coming fiscal year. Any planned, proposed changes will be pursued through a regulatory-waiver process.

During the planning process, a change was proposed and discussed with both the public participants and the Resident Council that would only require self-certification of assets totaling less than \$5,000 after the first year of assistance for all Section 8 and public-housing tenants. However, this change was not pursued and included in this MTW plan as a proposed activity because the agency did not feel that there would be sufficient time savings implementing that activity, and those savings would be extremely hard to document while possibly creating some unintended consequences of income-based families not reporting accurately and, therefore creating retroactive rents.

Discussions regarding alternative ways to verify Social Security documentation for foster children will be pursued administratively through regular HUD channels.

Section VI: Ongoing MTW Activities

Table 8

Ongoing MTW Activities Approved by HUD			
Activity Number	Activity Name	Year Identified/ Implemented	Authorizations
One	Administrative Cost Savings	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)
Three	Encourage Self-Sufficiency in Pre-1999 Families	2009/2009	Attachment C: Section C.11 and Section D.2
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

Activity One – Administrative Cost Savings and Self Sufficiency: 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. Those activities are:

1. Fixed-proration amounts for mixed-family households with ineligible-alien-status family members (for five-year-program participants). This was implemented at the onset of MTW in 1999; for all remaining families, this was planned in 2008 and implemented in 2009.
2. Requiring Section 8 landlords to use the HUD-model lease. This was planned and implemented in 1999.
3. 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.
4. Elimination of UAP payments by the establishment of a \$0 minimum rent. This was planned in 2008 and implemented in 2009.
5. 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.
6. Converting all able-bodied families who entered our program before May 1999 to MTW programs with fixed rents/subsidies and time limits. This was planned in 2008 and implemented in 2009.

Staff caseload is not limited to MTW programs. Non-MTW housing inventory has increased and as a result, work volume has increased and additional staff has been hired. Also, extra procedures that

Section VI: Ongoing MTW Activities

have been implemented by HUD's EIV system have added additional time burden on staff. This additional time just for EIV processing includes approximately two hours per week for the IT staff getting reports and requesting corrections then resubmitting them; one staff person spends four hours per month getting monthly income reports, another staffer spends one hour per day sending in requests for data from EIV, and another staffer spends approximately one week per month checking debts and terminations and doing existing-tenant searches.

Therefore, we changed our benchmarks in the 2010/2011 plan so these changes would not impact the metrics used for this activity. Now, in order to accurately measure our cost savings, we have established baselines and benchmarks which we believe will provide more appropriate evaluation without workload changes impacting them. We are now comparing our multifamily project, La Serena, which follows the traditional Section 8 program regulations, as well as comparing workload necessary currently by staff, computing medical expenses according to traditional regulations as opposed to the permitted flat-medical allowance. See Table 10.

La Serena is a 65-unit complex. One eligibility clerk has this complex as part of her caseload and we have asked her to track the amount of time she spends on interims and calculating retroactive rents. This data will allow HATC to calculate an appropriate ratio that will reflect an estimated amount of time savings for its participants on MTW.

We are also tracking the time necessary to calculate medical expenses by all of our eligibility workers versus the time used for flat-medical-allowance processing and are using that in our calculations.

Table 9

Activity One: Administrative Cost Savings		
Measurement	Baseline	Benchmark
Comparison of traditional HUD regulations versus streamlined operations under the HATC MTW program	Zero (0): No cost savings	Cost of one eligibility clerk II position saved with streamlined regulations

From the onset of the Tulare County MTW program in 1999, families were being encouraged to become self-sufficient. This objective was to be accomplished through:

1. Fixed rents on the public-housing program for non-elderly or disabled families.
2. Fixed subsidies on the Section 8 program for non-elderly or disabled families.
3. A five-year time limit on assistance for non-elderly or disabled families.

These activities were all planned and implemented in 1999.

HATC has collected and stored information for all MTW participants since the onset of the program. We store information, such as income, from their annual or interim reexaminations. This data has been used to assess and determine important aspects of our agency like rental amounts and rental subsidies. HATC's baseline will be a 2012 gross-income comparison with Fresno Housing Authority

Section VI: Ongoing MTW Activities

participants using average income of program participants for the different agencies. Its benchmark will be the comparison of gross-income increases/decreases between Tulare and Fresno County average incomes for the future plan years.

Table 10

Activity One: Encourage Self-Sufficiency in MTW Families		
Measurement	Baseline	Benchmark
Income comparison between HATC MTW families and Section 8 participants in Fresno County where traditional HUD regulations are in place.	Average beginning income amounts for Tulare County and Fresno County Tenants TC - \$18,581 FC - \$16,396	14% increase for Tulare county participants \$21,182 7% increase for Fresno county participants \$17,543

Activity Update: This activity is ongoing.

Changes to Authorizations: There have been no changes to Attachment C Authorizations.

Outside Evaluators: We do not anticipate using outside evaluators.

Activity Two – Increasing Housing Choices: In the 2008/2009 Plan, HATC discussed the necessity of increasing the housing choices for program participants. We believed one of the methods to increase housing choices was to eliminate the 40% rule for families on the income-based program since the rule had already been waived for all program participants on the five-year program. This new change has allowed families to choose units where the rent would exceed 40% of their income. This activity commenced as of January 1, 2009.

Because additional families are choosing this option, we anticipate that this number will grow during the plan year. Please see table 12.

Table 11

Activity Two: Increasing Housing Choices		
Measurement	Baseline	Benchmark
Number of families paying over 40% of their income prior to waiver versus number of families paying over 40% of their income after waiver.	0 Non-MTW families moving to a new unit paying over 40% of their income toward rent.	40 Non-MTW families moving to a new unit paying over 40% of their income toward rent.

Section VI: Ongoing MTW Activities

HATC has developed, as part of the Hardship Policy, a method to address potential negative impacts from the MTW Program on a case-by-case basis. See Appendix D for Hardship Policy.

Activity Update: This activity is ongoing.

Changes to Authorizations: There are no changes to Attachment C Authorizations.

Outside Evaluators: We do not anticipate using outside evaluators for this activity.

Activity Three – Encourage Self-Sufficiency and Transition of Pre-1999 Families to MTW: From inception of the MTW program in May, 1999, HATC has worked to encourage all of its MTW program participants to become self-sufficient. Initially, the MTW Demonstration Program was designed to motivate able-bodied families to work, seek work, participate in job training and go back to school.

Please see table 13 for baseline and benchmark information.

Table 12

Activity Three: Encourage Self-Sufficiency in Pre-1999 Families		
Measurement	Baseline	Benchmark
Income comparison between HATC MTW families and Section 8 participants in Fresno County where traditional HUD regulations are in place.	Average beginning income amounts for Tulare County and Fresno County Tenants TC - \$14,982 FC - \$16649	14% increase for Tulare county participants \$16,480 6% increase for Fresno county participants \$17,648

HATC has collected and stored information for all MTW participants since the onset of the program. We store information, such as income, from their annual or interim reexaminations. This data has been used to assess and determine important aspects of our agency like rental amounts and rental subsidies. For its program participants, HATC's baseline will be a 2012 gross-income comparison with Fresno Housing Authority participants. Its benchmark will be the comparison of gross-income increases/decreases between Tulare and Fresno County average incomes for the future plan years.

HATC began receiving the baseline data from the Fresno Housing Authorities in October of 2009. Our agency receives this information on a quarterly basis.

Activity Update: This activity is ongoing.

Changes to Authorizations: There have been no changes to Attachment C Authorizations.

Outside Evaluators: Our agency does not plan to use any outside evaluators.

Activity Four – Project Based Section 8: In our 2009-2010 MTW Plan, HATC discussed building of 30 single-family units in the city of Tulare that would allow HATC to participate in the project-based

Section VI: Ongoing MTW Activities

HCV program for the first time. This complex, Tule Vista, was built in conjunction with the City of Tulare Redevelopment Agency. HATC is authorized to undertake such as an initiative by its Moving-to-Work Agreement, Attachment C, Section D(1)(e) and D(7). These regulations authorize waiving the requirements for a Request for Proposal by an agency planning to project base and Section 8 vouchers and review of proposals for various owners. They also authorize waiving the limitation on only allowing 25% of units in a complex to be project-based. In this instance, only this project by Kaweah Management Company was considered for this subsidy, consisting of more than 25% of the units, in order to make the project pencil. Kaweah Management Company is the non-profit development partner of HATC.

Table 13

Activity Four: Project Based Section 8 (Cost Effectiveness)		
Measurement	Baseline	Benchmark
Normal Project Based Section 8 Proposal Preparation and review versus a streamlined process without a RFP or competition.	Time and cost of normal Project Based Section 8 proposal preparation and review: Fifty (50) hours at a cost of \$4,238.	Time and cost expected to be used of streamlined process without RFP or competition: Fifteen (15) hours at a cost of \$1270.

Table 14

Activity Four: Project Based Section 8 (Housing Choices)		
Measurement	Baseline	Benchmark
Allowable number of Project Based Section 8 vouchers versus number allowed in the previous MTW plan	Allowable number of units for Project Based Section 8: 25% of a 57 unit project- fourteen - 14	Thirty (30) units with Project Based Section 8

Activity Update: This activity is on hold. Tule Vista was constructed and all 30 project-based vouchers are under lease. HATC is not planning to project base any additional vouchers at this time.

Changes to Authorizations: There have been no changes to Attachment C Authorizations.

Outside Evaluators: The Agency does not plan to use outside evaluators.

Activity Five – Development of Additional Affordable Housing: In its 2009/2010 MTW Plan, HATC proposed to partner with non-profit agencies in order to develop additional affordable housing choices using Section 8 and public-housing funds. This activity is authorized by Attachment C, Sections B 1 b and 2, allowing for 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 Standard MTW Agreement. These waivers and authorizations are necessary to use Section 8 and public-housing funding for non-Section 8 and 9 of the 1937 *Housing Act* activities.

Section VI: Ongoing MTW Activities

Table 15

Activity Five: Development of Additional Affordable		
Measurement	Baseline	Benchmark
Additional number of housing units built as a result of funding flexibility.	Zero (0)	10

Projects planned for 2012-2013 and the future are shown in the Future Housing-Stock table in Section II.

Activity Update: This activity is ongoing.

Changes to Authorizations: Contributions of MTW funds to these projects are authorized through the “Broader Uses of Funds” authority in HATC’s Attachment D of the Standard MTW Agreement. This is an additional authorization cited for this activity.

Outside Evaluators: The Agency does not plan to use outside evaluators.

Section VII: Sources and Uses of Funding

The budgets for our Section 8 and our public-housing programs, and our Capital Fund showing our proposed activities by development can be found in Attachment C.

Also enclosed is a detailing of the combined sources and uses of funds projected for budget-year 2011/2012 for the public-housing and Section 8 programs which are all included under the MTW program. The charts attached show sources and uses for the public-housing program by Asset Management Project (AMP). None of these funds are used to operate a central-office cost center.

HATC anticipates the continued need to work with local non-profit and private developers, as had been outlined in the Agency 2009-2010 Plan, in order to advance the goals of providing additional affordable units throughout the county. With the loss of funds being felt by the local cities and the county, as well as shrinking redevelopment set-a-side funds from the downturn in the local economy, HATC will be continuing to use program-reserve funds to provide GAP financing to facilitate new developments or rehabilitate existing units for continued low-income-housing use. These funds will come from the public-housing reserves, Capital Fund reserves, as well as the Section 8 Housing Choice Voucher Program reserves. The funds may be made as secured loans to HATC, or can be equity contributions to attain project-positive cash flows. The loan payments may be repaid through project operations usually as residual-receipts payments.

We are able to use these funds in this manner through the signing of an Attachment D to our MTW contract which allows the agency to block grant its funding and allow greater flexibility with that funding.

The agency does not plan any disposition of units at this time.

HATC has implemented HUD's Asset Management model as required using the HATC local enterprise fund as the COCC. None of the MTW funds are being used to subsidize the local fund as it has generated positive reserves from other non-HUD projects and anticipates doing so for this and future years.

HATC plans to utilize the MTW single-fund flexibility to help fund the predevelopment expenses that may arise when acquiring land and doing project-feasibility work.

Non-HUD funding: The agency owns 450 units of farm-labor housing financed through the U. S. Department of Agriculture through their 514/516 loan and grant programs. Funding for these projects amounts to revenues of \$2,891,813 and expenses of \$2,766,131. As shown in the 2010 agency audit, the agency has revenues of \$1,751,056 which are charges for management of properties for other entities, such as, Kaweah Management Company, La Serena Development Corporation and Plano Development Corporation. The funding for these projects remains in project-specific accounts and management fees only pay for project overhead, which consists of prorated agency administrative staff salaries and benefits.

Reserve balances are not included.

Section VII: Sources and Uses of Funding

Table 16

CONSOLIDATED SOURCES AND USES OF MTW FUNDS FISCAL YEAR 2013	
REVENUE (SOURCES)	BUDGET
HCV Program HAP	\$ 15,411,552.00
HCV Program Admin Fee	1,998,000.00
Dwelling Rent Income	2,989,022.00
Public Housing Capital Fund	1,125,167.00
Public Housing Operating Fund	1,496,556.00
Miscellaneous Income	31,344.00
Investment Income	480,557.00
TOTAL REVENUE	\$ 23,532,198.00
EXPENSES (USES)	
Administration & General Expense	2,582,069
Utilities	532,464
Operation & Maintenance	1,673,033
Housing Assistance Payment	14,847,881
TOTAL EXPENSE	\$ 19,635,447.00
OPERATING INCOME/LOSS	3,896,751
Reserve Draw down (unrestricted)	-
NET INCOME/LOSS	\$ 3,896,751.00
VASH program is reported under the Non-MTW tab.	

Section VII: Sources and Uses of Funding

Table 17

CONSOLIDATED SOURCES AND USES OF USDA FUNDS FISCAL YEAR 2012/2013	
<u>REVENUE (SOURCES)</u>	<u>BUDGET</u>
RENTAL INCOME	\$ 1,869,723.00
INTEREST INCOME	2,074.00
MISCELLANEOUS	18,767.00
TOTAL REVENUE	\$ 1,890,564.00
<u>EXPENSES (USES)</u>	
ADMINISTRATIVE & GENERAL EXPENSES	683,625.00
UTILITIES	254,062.00
OPERATIONS & MAINTENANCE	791,734.00
TOTAL EXPENSE	\$ 1,729,421.00
OPERATING INCOME/LOSS	161,143.00
TRANSFER TO RESERVES	155,844.00
NET INCOME/LOSS	\$ 5,299.00

Section VII: Sources and Uses of Funding

Table 18

CONSOLIDATED SOURCES AND USES OF STATE & LOCAL FUNDS FISCAL YEAR 2012/2013	
<u>REVENUE (SOURCES)</u>	<u>BUDGET</u>
GRANTS	12,483.00
RENTAL INCOME	55,465.00
INTEREST INCOME	430.00
MISCELLANEOUS	75.00
TOTAL REVENUE	68,453.00
<u>EXPENSES (USES)</u>	
ADMINISTRATIVE & GENERAL EXPENSES	19,880.00
UTILITIES	8,867.00
OPERATIONS & MAINTENANCE	35,463.00
TOTAL EXPENSE	64,210.00
OPERATING INCOME/LOSS	4,243.00
TRANSFER TO RESERVES	2,316.00
NET INCOME/LOSS	1,927.00

Table 19

CONSOLIDATED SOURCES AND USES OF CENTRAL OFFICE COST FISCAL YEAR 2012/2013	
<u>REVENUE (SOURCES)</u>	<u>BUDGET</u>
RENTAL INCOME	231,843.42
INTEREST INCOME	106.38
INVESTMENT INCOME	100,000.00
MISCELLANEOUS	1,167,470.73
TOTAL REVENUE	1,499,420.53
<u>EXPENSES (USES)</u>	
ADMINISTRATIVE & GENERAL EXPENSES	450,000.00
UTILITIES	14,000.00
OPERATIONS & MAINTENANCE	620,000.00
TOTAL EXPENSE	1,084,000.00
OPERATING INCOME/LOSS	415,420.53
TRANSFER TO RESERVES	17,676.00
DEPRECIATION	105,000.00
NET INCOME/LOSS	292,744.53

Section VII: Sources and Uses of Funding

Table 20

CONSOLIDATED SOURCES AND USES OF NON-MTW FUNDS FISCAL YEAR 2012		
<u>REVENUE (SOURCES)</u>		<u>BUDGET</u>
RENTAL INCOME		5,524,318.00
VASH VOUCHER PROGRAM HAP		131,460.00
VASH VOUCHER PROGRAM ADMIN FEE		19,740.00
MISCELLANEOUS INCOME		39,053.00
INVESTMENT/INTEREST INCOME (1)		20,213.00
	TOTAL REVENUE	5,734,784.00
<u>EXPENSES (USES)</u>		
ADMINISTRATIVE & GENERAL EXPENSES		510,731.00
UTILITIES		764,127.00
OPERATIONS & MAINTENANCE		3,675,788.00
VASH HOUSING ASSISTANCE PAYMENT		120,460.00
	TOTAL EXPENSE	5,071,106.00
OPERATING INCOME/LOSS		663,678.00
TRANSFER TO RESERVES		363,591.00
DEPRECIATION		970,321.00
	NET INCOME/LOSS	663,678.00
1) Investments Income are investment and interest gains.		

Section VIII: Administrative

Included in the appendices are the administrative documents required for submittal of the HATC MTW plan. Those documents include, but are not limited to, the board resolution approving submission of the plan as developed, verification that the necessary public hearings were held, Certification of a Drug-Free Workplace, Certification of Payments to Influence Federal Transactions, and Disclosure of Lobbying Activities.

As part of the administrative procedures for the MTW plan, HATC does not plan to do any specific evaluations or any other type of assessment with regard to the MTW program.

Appendix A: Board Resolution Adopting Plan

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

-oOo-

APPROVING THE ANNUAL MOVING-TO-WORK 2012/2013 AGENCY PLAN CERTIFICATIONS OF COMPLIANCE)))))	RESOLUTION NO. 2012-03
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-oOo-

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman, I approve the submission of the Annual Moving-to-Work Agency Plan for the PHA fiscal year beginning 7/1/2012, 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 Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners in order to incorporate any public comments into the Annual MTW Plan;
3. 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.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair-housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. 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.
7. 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.
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. 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.
10. 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.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.

Appendix A: Board Resolution Adopting Plan

13. With respect to public housing 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.

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

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

16. 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 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

17. 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.

18. 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 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.

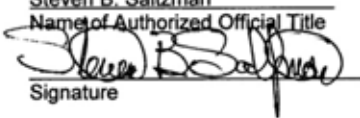
Housing Authority of the County of Tulare
PHA Name

CA030
PHA Number/HA Code

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)

Steven B. Saltzman
Name of Authorized Official Title

Chairperson
Title


Signature

May 16, 2012
Date

The foregoing resolution was adopted upon a motion presented by Commissioner Romero, and seconded by Commissioner Ybarra, at a regular meeting of the Board of Commissioners held on the 16th day of May 2012. Motion carried by the following vote:

AYES: Saltzman, Romero, Snyder, Ybarra, Hess, Shaw, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

HOUSING AUTHORITY OF
THE COUNTY OF TULARE


STEVEN B. SALTZMAN, CHAIRPERSON

MW/Resolutions/No.2012-03.doc

Appendix B: Public Process



December 28, 2011

MORENO, MELISSA
698 PEACHTREE AVE
DINUBA, CA 93618

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

The Housing Authority of the County of Tulare will be holding a public hearing regarding the Moving-to-Work (MTW) Demonstration Program and the Capital Funding Program on Wednesday, January 11, 2012 at 3:00 P.M. at 5140 West Cypress Avenue, Visalia, CA. The Housing Authority will discuss components of its MTW Plan and the Capital Funding Program spending priorities.

The discussion items will include capital investments for the low-income housing projects and possible changes to the MTW Demonstration Program. The documents for discussion are on file at the Housing Authority of the County of Tulare office 5140 West Cypress Avenue, Visalia, CA and may be examined or copied weekdays 8:00 A.M. to 5:00 P.M.

Any individual, group or agency may submit written comments on the proposed amendment, changes, or Capital Funding priorities. All comments received by the Housing Authority by February 3, 2012 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 781
Visalia, CA 93279

HOUSING AUTHORITY OF THE COUNTY OF TULARE

By: KEN KUGLER, Executive Director



5140 W Cypress Ave • PO Box 781 • Visalia CA 93279
Voice: (559) 827-3700 • TTY: (800) 735-2929 • Fax: (559) 733-0169
This institution is an equal opportunity provider, and employer.

Client: 042840



Appendix B: Public Process

MINUTES OF THE CAPITAL FUND AND MOVING TO WORK PUBLIC HEARING

JANUARY 11, 2012

The Executive Director of the Housing Authority of the County of Tulare, Ken Kugler, opened the meeting at 3:05 P. M. with an introduction about the Capital Fund Program and the Moving To Work Program, and he explained the purpose of the annual Plan and how the process works. He asked the attendees to identify whether they were on the Section 8 Voucher Program or the Public Housing Program, and it was fairly evenly divided. Mr. Kugler explained that HUD provides money through Capital Funding to modernize and upgrade Public Housing Units, only

Mr. Kugler then went on to present the Capital Funding Plan for the 2012-13 fiscal year. It is anticipated that the Agency will receive somewhere around \$1,200,000. The plan is to use this money for new roofing, landscaping, flooring, painting, appliances, etc. The plan shows \$100,000 will be spent on driveways, asphalt and landscaping, \$712,000 on roofing throughout the County and about \$22,000 on non-dwelling items. The attendees living in public housing units were then asked for input on items they would like included. Three tenants brought up individual items from their units and these items were referred to the area offices for work orders. No over-all changes were suggested. Mr. Kugler then turned over the meeting to Margaret Lowe to explain the anticipated program changes.

Ms. Lowe explained that one of the proposed changes would be to ask HUD to all letters from CPS workers verifying birthdates and Social Security Numbers for Foster Children. Case Workers for CPS are reluctant to provide the documentation to the Housing Authority due to many cases of identity theft. As long as CPS verifies the information, it should not be necessary to provide the actual Social Security card or Birth Certificates.

The next change discussed was the proposal to all tenants to "self-certify" assets under \$5,000 after the first year. It is becoming increasingly difficult to have banks give a 6 month average and a lot of time is used pursuing that documentation. As rents are not based on incomes, this would not increase program costs and would streamline operations.

The meeting was then opened up to questions to Section 8 questions.

All further questions were personal in nature and there were no suggestions for additions or changes to the Plan, so the meeting was adjourned at 3:33 P. M. and attendees were helped individually with their personal cases.


Margaret Lowe, Deputy Executive Director

Appendix B: Public Process

MINUTES OF THE RESIDENT COUNCIL HOUSING AUTHORITY OF THE COUNTY OF TULARE WEDNESDAY, JANUARY 25, 2012

Members Present:

Irene Rodrigues
Pam Shaw

Members Absent:

Georgie Baugh

Staff Present:

Dawn Sandoval, Human Resources Manager
Margaret Lowe, Deputy Executive Director
Ken Kugler, Executive Director

The minutes of the previous meeting were approved, as written.

Ms. Sandoval reviewed the scholarship program with the council where scholarships are offered to graduating seniors. Letters will be sent out the end of January, and are due back by March 2nd. Ms. Sandoval gave the council members an update about how the scholarship program is doing. An interview date was set for Wednesday, April 4th in the afternoon.

Ken Kugler reviewed the Capital Fund plan for the agency for the coming fiscal year (2012-2013). This money is a "Fair Share" non-competitive allocation from HUD for modernization and rehabilitation of our 710 public-housing units. This is for work which will begin on July 1, 2012. This coming year the agency is expecting about \$1,259,538, but that is only an estimate. For next year we are planning to use some of the money for dwelling improvements, site improvements, fees and administration. The various items planned for dwelling improvements include: finishing reroofing our complexes, appliances, more windows, driveways, fencing, cabinets and countertops, landscaping, tree trimming and sprinklers. We should receive the notice of the actual allocated amount of funds in July. The Council was asked about other items which should be included. Ms. Rodriguez asked the agency to look into different outdoor light fixtures; as the ones by her unit are continually being vandalized so the area is dark. As soon as they are fixed they are darkened again.

Ms. Lowe then brought up the Moving-to-Work (MTW) Agency Plan. There are two new changes being proposed this year. We will be asking HUD for permission to only verify assets for families at the time of their re-exam for those whose verified assets at move-in were under \$5,000, as this is a very time-consuming process. Since the banks don't want to give us the information in many cases, the families have to try to provide six months worth of statements.

Appendix B: Public Process

The second change would be to ask permission from HUD not to require actually seeing the birth certificates and Social Security Cards of foster kids. Child Welfare workers are reluctant to give those documents to foster parents since many have used that information for identity theft in the past. We would require verification from the caseworkers of the dates and numbers, but not have to see the actual documents. Ms. Lowe asked if there were any suggestions from the Council and there were none.

There was no old or new business discussed.

The meeting was adjourned at 3:40 P.M.

Respectfully submitted,

HOUSING AUTHORITY OF THE COUNTY OF TULARE

By 
MARGARET LOWE
Deputy Executive Director

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Appendix C: Capital Fund Five Year Plan and Budget

Housing Authority of the County of Tulare Site Budgets July 1, 2011 to June 30, 2012

Prepared by: R Child/Dana Watson
1/19/2011

Family / Elderly
Scattered Site?
Age
Recently Renovated?
Units
Unit months available
Average Bedroom Size
% Occupancy
Unit Months Occupancy
Unit Months Mod Vacancies

	CA030 000805 P	CA030 000810 P	CA030 000815 P	CA030 000817 P
Totals, Low-Rent	DINUBA	TULARE	VISALIA	P'VILLE
	Family	Family	Family	Family
710	195	205	199	111
8,520	2,340	2,460	2,388	1,332
67%	66%	69%	65%	65%
5,686	1,551	1,705	1,561	869

REVENUE

Dwelling Rentals	\$2,983,277	\$860,174	\$859,523	\$794,536	\$469,044
Non-dwelling Rentals	8,093	-	-	8,093	-
Interest Income	360,000	98,873	103,944	100,901	56,282
Operating Subsidy	1,415,811	406,066	396,632	423,723	189,390
Other Income	32,749	8,842	9,497	9,170	5,240
Total Revenue	\$4,799,930	\$1,373,955	\$1,369,596	\$1,336,423	\$719,956

EXPENSES

Administrative Salaries	\$416,367	\$111,705	\$120,170	\$115,798	\$68,694
Benefits	174,743	44,334	34,361	69,520	26,528
Legal	14,190	3,100	4,320	4,210	2,560
Staff Training	7,200	2,025	2,175	2,100	900
Travel	7,500	2,025	2,175	2,100	1,200
Audit	6,220	1,680	1,802	1,743	995
Office Rent	36,678	8,040	6,264	13,398	8,976
Administrative Other	52,101	14,040	15,081	14,660	8,320
Total Administrative	\$714,999	\$186,950	\$186,347	\$223,530	\$118,173

Gas	\$4,519	\$1,220	\$1,310	\$1,265	\$724
Electric	51,752	13,973	15,008	14,491	8,280
Water	206,266	55,792	59,553	57,859	33,062
Sewer	240,236	64,864	69,668	67,266	38,438
Total Utilities	\$502,773	\$135,849	\$145,539	\$140,881	\$80,504

Maintenance Salaries	\$461,605	\$93,990	\$169,433	\$151,407	\$46,775
Benefits	214,393	45,489	70,143	73,980	24,781
Maintenance Materials	278,397	75,167	80,735	77,951	44,544
Maintenance Contracts	413,762	116,812	118,054	106,067	72,829
Maint Fees HVAC/Plumbing	15,722	4,245	4,559	4,402	2,516
Trash Removal	177,329	59,616	47,446	50,158	20,109
Total Maintenance	\$1,561,208	\$395,319	\$490,370	\$463,965	\$211,555

Insurance	\$56,954	\$15,632	\$16,465	\$15,959	\$8,898
PILOT	82,228	23,341	22,412	22,859	13,616
Bad Debt Expense	15,860	4,282	4,599	4,441	2,538
Total General Expenses	\$155,042	\$43,255	\$43,476	\$43,259	\$25,052

Total Expenses	\$2,934,022	\$761,373	\$865,732	\$871,635	\$435,283
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Cash Flow from Operations	\$1,865,907	\$612,582	\$503,864	\$464,789	\$284,673
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Appendix C: Capital Fund Five Year Plan and Budget

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 10/31/2009)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original		b. Fiscal Year Ending 06/30/2012	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) HOUSING AUTHORITY OF TULARE COUNTY					
f. Address (city, State, zip code) 5140 WEST CYPRESS, PO BOX 701, VISALIA, CA					
g. ACC Number SF-190		h. PAS / LOCCS Project No CA39-P030-70495		i. HUD Field Office SAN FRANCISCO	
j. No. of Dwelling Units 170		k. No. of Unit Months Available		l. No. of Projects 17	

Line No.	Acct. No.	Description (1)	Actuals	<input checked="" type="checkbox"/> Estimates	Requested Budget Estimates			
			Last Fiscal Yr. 19____ PUM (2)	or Actual Current Budget Yr. 19 2011 PUM (3)	PHA/IHA Estimates Amount (to nearest \$10) PUM (4)	(5)	HUD Modifications Amount (to nearest \$10) PUM (6)	(7)
Homebuyers Monthly Payments for								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental		349.25	350.15	2,983,277		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental		.35	0.95	8,093		
100	Total	Rental Income (sum of lines 070, 080, and 090)		349.60	351.10	2,991,370		
110	3610	Interest on General Fund Investments		19.72	28.94	246,540		
120	3690	Other Income		33.90	3.84	32,749		
130	Total	Operating Income (sum of lines 100, 110, and 120)		403.23	383.88	3,270,659		
Operating Expenditures - Administration								
140	4110	Administrative Salaries		46.30	70.54	600,984		
150	4130	Legal Expense		1.63	1.67	14,190		
160	4140	Staff Training		1.17	.85	7,200		
170	4150	Travel		1.20	.88	7,500		
180	4170	Accounting Fees						
190	4171	Auditing Fees		.73	.73	6,220		
200	4190	Other Administrative Expenses		16.80	10.42	88,779		
210	Total	Administrative Expense (sum of line 140 thru line 200)		62.36	85.09	724,873		
Tenant Services								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services						
240	4230	Contract Costs, Training and Other						
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)						
Utilities								
260	4310	Water		26.66	24.21	206,266		
270	4320	Electricity		6.43	6.07	51,752		
280	4330	Gas		.53	.53	4,519		
290	4340	Fuel						
300	4350	Labor						
310	4390	Other utilities expense		25.99	28.20	240,236		
320	Total	Utilities Expense (sum of line 260 thru line 310)		59.61	59.01	502,773		

Previous editions are obsolete

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form HUD-52564 (3/95)
ref. Handbook 7475.1

Appendix C: Capital Fund Five Year Plan and Budget

Name of PHA / IHA			Fiscal Year Ending					
HOUSING AUTHORITY OF TULARE COUNTY			2011/2012					
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 19____ PUM (2)	<input checked="" type="checkbox"/> Estimates or Actual Current Budget Yr. 19 2011 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor		48.14	54.71	466,120		
340	4420	Materials		46.00	32.68	278,397		
350	4430	Contract Costs		68.84	71.12	606,813		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)		162.98	158.61	1,351,330		
Protective Services								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract costs						
400	Total	Protective Services Expense (sum of lines 370 to 390)						
General Expense								
410	4510	Insurance		6.68	6.69	56,954		
420	4520	Payments in Lieu of Taxes		9.65	9.65	82,228		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions		44.00	55.75	474,996		
450	4570	Collection Losses		2.99	1.86	15,860		
460	4590	Other General Expense						
470	Total	General Expense (sum of lines 410 to 460)		63.33	73.95	630,038		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		358.41	376.62	3,209,014		
Rent for Leased Dwellings								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)		358.41	376.62	3,209,014		
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance						
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)						
550	Total	Operating Expenditures (sum of lines 500 and 540)		358.41	376.62	3,209,014		
Prior Year Adjustments								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)		358.41	376.62	3,209,014		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)						
HUD Contributions								
600	8010	Basic Annual Contribution Earned - Leased Projects-Current Year		44.82	7.24	61,645		
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op. Sub - Cur. Yr. (before year-end adj.)		130.44	166.17	1,415,811		
640		Mandatory PFS Adjustments (net)						
650		Other (specify)						
660		Other (specify)						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)		130.44	166.17	1,415,811		
690	Total	HUD Contributions (sum of lines 620 and 680)		130.44	166.17	1,415,811		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)		155.47	173.41	1,477,456		
		Enter here and on line 810						

Appendix C: Capital Fund Five Year Plan and Budget

Name of PHA / IHA		Fiscal Year Ending	
Operating Reserve		PHA/IHA Estimates	HUD Modifications
740	2821	Part I - Maximum Operating Reserve - End of Current Budget Year PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	
Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End			
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date)		
790	Provision for Operating Reserve - Current Budget Year (check one)		
	Estimated for FYE		
	Actual for FYE		
800	Operating Reserve at End of Current Budget Year (check one)		
	Estimated for FYE		
	Actual for FYE		
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700		
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)		
830	Cash Reserve Requirement - _____ % of line 480		
Comments			

PHA / IHA Approval	Name	<u>KEN KUGLER</u>	
	Title	<u>EXECUTIVE DIRECTOR</u>	
	Signature	_____	Date <u>11/25/10</u>
Field Office Approval	Name	_____	
	Title	_____	
	Signature	_____	Date _____

Previous editions are obsolete

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form HUD-52564 (3/95)
ref. Handbook 7475.1

Appendix C: Capital Fund Five Year Plan and Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Capital Fund Program—Five-Year Action Plan

Part I: Summary				
PHA Name/Number Housing Authority of the County of Tulare, CA030		Locality (City/County & State) Visalia, CA		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014
A.				Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	652,594	582,981	691,226
C.	Management Improvements	2,400	232,086	144,214
D.	PHA-Wide Non-dwelling Structures and Equipment	330,946	170,873	150,500
E.	Administration	145,467	145,467	145,467
F.	Other- fees & costs	32,326	32,326	32,326
G.	Operations	290,933	290,933	290,933
H.	Demolition			
I.	Development			
J.	Capital Fund Financing – Debt Service			
K.	Total CFP Funds			
L.	Total Non-CFP Funds			
M.	Grand Total	1,454,666	1,454,666	1,454,666

form HUD-50075.2 (4/2008)

Appendix C: Capital Fund Five Year Plan and Budget

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number		Replacement Housing Factor Grant No:		FFY of Grant: 2012	
PHA Name: Housing Authority of the County of Tulare		Capital Fund/Program Grant No:		FFY of Grant Approval:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)			
Original Annual Statement		Performance and Evaluation Report for Period Ending:		Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost	Revised¹	Obligated	Total Actual Cost¹	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³	290,933					
3	1408 Management Improvements	2,400					
4	1410 Administration (may not exceed 10% of line 21)	145,467					
5	1411 Audit	2,326					
6	1415 Liquidated Damages						
7	1430 Fees and Costs	30,000					
8	1440 Site Acquisition						
9	1450 Site Improvement	277,250					
10	1460 Dwelling Structures	375,344					
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures	280,946					
13	1475 Non-dwelling Equipment	50,000					
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 – 19)						
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security – Soft Costs						
24	Amount of line 20 Related to Security – Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHIF funds shall be included here.

Appendix C: Capital Fund Five Year Plan and Budget

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary			
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Date of CFPP:	Replacement Housing Factor Grant No:
		FFY of Grant: FFY of Grant Approval:	
Type of Grant Original Annual Statement Performance and Evaluation Report for Period Ending:			
Summary by Development Account		Revised Annual Statement (revision no:) Final Performance and Evaluation Report	
Line	Original	Revised	Total Actual Cost ¹
			Obligated
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
		Expended	

form HUD-50075.1 (4/2008)

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Appendix C: Capital Fund Five Year Plan and Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages					Federal FFY of Grant:		
PHA Name: Housing Authority of the County of Tulare		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		CFFP (Yes/No):		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Funds Obligated ²	Funds Expended ²	
				Original	Revised ¹		
HA WIDE	OPERATIONS	1406		290,933			
HA WIDE	MANAGEMENT IMPROVEMENT	1408		2,400			
HA WIDE	ADMINISTRATION	1410		145,467			
HA WIDE	AUDIT	1411		2,326			
HA WIDE	FEES & COSTS	1430		30,000			
HA WIDE	SITE IMPROVEMENTS	1450		277,250			
HA WIDE	DWELLING STRUCTURES	1460		375,344			
HA WIDE	NON-DWELL STRUCTURES	1470		280,946			
HA WIDE	NON-DWELL EQUIPMENTS	1475		50,000			
	TOTAL			1,454,666			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Appendix C: Capital Fund Five Year Plan and Budget

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:					Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Appendix C: Capital Fund Five Year Plan and Budget

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:		Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Appendix D: Hardship Policy

MTW HARDSHIP POLICY

The Housing Authority recognizes that substantial, unforeseen hardships may arise, such that families cannot pay their full rent. In such cases, the families may apply to the Housing Authority for relief. Relief may consist of deferral of a portion of the rent, extension of the assistance period or a conversion to the income-based program. 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. 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 and the steps the family will take to work toward self-sufficiency. The contract will specify the amount by which the family's public-housing-program rent will be decreased, 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 wage earner(s) for a family become(s) permanently disabled, the family will be changed to a traditional income-based program with no time limit.

In cases where a CSET evaluation is not possible or productive, and where there are still possible wage earners, 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.

Appendix E: VAWA and DOJ Reauthorization Act Compliance

VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE REAUTHORIZATION ACT OF 2005 COMPLIANCE

The Housing Authority of Tulare County has implemented the policies of the *Violence Against Women and Department of Justice Reauthorization Act of 2005* (VAWA). Under those policies, Section 8 program tenants and landlords are informed of the requirements of the law, both in letters and in the revised-section contracts and tenancy addendums. Any questions by landlords are referred to our attorney.

Our public-housing staff is trained to watch for the effects of domestic violence and to intervene where appropriate. When eviction notices are served for causes other than non-payment of rent, letters and certification forms informing tenants of their VAWA rights are given to the family members involved so they can inform the agency of any domestic violence and the eviction can be bifurcated.

The agency cooperates with the various shelters in the jurisdiction. When informed of domestic-violence situations, either by shelter staff or the tenants themselves, the families are informed where they can stay temporarily and get any legal help they may need.

Agency policies include provisions to assist remaining family members while taking measures to evict or restrict the abuser from access to the unit or the complex.

Appendix F: Certification for a Drug-Free Workplace

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name:

Housing Authority of the County of Tulare
Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Vouchers

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees --

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying 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)

Name of Authorized Official

Ken Kiefer

Title

Executive Director

Signature

X Ran Kugler

Date

4/9/12

Form HUD-5007D (3/08)
ref. Handbooks 7417.1, 7475.13, 7485.1 & 3

Appendix G: Cert. of Payments to Influence Federal Trans.

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2014)

Applicant Name:

Housing Authority of the County of Tulare
Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Vouchers

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. 1031, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Ken Kugler

Executive Director

Signature

Date/mm/dd/yyyy



4/9/12

Previous edition is obsolete Form HUD 50071 (M56)

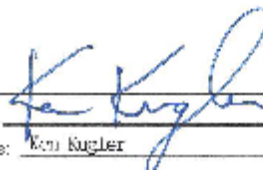
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.5

Appendix H: Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0349 0048

1. Type of Federal Action: <input 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		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Housing Authority of the County of Tulare 5140 W. Cypress Ave. P.O. Box 791 Visalia, CA 93279 Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department of Housing and Urban Development			7. Federal Program Name/Description: CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is submitted by the filer in accordance with 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the federal government. This information was made available to the public. 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 civil and criminal penalties from \$10,000 to more than \$100,000 for each such failure.			Signature:  Print Name: Ken Kugler Title: Executive Director Telephone No.: 559-697-3700 x 124 Date: 4/3/12		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		