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## SPECIAL BOARD OF COMMISSIONERS' MEETING

SEPTEMBER 21, 2022

AGENDA

LOCATION: 680 N. DOUTY STREET  
HANFORD, CALIFORNIA  
10:00 A.M.

THIS MEETING IS CONDUCTED IN ACCORDANCE WITH THE  
REQUIREMENTS OF THE GOVERNOR'S EXECUTIVE ORDER N-33-20  
NO PUBLIC MEMEBERS WILL BE ALLOWED IN THE MEETING  
THE MEETING WILL BE HELD BY TELECONFERENCE AT THE ABOVE LOCATION.  
MEMBERS OF THE PUBLIC MAY DIAL IN.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 694-420-189

1) Roll Call

2) Unscheduled Appearances

Any person may address this Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Three (3) minutes are allowed for each item.

3) Review and Approval of July 27, 2022 Special Board Meeting Minutes

Pages 1-2

4) Unfinished Business:

A. None

5) New Business:

A. Review and Approval by Resolution changes to Housing Choice Voucher Administrative Plan to reflect changes in the Payment Standard Plan. **Resolution #22-07**

Pages 3-5

B. Review and Approval of changes to FSS Action Plan.

Pages 6-37

6) Correspondence:

NONE

7) Management

A. Current Status of Program Operations

Page 38

10) Close Session

A. Regarding Litigation (None)

B. Regarding Employee Relations (None)

11) Open Session

12) Commissioners' Items

13) Adjournment

Any Late Documents relating to an agenda item that are distributed to the Commissioners less than 72 hours prior to the scheduled meeting are available for public inspection, at the time they are distributed to the Commissioners, at the Administrative Office as addressed below.

THE 732ND MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE COUNTY OF KINGS CALIFORNIA

The Special Meeting of the Board of Commissioners of the Housing Authority of the County of Kings was called to order July 27, 2022 at 9:00 a.m. by Chairman Neves

The Meeting was conducted via Teleconference

1) ROLL CALL

Secretary Sandra Jackson-Bobo called the roll:

PRESENT: Joe Neves  
Richard Fagundes  
Doug Verboon  
Craig Pedersen  
ABSENT: Richard Valle

Also present were the following:

Sandra Jackson-Bobo - HAKC Executive Director  
Michele Rodrigues - HAKC Finance Manager  
Robert Gin - HAKC Attorney

2) UNSCHEDULED APPEARANCES

NONE

3) REVIEW AND APPROVAL OF JUNE 23, 2022 SPECIAL BOARD MEETING MINUTES

A motion was presented by Commissioner Verboon to approve the minutes for the Special Board Meeting for June 23, 2022. Commissioner Fagundes seconded the motion and the minutes were approved by the following votes: Ayes- Neves, Fagundes, Pedersen and Verboon. Noes-None. Absent-Valle Abstentions - None.

4) UNFINISHED BUSINESS:

NONE

5) NEW BUSINESS

A. REVIEW AND APPROVAL OF SUNNYSIDE VILLAGE APARTMENTS COMCAST AGREEMENT RENEWAL

A motion to approve was presented by Commissioner Verboon for the approval of the Sunnyside Village Apartments Comcast Agreement Renewal. Commissioner Pedersen seconded the motion and it was approved by the following votes: Ayes = Neves, Fagundes, Verboon and Pedersen. Noes- None. Absent- Valle

B. REVIEW AND APPROVAL AS SUBMITTED BY THE AUDITOR, THE SINGLE AUDIT FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING SEPTEMBER 2021.

A motion to approve was presented by Commissioner Verboon for the approval submitted by the auditor, the Single Audit Financial Statements for the fiscal year ending September 2021. Commissioner Fagundes seconded the motion and it was approved by the following votes: Ayes = Neves, Fagundes, Verboon and Pedersen. Noes- None. Absent- Valle.

C. REVIEW AND APPROVAL AS SUBMITTED BY THE AUDITOR, KETTLEMAN CITY FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING SEPTEMBER 2021.

A motion to approve was presented by Commissioner Verboon for the approval submitted by the auditor, Kettleman City Financial Statements for the fiscal year ending September 2021. Commissioner Fagundes seconded the motion and it was approved by the following votes: Ayes = Neves, Fagundes, Verboon and Pedersen. Noes- None. Absent- Valle.

D. REVIEW AND APPROVAL AS SUBMITTED BY THE AUDITOR, CAMERON COMMONS FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING SEPTEMBER 2021.

A motion to approve was presented by Commissioner Verboon for the approval submitted by the auditor, Cameron Commons Financial Statements for the fiscal year ending September 2021. Commissioner Pedersen seconded the motion and it was approved by the following votes: Ayes = Neves, Fagundes, Verboon and Pedersen. Noes- None. Absent- Valle.

E. REVIEW AND APPROVAL AS SUBMITTED BY THE AUDITOR, THE RETIREMENT FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 2021.

A motion to approve was presented by Commissioner Pedersen for the approval submitted by the auditor, The Retirement Financial Statements for the fiscal year ending June 2021. Commissioner Verboon seconded the motion and it was approved by the following votes: Ayes = Neves, Fagundes, Verboon and Pedersen. Noes- None. Absent- Valle

6) CORRESPONDENCE

NONE

7) MANAGEMENT

A. Current Status of Program Operations

8) CLOSED SESSION

A. Regarding Litigation (One)

Name of case: Warren v. Housing Authority of the County of Kings.

State Case No: 202204-16611105

The Board went into closed session at 9:52 a.m. to discuss with legal counsel the case Warren v. *Housing Authority of the County of Kings* State Case No. 202204-16611105. The Board reconvened from closed session at 9:56 a.m. Bob Gin reported out no action was taken in closed session.

B. Regarding Employee Relations (NONE)

9) OPEN SESSION

NONE

10) COMMISSIONER'S ITEMS

NONE

11) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:57 a.m.

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Secretary

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

-oOo-

IN THE MATTER OF APPROVING	)	
CHANGES TO THE HOUSING CHOICE	)	RESOLUTION NUMBER
VOUCHER ADMINISTRATIVE PLAN,	)	22-07
TO REFLECT A CHANGE IN	)	
PAYMENT STANDARDS	)	

-oOo-

WHEREAS, the Housing Authority of the County of Kings deems it necessary to revise the Housing Choice Voucher Admin Plan, and

WHEREAS, the purpose of the revision is to reflect a change in payment standard amounts, and

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Kings has reviewed the Housing Choice Voucher Admin Plan,

NOW THEREFORE BE IT RESOLVED BY The Board of Commissioners of the Housing Authority of the County of Kings that:

1. The Housing Choice Voucher Admin Plan, is revised as reflected in the attached document, and
2. This Resolution shall take effect October 1, 2022.

The foregoing Resolution was adopted upon a motion presented by Commissioner Neves and seconded by Commissioner Fagundes, at its Regular Board of Commissioners Meeting on the 21st day of September 2022. The motion carried by the following

vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance program (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program. The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for 530 metropolitan areas and 2,045 nonmetropolitan county FMR areas. By law the final FMRs for use in any fiscal year must be published and available for use at the start of that fiscal year, on October 1.

**APPENDIX B**

**FAIR MARKET RENTS**

**EFFECTIVE OCTOBER 1, ~~2021~~ 2022**

				<b><u>INCREASE</u></b>
Zero Bedroom	-	\$ <del>924.00</del>	\$1030.00	106
One Bedroom	-	\$ <del>930.00</del>	\$1036.00	106
Two Bedroom	-	\$ <del>1162.00</del>	\$1287.00	125
Three Bedroom	-	\$ <del>1651.00</del>	\$1829.00	178
Four Bedroom	-	\$ <del>1799.00</del>	\$2091.00	292
Five Bedroom	-	\$ <del>2069.00</del>	\$2405.00	336
Six Bedroom	-	\$ <del>2339.00</del>	\$2718.00	379

**PAYMENT STANDARDS**

**EFFECTIVE ~~May 1, 2022~~ October 1, 2022**

	<b><u>110%</u></b>	<b><u>120%</u></b>	<b><u>INCREASE</u></b>
Zero Bedroom	\$1016.00	\$1236.00	220
One Bedroom	\$1023.00	\$1243.00	220
Two Bedroom	\$1278.00	\$1544.00	266
Three Bedroom	\$1816.00	\$2195.00	379
Four Bedroom	\$1979.00	\$2509.00	530
Five Bedroom	\$2276.00	\$2886.00	610
Six Bedroom	\$2573.00	\$3262.00	689

The FSS Action Plan is a required document that describes the policies and procedures of the public housing agency (PHA) or multifamily property owner (owner) for operation of a local Family Self-Sufficiency (FSS) program. The requirements for the FSS Action Plan, including the procedures for developing and submitting the plan for HUD approval, are described at [24 CFR 984.201](#).

FAMILY SELF SUFFICIENCY PROGRAM  
ACTION PLAN

HOUSING AUTHORITY OF  
THE COUNTY OF KINGS



## **I. Introduction**

This document constitutes the Family Self Sufficiency (FSS) Program Action Plan for the FSS program operated by The Housing Authority of Kings County. It was submitted to HUD on September 21, 2022.

The purpose of the FSS Program is to promote the development of local strategies to coordinate the use of HUD assistance with public and private resources in order to enable eligible families to make progress toward economic security.

The purpose of the FSS Action Plan is to establish policies and procedures for carrying out the FSS program in a manner consistent with HUD requirements and local objectives.

This FSS Action Plan describes the Housing Authority of Kings County local policies for operation of the FSS program in the context of federal laws and regulations. The FSS program will be operated in accordance with applicable laws, regulations, notices and HUD handbooks. The policies in this FSS Action Plan have been designed to ensure compliance with all approved applications for HUD FSS funding

The FSS program and the functions and responsibilities of PHA staff are consistent with the Housing Authority of Kings County personnel policy and Agency Plan.

## **II. Program Objectives**

Housing Authority of Kings County FSS program seeks to help families make progress toward economic security by supporting the family's efforts to:

- Increase their earned income
- Build financial capability
- Achieve their financial goals

### III. Program Size and Characteristics

#### A. Family Demographics

These tables describe the demographics of the population expected to be served by the Housing Authority of Kings County Action Plan.

The FSS program will serve the following housing assistance programs:

- Housing Choice Vouchers (HCV): Tenant-Based Vouchers
- Housing Choice Vouchers (HCV): Other special purpose vouchers (*e.g. FUP, FUP-Y, FYI, VASH, EHV, etc.*) (*Specify: EHV*)

#### Ages of Head of Household and Other Adults

	Percent
Ages of Head of Household	
--Head of Household is age 24 years or younger	35%
--Head of Household is age 25 to 50	43%
--Head of Household is age 51 to 61	11%
--Head of Household is age 62 or greater	11%
Ages of Other Adults in Household	
-- Age 24 years or younger	35%
-- Age 25 to 50	40%
-- Age 51 to 61	12%
-- Age 62 or greater	12%

#### Presence and Ages of Children

	Percent
Presence and Ages of Children	
--Households that only include adults over age 18	35%
--Households that include one or more child age 13-17	35%
--Households that include children who are all 12 or younger	30%

#### Employment Status of Population to be Served

	Percent
Employment Status of Head of Household	
--Families with an employed head	33%
--Families whose head is unemployed	33%
Employment Status of All family members	
--Families with any member that is employed	21%
--Families with no employed member	2%

#### Annual Earned Income of Population to be Served

	Percent
Annual household earnings <\$5,000 per year	3%
Annual household earnings between \$5,000 and \$9,999	9%
Annual household earnings between \$10,000 and \$14,999	40%
Annual household earnings between \$15,000 and \$19,999	10%
Annual household earnings between \$20,000 and \$24,999	11%
Annual household earnings between \$25,000 and \$29,999	24%
Annual household earnings between \$30,000 and \$34,999	3%
Annual household earnings of \$35,000 or higher	3%

**Elderly/Disability Status of Population to be Served**

	<b>Percent</b>
<b>Elderly/Disability Status of Head of Household</b>	
--Head of Household is an elderly person without disabilities	4%
--Head of Household is an elderly person with disabilities	20%
--Head of Household is a non-elderly person without disabilities	34%
--Head of Household is neither an elderly person nor a person with disabilities	39%
<b>Elderly/Disability Status of All Household members</b>	
--Household includes an elderly person without disabilities	4%
--Household includes an elderly person with disabilities	20%
--Household includes a non-elderly person with disabilities	39%
--Household includes no elderly persons or persons with disabilities	37%

**Race and Ethnicity of Population to be Served (required)**

<b>Race</b>		Non-Hispanic	Hispanic
White	71%	50%	27%
Black or African-American	27%	___%	___%
American Indian or Alaska Native	1%	___%	___%
Asian	.01%		
Native Hawaiian or other Pacific Islander	.01%	___%	___%
Other Race	.01%	___%	___%

**B. Supportive Services Needs of Families Expected to Participate in FSS**

The following is a list of the supportive services needs of the families expected to enroll in the Housing Authority of Kings County FSS program:

- Training in basic skills and executive function (including household management)
- Employment training, including sectoral training and contextualized and/or accelerated basic skills instruction
- Job placement assistance
- GED preparation
- Higher education guidance and support
- English as a Second Language
- Assistance accessing and paying for child care
- Transportation assistance
- Financial coaching, including assistance with budgeting, banking, credit, debt, and savings
- Access to counseling or treatment for substance abuse and mental health
- Dental care, health care, and mental health care including substance abuse treatment/counseling

This list of supportive services needs is based on:

- Experience with past FSS or other supportive service program participants
- Input from the PCC or other service provider partners

**C. Estimate of Participating Families**

Over time, the Housing Authority of Kings County hopes to serve all families who are interested in participating in the FSS Program. The number of spaces

available in the program at any given time, however, will be limited by the program's resources, including the number of FSS coordinators funded to work with FSS participants. New families will be admitted to the FSS program as space permits.

In recent years, the Housing Authority of Kings County has been funded for 1 of coordinators. The minimum number of participants required to be served based on this funding is 42.

Historically, the Housing Authority of Kings County FSS program has enrolled 42 new families into the FSS program each year. Accordingly, the Housing Authority of Kings County expects to be able to provide FSS Services to 42 families over a five-year period.

During the initial five years of the FSS program, expects to be able to provide FSS services to 42 families. This is based on the assumption that 10 families will graduate in this time and 5 families will leave the program each year for other reasons, with new families being enrolled as these families exit

#### **D. Other Self-Sufficiency Programs**

No families from other self-sufficiency programs are expected to enroll in the FSS program.

## **IV. Family Selection Procedures**

### **A. Waiting List**

A waiting list will be maintained for families whose applications cannot be accepted at the time of initial application due to program capacity limits. The waiting list will include the name and contact information for the head of household of the applicant family, the date of their application.

### **B. Admissions Preferences**

The FSS program has not adopted any admissions preferences. Families will be selected based on the following selection method:

- Date the family expresses an interest in participating in the FSS program
- Date and time from when the family gets pulled from waiting list and is interested in participating

### **C. Screening for motivation**

The Housing Authority of Kings County will use one or more motivational screening factors to measure the family's interest and motivation to participate in the FSS program. The following screening criteria will be used:

**Orientation Session:** The Housing Authority of Kings County will screen families for motivation to participate in the FSS program by requiring that families who apply to enroll in the FSS program attend an initial orientation session. Each family will be given two opportunities to attend the orientation session and may request accommodation if unable to attend a scheduled orientation session. Accommodations will be offered on a case-by-case basis, depending on the needs of the applicant. Accommodations may include an individually scheduled orientation session, provision of transportation to/from the orientation site, translation services, an alternative location, a virtual orientation session, or allowance and encouragement to bring children to the session, where possible.

### **D. Compliance with nondiscrimination policies**

It is the policy of the Housing Authority of Kings County to comply with all Federal, State, and local nondiscrimination laws and regulations, including but not limited to the Fair Housing Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the FSS program on the grounds of race, color, sex, religion, national or ethnic origin, family status, source of income, disability or perceived gender identity and sexual orientation. In addition, the Housing Authority of Kings County FSS staff will, upon request, provide reasonable accommodation to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS program (see Requests for Reasonable Accommodations)

The FSS program staff has the primary responsibility to make sure that participants are not discriminated against in the selection process. For families or individuals whose potential enrollment is in question, the FSS coordinators will review the file in the staff review meeting to ensure that non-selection is not based on discriminatory factors before the final decision is made. Applicants will be notified in writing of the reason(s) they were not selected for participation and will have the opportunity to appeal the decision (see Hearing Procedures). At all times, the Housing Authority of Kings County will select families for participation in the FSS program in accordance with FSS Regulations and HUD guidelines.

### **E. Re-enrollment of prior FSS participants**

The following previous FSS families will be allowed to re-enroll in the Housing Authority of Kings County FSS program:

- FSS participants who have withdrawn voluntarily
- Families terminated with escrow disbursement

The following conditions apply to re-enrollment: will be determined on a case-by-case basis.

**F. Head of FSS Family**

The head of the FSS family is designated by the participating family. The Housing Authority of Kings County may make itself available to consult with families on this decision but it is the assisted household that chooses the head of FSS family that is most suitable for their individual household circumstances. The designation or any changes by the household to the Head of FSS Family must be submitted to the Housing Authority of Kings County in:

- Writing
- A form developed by the Housing Authority of Kings County

## V. Outreach

The Housing Authority of Kings County will conduct widespread outreach to encourage enrollment in the FSS program. Outreach efforts will include the activities identified through the checked boxes below: Interpreters will be used as needed and clients may contact staff to express interest in person, via our toll-free telephone number or by email.

Outreach Methods	Details, including frequency
<input checked="" type="checkbox"/> Posting information about FSS on the Housing Authority of Kings County website	Daily
<input checked="" type="checkbox"/> Posting FSS program flyers in locations likely to be seen by eligible families	Daily in office lobbies
<input checked="" type="checkbox"/> Providing information about the FSS program during scheduled reexaminations	At every annual appointment
<input checked="" type="checkbox"/> Providing information about the FSS program at voucher orientation sessions	Information will be included in briefing packet

Outreach informational material about the FSS Program will include information about:

- Program overview
- Program benefits
- Available resources
- Participant responsibilities
- Program outcomes

Outreach efforts will be targeted equally to all families, using materials in both English and other commonly spoken languages to ensure that non-English and limited English-speaking families receive information and have the opportunity to participate in the FSS Program. In conducting outreach, the Housing Authority of Kings County will account for the needs of person with disabilities, including persons with impaired vision, hearing or mobility, and provide effective communications to ensure that all eligible who wish to participate are able to do so.



## **VII. FSS Escrow Account and other Incentives for Participants**

FSS participants will be eligible to build savings from the FSS escrow account. Key policies and procedures applicable to the FSS escrow account, as well as any additional incentives offered by the Housing Authority of Kings County are described below.

### **A. Additional Incentives**

While the Housing Authority of Kings County FSS program does not provide any other financial incentives for FSS participants, it does provide coaching services, as well as referrals to other service providers, that can be very valuable for FSS participants.

### **B. Interim Disbursements**

**The Housing Authority of Kings County will allow for interim disbursements on a case-by-case basis:**

Families may request an interim disbursement from the escrow account once the FSS family has fulfilled at least one interim goal, in order to pay for specific goods or services that will help the family make progress toward achieving the goals in its Individual Training and Services Plan (ITSP). Requests may be made verbally or in writing. Requests may be made through the term of the Contract of Participation. Examples of potentially eligible activities include, but are not limited to, payments for post-secondary education, job training, credit repair, small business start-up costs, job start-up expenses, and transportation to/from a place of employment. A determination of whether the family qualifies for the requested interim disbursement will be made on a case-by-case basis by the FSS Coordinator and an administrative staff representative of the Housing Authority of Kings County. The FSS coordinator will first explore options for services and in-kind donations from partners, which must be exhausted before a request for an interim disbursement will be approved.

### **C. Uses of forfeited escrow funds**

**Treatment of forfeited FSS escrow account funds.** FSS escrow account funds forfeited by the FSS family (if any) will be used to support FSS participants in good standing. Upon written request from a family, the FSS Coordinator and a member of the PCC will consider the available funds and make a determination.

The Housing Authority of Kings County may also initiate a request for the use of forfeited escrow funds.

Forfeited escrow funds may not be considered as a substitute for an interim escrow disbursement.

Forfeited FSS escrow funds may be deployed:

- Any time during the term of a household's CoP

Use of forfeited escrow funds for eligible uses (described below) may be requested by:

- Housing Authority of Kings County
- Head of the FSS family

Eligible uses of forfeited escrow funds include, but are not limited to:

Eligible Uses	Guidelines / Limitations
<input checked="" type="checkbox"/> Purchasing a vehicle	<input checked="" type="checkbox"/> Head of FSS Household must be engaged in financial coaching and this request must have the support of their financial coach <input checked="" type="checkbox"/> Requests will be considered on a case-by-case basis
<input checked="" type="checkbox"/> Child Care	<input checked="" type="checkbox"/> Requests will be considered on a case-by-case basis
<input checked="" type="checkbox"/> Training for participants	<input checked="" type="checkbox"/> Requests will be considered on a case-by-case basis
<input checked="" type="checkbox"/> Employment or Educational Costs, including: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Employment training</li> <li><input checked="" type="checkbox"/> Employment preparation (e.g., interview training, professional clothing, etc.)</li> <li><input checked="" type="checkbox"/> Education costs (books, fees, uniforms, tools, etc.)</li> </ul>	<input checked="" type="checkbox"/> Requests will be considered on a case-by-case basis
<input checked="" type="checkbox"/> Training for FSS Program staff	<input checked="" type="checkbox"/> Requests for funding must be approached by <i>[entity (e.g., the PCC)]</i>
<input type="checkbox"/> Other:	

## VII. Family Activities and Supportive Services

As described in the next section, all families participating in the FSS program will benefit from coaching that helps them identify and achieve goals that the family selects. Drawing on partners on the program coordinating committee and relationships with other service providers, the coaches will provide referrals as needed to help FSS participants access appropriate services to help them achieve their goals:

Supportive Service Category	Specific Service	Source/Partner
<input checked="" type="checkbox"/> <b>Assessment</b>	<input checked="" type="checkbox"/> Vocational Assessment <input checked="" type="checkbox"/> Educational <input checked="" type="checkbox"/> Disability Assessment <input checked="" type="checkbox"/> Other specialized assessments	Kings Regional Occupational Program
<input checked="" type="checkbox"/> <b>Child Care</b>	<input checked="" type="checkbox"/> Infant Care / Toddler Care <input checked="" type="checkbox"/> Preschool Care <input checked="" type="checkbox"/> Afterschool Care <input type="checkbox"/> Homework Assistance	Headstart, Kings Community Action Organization
<input checked="" type="checkbox"/> <b>Transportation</b>	<input checked="" type="checkbox"/> Bus passes <input type="checkbox"/> Assistance with car repairs <input type="checkbox"/> Assistance with car purchase	Kings Area Regional Transit
<input checked="" type="checkbox"/> <b>Education</b>	<input checked="" type="checkbox"/> High School Equivalency/GED <input checked="" type="checkbox"/> English as a Second Language <input checked="" type="checkbox"/> Post-secondary certificates <input type="checkbox"/> Advanced Degrees	Hanford Adult School

<input checked="" type="checkbox"/> <b>Skills Training</b>	<input checked="" type="checkbox"/> Training in Executive Function <input checked="" type="checkbox"/> Basic Skills Training <input checked="" type="checkbox"/> Emerging Technologies Training <input checked="" type="checkbox"/> Biomedical Training (including CNA, phlebotomy, x-ray and other tech, etc.) <input checked="" type="checkbox"/> On-the-Job Training <input checked="" type="checkbox"/> Apprenticeships <input checked="" type="checkbox"/> Skilled Labor training	Job Training Office, Hanford Adult School, Kings Regional Occupation Program, Proteus, Employment Development Department
<input checked="" type="checkbox"/> <b>Job Search Assistance</b>	<input checked="" type="checkbox"/> Resume Preparation <input checked="" type="checkbox"/> Interviewing Skills <input checked="" type="checkbox"/> Dress for Success <input checked="" type="checkbox"/> Workplace Skills <input checked="" type="checkbox"/> Job Development <input checked="" type="checkbox"/> Job Placement	Job Training Office, Proteus, Employment Development Department, Kings Regional Occupation Program
<input checked="" type="checkbox"/> <b>Health/Mental Health Care</b>	<input checked="" type="checkbox"/> Alcohol and Drug Abuse Prevention <input checked="" type="checkbox"/> Alcohol and Drug Abuse Treatment <input type="checkbox"/> Primary care <input type="checkbox"/> Dental services <input checked="" type="checkbox"/> Mental Health Services <input type="checkbox"/> Health Insurance Advising	Kings County Mental Health, Kings View and Mental Health,
<input checked="" type="checkbox"/> <b>Crisis Services</b>	<input checked="" type="checkbox"/> Crisis Assessment <input checked="" type="checkbox"/> Crisis Intervention <input checked="" type="checkbox"/> Crisis Management <input checked="" type="checkbox"/> Crisis Resolution	Kings View and Mental Health, Kings County Mental Health
<input checked="" type="checkbox"/> <b>Child/Adult Protective Services</b>	<input checked="" type="checkbox"/> Needs Assessment <input checked="" type="checkbox"/> Case Planning <input checked="" type="checkbox"/> Information Referral	Kings County Human Services
<input checked="" type="checkbox"/> <b>Financial Empowerment</b>	<input checked="" type="checkbox"/> Financial education <input checked="" type="checkbox"/> Financial coaching <input checked="" type="checkbox"/> Banking services <input checked="" type="checkbox"/> Training in money management	Job Training Office
<input checked="" type="checkbox"/> <b>Legal Services</b>	<input checked="" type="checkbox"/> Legal Services	Central California Legal Services
<input checked="" type="checkbox"/> <b>Debt Resolution &amp; Credit Repair</b>	<input checked="" type="checkbox"/> Assistance negotiating the resolution of past-due debt	Job Training Office

## **VIII. Method of Identifying Family Support Needs and Delivering Appropriate Support Services**

### **A. Identifying Family Support Needs**

To help determine the supportive services needs of each family, the FSS coordinator will work with the family to complete an initial informal needs assessment for that family before completion of the initial Individual Training Service Plan (ITSP) and signing of the contract of participation. After enrollment in the FSS program, the FSS coordinator may make referrals to partner agencies for completion of one or more formal needs assessments. These assessments may focus on such issues as: employment readiness and employment training needs, educational needs related to secondary and post-secondary education, financial health, and other topics, depending on the needs and interests of the family.

The formal assessments may lead to adjustments to the Individual Training Service Plan, if requested by the family.

### **B. Delivering Appropriate Support Services**

**Coaching.** All families who participate in the FSS program will be assigned an FSS coordinator who will provide coaching services to help each participating family to:

- Understand the benefits of participating in the FSS program and how the program can help the family achieve its goals.
- Identify achievable, but challenging interim and final goals for participation in the FSS program, break down the goals into achievable steps and accompany the family through the process.
- Identify existing family strengths and skills.
- Understand the needs that the family has for services and supports that may help the family make progress toward their goals.
- Access services available in the community through referral to appropriate service providers.
- Overcome obstacles in the way of achieving a family's goals.

### **C. Transitional supportive service assistance**

Families that have completed their CoP and remain in assisted housing may request assistance with referrals to service providers in order to continue their progress toward economic security. Subject to limitations on staff capacity, the Housing Authority of Kings County will try to help these families with appropriate referrals. The time spent on these referrals will not be covered by funds designated by HUD to support the FSS program.

## **IX. Contract of Participation**

All families enrolled in the FSS program will be required to sign a Contract of Participation (CoP) that includes an Individual Training and Services Plan (ITSP). This section describes the contents of the CoP and the Housing Authority of Kings County policies and practices regarding the CoP.

### **A. Form and content of contract**

The CoP, which will incorporate one ITSP for each participating member of the family, sets forth the principal terms and conditions governing participation in the FSS program. These include the rights and responsibilities of the FSS family and of the Housing Authority of Kings County, the services to be provided to, and the activities to be completed by, each adult member of the FSS family who elects to participate in the program

### **B. ITSP goals**

Each individual's ITSP will establish specific interim and final goals by which the Housing Authority of Kings County and the family will measure the family's progress towards fulfilling its obligations under the CoP. For any FSS family that is a recipient of welfare assistance at the outset of the CoP or that receives welfare assistance while in the FSS program, the Housing Authority of Kings County will establish as a final goal that every member of the family become independent from welfare assistance before the expiration of the CoP. The ITSP of the head of FSS family will also include as a final goal that they seek and maintain suitable employment. The FSS coordinator will work with each participating individual to identify additional ITSP goals that are relevant, feasible and desirable. Any such additional goals will be realistic and individualized.

### **C. Determination of suitable employment**

As defined in the FSS regulations (24 CFR 984.303(4)(iii)), a determination of what constitutes "suitable employment" for each family member with a goal of seeking and maintaining it will be made by the Housing Authority of Kings County, with the agreement of the affected participant, based on the skills, education, job training and receipt of other benefits of the family member and based on the available job opportunities within the community.

### **D. Contract of Participation term and extensions**

The CoP will go into effect on the first day of the month following the execution of the CoP. The initial term of the CoP will run the effective date through the five-year anniversary of the first reexamination of income that follows the execution date. Families may request up to two one-year extensions and are required to submit a written request that documents the need for the extension. The Housing Authority of Kings County will grant the extension if it finds that good cause exists to do so. In this context, good cause means:

- (i) Circumstances beyond the control of the FSS family, as determined by the Housing Authority of Kings County, such as a serious illness or involuntary loss of employment;
- (ii) Active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension (e.g. completion of a college degree during which the participant is unemployed or under-employed, credit repair towards being homeownership ready, etc.) as determined by the Housing Authority of Kings County or

- (iii) Any other circumstances that the Housing Authority of Kings County determines warrants an extension.

**E. Completion of the contract**

The CoP is completed, and a family's participation in the FSS program is concluded when the FSS family has fulfilled all its obligations under the CoP, including all family members' ITSPs, on or before the expiration of the contract term. The family must provide appropriate documentation that each of the ITSP goals has been completed. The Housing Authority of Kings County will accept the following form of verification for completion of the ITSP goals:

The Housing Authority of Kings County will require a combination of self-certification and third-party verification to document completion of ITSP goals.

**F. Modification**

The Housing Authority of Kings County and the FSS family may mutually agree to modify the CoP with respect to the ITSP and/or the contract term, and/or designation of the head of FSS household. All modifications must be in writing and signed by the Housing Authority of Kings County as well as the Head of FSS Family.

The Housing Authority of Kings County will allow for modifications to the CoP under the following circumstances:

When the modifications to the ITSP improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency

The Housing Authority of Kings County will not allow modifications if the CoP is within 30 days from the end of the term

**G. Consequences of noncompliance with the contract**

Participant non-compliance with the CoP may result in termination from the FSS program. See policies on Involuntary Termination in Section X(A).

## **IX. Program Termination, Withholding of Services, and Available Grievance Procedures**

### **Program Termination**

#### **A. Involuntary Termination**

The Housing Authority of Kings County may involuntarily terminate a family from FSS under the following circumstances:

I. If the participant fails to meet their obligations under the Contract of Participation, the Individual Training and Services Plan and related documentation. Non-compliance includes:

- i. Missing scheduled meetings, failure to return phone calls, and/or maintain contact after written notification of non-compliance
- ii. Failure to work on activities and/or goals set forth in the Individual Training and Services Plan, including employment activities
- iii. Failure to complete activities and/or goals within the specified time frames; and/or

II. If the participant's housing assistance has been terminated.

Participants who fail to meet their obligations under paragraph I above, as determined by an FSS coordinator, will be given the opportunity to attend a required meeting with the FSS Coordinator or assigned Housing Authority of Kings County representative to review the situation. At this meeting, a review of the Contract of Participation, Individual Training and Services Plan, and all related documentation will be conducted, and amendments will be made as necessary (within HUD guidelines) to allow for changes in circumstances. Failure to contact the FSS Coordinator to schedule this meeting within fourteen (14) days of a written request by the FSS program to set up this a meeting or failure by the FSS Head of Household to attend this meeting without some type of correspondence to clarify the issue(s), may lead to termination from the program. The FSS Coordinator will also attempt to contact the participant via phone, text, in person and/or email prior to the review meeting. Participants who remain out of compliance after this meeting will be subject to termination from the FSS program.

If the initial meeting does not resolve the problem, or if the meeting is not requested by the family within the required period, notification of termination will be made to the family by letter stating:

1. The specific facts and reasons for termination;
2. A statement informing the family of their right to request an informal hearing and the date by which this request must be received (see Grievance Procedures);
3. A statement informing the family that termination from the FSS program for the reasons stated therein will not result in termination of the family's housing assistance. Failure to request a hearing in writing by the deadline will result in closure of the family's FSS file and all rights to a hearing will be waived. All escrow money held on the family's behalf will be forfeited in accordance with HUD regulations. Housing assistance will not be terminated based on non-compliance with the FSS program. The current amount of escrow in the family's escrow account will be included in the letter.

#### **B. Voluntary Termination**

Participants may also be terminated from the FSS program under the following circumstances:

- Mutual consent of both parties; and/or

- The family's withdrawal from the program.

### **C. Termination with Escrow Disbursement**

In most cases, families whose FSS contracts are terminated will not be entitled to disbursement of their accrued FSS escrowed funds. However, the CoP will be terminated with FSS disbursement when one of the following situations occurs:

- (i) Services that the Housing Authority of Kings County and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable.
- (ii) The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the Housing Authority of Kings County and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family.
- (iii) An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR §982.353) for good cause, as determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

### **D. Grievance Procedures**

All requests for an informal hearing must be received by Housing Authority of Kings County Coordinator within ten (10) business days of the date of the FSS termination letter. If a hearing is requested by the FSS family, notification to the family regarding the date, time, and location of the informal hearing will be made by mail.

Persons included in the informal hearing shall include, but not be limited to:

- The FSS head of household;
- The FSS Coordinator; and
- Housing Authority of Kings County staff members, other than FSS program staff, serving as the Hearing Officer

All participants have the right to obtain legal representation and provide their witnesses.

The family may request to reschedule a hearing for good cause, or if it is needed as reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made in writing within (5) days prior to the hearing date.



## **XI. Assurance of Non-Interference**

Participation in the FSS Program is voluntary. A family's decision on whether to participate in FSS will have no bearing on the Housing Authority of Kings County decision of whether to admit the family into the Family Self-Sufficiency FSS program. The family's housing assistance will not be terminated based on whether they decide to participate in FSS, their successful completion of the CoP, or on their failure to comply with FSS program requirements.

The Housing Authority of Kings County will ensure that the voluntary nature of FSS program participation is clearly stated in all FSS outreach and recruitment efforts.

## **XII. Timetable**

The Housing Authority of Kings County implemented its FSS program in 2022 and will continue to implement it per this FSS Action Plan.

### Program Begins

The FSS program will commence operation as soon as the Housing Authority of Kings County has received notification of HUD's approval of the Action Plan.

### Program Coordinating Committee

Within 90 days after the program begins, a Program Coordinating Committee (PCC) will be formed and will begin meeting. The Committee will continue to meet monthly for the next twelve months. Thereafter, meetings will be quarterly. Additional special meetings will occur as needed.

### Outreach

Within 90 days of program launch, outreach efforts will commence, as described above in the Outreach section.

### Participant Selection

Candidates who respond to the outreach efforts will be selected in accordance with the selection procedures described above. The first FSS program participants are expected to be enrolled within 120 days of program launch.

### Contract Execution

Contracts of Participation will be executed with selected participants on a rolling basis. The first Contracts of Participation are expected to be completed within 6 months of program launch.

### Full Enrollment

The FSS program expects to reach full capacity within 12 months of program launch. (See discussion above of the number of participants expected to be served. Note that generally for funded programs, the program is required to be serving the minimum number of participants within one year.)

### Program Maintenance

The FSS program expects to operate at full capacity thereafter, subject to normal fluctuations related to families leaving and entering the program.

### **XIII. Reasonable Accommodations, Effective Communications, and Limited English Proficiency**

#### **Requests for Reasonable Accommodations**

A person with disabilities may request reasonable accommodations to facilitate participation in the FSS program. Requests will be considered on a case-by-case basis.

Requests should be made initially to the FSS coordinator. If a family is not satisfied with the FSS Coordinator's response, the family may submit a request in writing in accordance with the agency's reasonable accommodations policy.

#### **Request for Effective Communications**

A person with disabilities may request the use of effective communication strategies in order to facilitate participation in the FSS program. Examples include: appropriate auxiliary aids and services, such as interpreters, computer-assisted real time transcription (CART), captioned videos with audible video description, visual alarm devices, a talking thermostat, accessible electronic communications and websites, documents in alternative formats (e.g., Braille, large print), or assistance in reading or completing a form, etc.

Requests should be made initially to the FSS coordinator. If a family is not satisfied with the FSS Coordinator's response, the family may submit a request in writing in accordance with the agency's effective communications policy.

#### **Limited English Proficiency**

The Housing Authority of Kings County will comply with HUD requirements to conduct oral and written communication related to the FSS program in languages that are understandable to people with Limited English Proficiency.

#### **XIV. Coordination of Services**

##### **A. Certification of Coordination**

Development of the services and activities under the FSS program has been coordinated with programs under title I of the Workforce Innovation and Opportunity Act 29 U.S.C. 3111 et seq., and other relevant employment, child care, transportation, training, education, and financial empowerment programs in the area. Implementation will continue to be coordinated, in order to avoid duplication of services and activities.

##### **B. Program Coordinating Committee**

The principal vehicle for ensuring ongoing coordination of services is the program coordinating committee (PCC), which has been established in accordance with FSS regulations to assist in securing commitments of public and private resources for the operation of the FSS Program. Among other responsibilities, the PCC will help the FSS program to identify and build strong referral relationships with providers of supportive services that meet the needs of FSS participants. The PCC will also be consulted in developing program policies and procedures.

The PCC will meet semi-annual and may conduct business on an as-needed basis via email or telephone conferences. The PCC includes the following representatives:

1. One or more FSS Program Coordinators
2. One or more participants from each HUD rental assistance program served by the FSS program.
3. Representatives from a variety of agencies and individuals, which include but are not limited to the following:

Job Training Office (JTO)  
124 N Irwin Street  
Hanford, CA 93230  
(559) 585-3532

Provides career counseling, job preparation workshops, paid work experience, employment screening and referral, classroom training and on the job training

Headstart  
1130 N 11<sup>th</sup> Ave  
Hanford, CA 93230  
(559) 582-4386

Provides education for preschool aged children, complete physical examinations every 2 years, vision and hearing screening every year, nutritional education including nutritional meals, provisions for handicapped children, mental health counseling, family literacy programs.

Kings Regional Occupation Program (KROP)  
1144 West Lacey Blouvard  
Hanford, CA 93230  
(559) 589-7026

Career counseling, job development, employment testing and assessment, vocational training, child care

Kings County Health Department

330 Campus Drive  
Hanford, CA 93230  
(559) 584-1401

Provides immunizations, well baby clinic, HIV testing, family planning information, WIC nutrition program

Proteus  
220 N 11<sup>th</sup> Ave, Suite A  
Hanford, CA 93230  
(559) 582-9253

Provides education programs to migrant field workers, child care, emergency assistance (food, utilities, rent, etc.), homeless assistance

Kings View and Mental Health  
1393 Bailey Drive  
Hanford, CA 93230  
(559) 585-3540

Provides Day Treatment Programs for Severely Mentally Ill, Alcohol and Drug Education Counseling Center (ADECC), Sexual Abuse Counseling, Fees are based on a sliding scale, Accepts Medi-cal, individual and group counseling

Employment Development Department  
124 North Irwin Street  
Hanford, CA 93230  
(559) 585-3540

Job placement assistance, listing of job opportunities, Job development, Unemployment Benefits, Disability Benefits, Retraining assistance, Job Search workshops

Kings County Volunteer Bureau  
109 East 8<sup>th</sup> Street  
Hanford, CA 93230  
(559) 582-3455

Listings of volunteer positions for participants to obtain work experience

Alateen/Al-Anon  
P. O. Box 856  
Hanford, CA 93232  
(559)583-5373

Provides support for families and friends of alcoholics

Acoholics Anonymous  
P. O. Box 1671  
Hanford, CA 93232  
(559) 582-2521

A fellowship of men and women who gather to solve their common problems

Brown Bag Program  
1222 West Lacey Boulevard  
Hanford, CA 93230  
(559) 582-4386

Supplements the food budgets of needy senior citizens

Corcoran Dial A Ride  
1033 Chittenden Avenue  
Corcoran, CA 93212  
(559) 992-2177

Provides a city sponsored transportation system

Cornerstone Recovery Home  
817 West 7<sup>th</sup> Street  
Hanford, CA 93230  
(559) 583-2034

Alcohol and drug residential treatment

Domestic Violence Prevention Program  
1222 West Lacey Blouvard  
Hanford, CA 93230  
(559) 582-4386

Provides educational presentations, Resource information, Individual and family peer counseling, Helpline, Temporary shelter for women/children (safe house placement)

Respite Care  
1222 West Lacey Blouvard  
Hanford, CA 93230  
(559) 582-4386

Crisis intervention to provide temporary relief to parents and families from family stress to prevent child abuse and neglect

Salvation Army  
380 East Ivy Street  
Hanford, CA 93230  
(559) 582-4434

Adult Protection and care services, commodity services (food, clothing, etc.), financial assistance (food, housing, utilities, etc.)

Hanford Adult School  
905 Campus Drive  
Hanford, CA 93230  
(559) 583-5905

Adult education, ESL and GED

### **Coordination of Services (Multifamily owners only)**

#### **Coordination of Services**

The Housing Authority of Kings County PCC serves the area in which the Kings County is located and the PCC and the owner have agreed that the PCC will work with the owner to coordinate the provision of services.

#### **Program Coordinating Committee**

The principal vehicle for ensuring ongoing coordination of services is the program coordinating committee (PCC), which has been established to assist in securing commitments of public and private resources for the operation of the FSS Program. Among other responsibilities, the PCC will help the FSS program to identify and build strong referral relationships with providers of supportive services that meet the needs of

FSS participants. The PCC will also be consulted in developing program policies and procedures.

The PCC will meet semi-annual and may conduct business on an as-needed basis via email or telephone conferences. The PCC includes the following representatives:

1. One or more FSS Program Coordinators
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3. Representatives from a variety of agencies and individuals, which include but are not limited to the following:

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(559) 582-4386

Provides education for preschool aged children, complete physical examinations every 2 years, vision and hearing screening every year, nutritional education including nutritional meals, provisions for handicapped children, mental health counseling, family literacy programs.

Kings Regional Occupation Program (KROP)  
1144 West Lacey Boulevard  
Hanford, CA 93230  
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Career counseling, job development, employment testing and assessment, vocational training, child care

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Hanford, CA 93230  
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Provides immunizations, well baby clinic, HIV testing, family planning information, WIC nutrition program

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(559) 582-9253

Provides education programs to migrant field workers, child care, emergency assistance (food, utilities, rent, etc.), homeless assistance

Kings View and Mental Health  
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Hanford, CA 93230  
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Provides Day Treatment Programs for Severely Mentally Ill, Alcohol and

Drug Education Counseling Center (ADECC), Sexual Abuse Counseling, Fees are based on a sliding scale, Accepts Medi-cal, individual and group counseling

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Job placement assistance, listing of job opportunities, Job development, Unemployment Benefits, Disability Benefits, Retraining assistance, Job Search workshops

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family peer counseling, Helpline, Temporary shelter for women/children  
(safe house placement)

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Crisis intervention to provide temporary relief to parents and families from  
family stress to prevent child abuse and neglect

Salvation Army  
380 East Ivy Street  
Hanford, CA 93230  
(559) 582-4434

Adult Protection and care services, commodity services (food, clothing,  
etc.), financial assistance (food, housing, utilities, etc.)

Hanford Adult School  
905 Campus Drive  
Hanford, CA 93230  
(559) 583-5905

Adult education, ESL and GED

## **XV. FSS Portability (Applicable to HCV Only)**

### **A. Portability in initial 12 months**

FSS participants may not exercise portability within the initial 12 months after signing a CoP.

### **B. Moves into the PHA's jurisdiction**

If an FSS participant moves into the PHA's jurisdiction, they will be admitted in good standing into the Housing Authority of Kings County FSS program unless the Housing Authority of Kings County is already serving the number of FSS families identified in this FSS Action Plan and determines that it does not have the resources to manage the FSS contract.

Regardless of whether the Housing Authority of Kings County is able to receive an incoming family from another jurisdiction into the FSS program, the Housing Authority of Kings County will agree to allow and support porting families to remain in their initial PHA's FSS program after porting housing vouchers if the initial PHA requests that the family remain in the initial FSS program and can demonstrate the family is able to fulfill its responsibilities under the initial CoP, the move in jurisdictions notwithstanding

### **C. FSS termination with disbursement for porting families**

If an FSS family seeks to move to a jurisdiction that does not offer an FSS program, the Housing Authority of Kings County will closely examine the family's progress to determine if it would be appropriate to exercise FSS Termination with Disbursement as discussed above in the section on Termination.

Where continued FSS participation is not possible, the Housing Authority of Kings County will discuss the options that may be available to the family, depending on the family's specific circumstances, which may include, but are not limited to, modification of the FSS contract, termination of the FSS contract and forfeiture of escrow, termination with FSS escrow disbursement in accordance with 24 CFR § 984.303(k)(1)(iii), or locating a receiving PHA that has the capacity to enroll the family into its FSS program.

**XVI. Other Policies**

<b>Policy</b>	<b>Where Addressed in Plan</b>
(i) Policies related to the modification of goals in the ITSP;	Section IX Contract of Participation
(ii) The circumstances in which an extension of the Contract of Participation may be granted	Section IX: Contract of Participation
(iii) Policies on the interim disbursement of escrow, including limitations on the use of the funds (if any)	Section VI: FSS Escrow Account and Other Incentives for Participants
(iv) Policies regarding eligible uses of forfeited escrow funds by families in good standing	Section VI: FSS Escrow Account and Other Incentives for Participants
(v) Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating	Section IV. Family Selection Procedures
(vi) Policies on requirements for documentation for goal completion;	Section IX: Contract of Participation
(vii) Policies on documentation of the household’s designation of the “Head of FSS Household;	Section IV. Family Selection Procedures
(viii) Policies for providing an FSS selection preference for porting families (if the PHA elects to offer such a preference)	Section IV: Family Selection Procedures

## Definitions

**The definitions below are specified in CFR 24 984.103. The terms 1937 Act, Fair Market Rent, Head of Household, HUD, Public Housing, Public Housing Agency (PHA), Secretary, and Section 8, as used in this part, are defined in 24 CFR Part 5.**

*Certification* means a written assertion based on supporting evidence, provided by the FSS family or the Housing Authority of Kings County, as may be required under this part, and which:

- (1) Shall be maintained by the Housing Authority of Kings County in the case of the family's certification, or by HUD in the case of the PHA's or owner's certification;
- (2) Shall be made available for inspection by HUD, the Housing Authority of Kings County, and the public, as appropriate; and,
- (3) Shall be deemed to be accurate for purposes of this part, unless the Secretary or the Housing Authority of Kings County, as applicable, determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

*Contract of Participation (CoP) means* - a contract, in a form with contents approved by HUD, entered into between an FSS family and the Housing Authority of Kings County operating an FSS Program that sets forth the terms and conditions governing participation in the FSS Program. The CoP includes all Individual Training and Services Plans (ITSPs) entered into between the Housing Authority of Kings County and all members of the family who will participate in the FSS Program, and which plans are attached to the CoP as exhibits. For additional detail, see § 984.303.

*Effective date of Contract of Participation (CoP)* - means the first day of the month following the date in which the FSS family and the PHA entered into the CoP.

*Eligible families* means current residents of Public Housing (Section 9) and current Section 8 program participants, as defined in this section, including those participating in other local self-sufficiency programs.

*Enrollment* means the date that the FSS family entered into the CoP with the Housing Authority of Kings County.

*Family Self-Sufficiency (FSS) Program* means the program established by a PHA within its jurisdiction or by an owner to promote self-sufficiency among participating families, including the coordination of supportive services to these families, as authorized by section 23 of the 1937 Act.

*FSS escrow account (or, escrow)* means the FSS escrow account authorized by section 23 of the 1937 Act, and as provided by § 984.305.

*FSS escrow credit* means the amount credited by the Housing Authority of Kings County to the FSS family's FSS escrow account.

*FSS family* means a family that resides in Public Housing (Section 9) or receives Section 8 assistance or receives HUD Project-Based Rental Assistance for a privately owned property, and that elects to participate in the FSS Program, and whose designated adult member (head of FSS family), as determined in accordance with § 984.303(a), has signed the CoP.

*FSS family in good standing* means, for purposes of this part, an FSS family that is in compliance with their FSS CoP; has either satisfied or are current on any debts owed the Housing Authority of Kings County; and is in compliance with the regulations regarding participation in the relevant rental assistance program.

*FSS related service program* means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of "supportive services" set forth in this § 984.103.

*FSS slots* - refers to the total number of families (as determined in the Action Plan and, for mandatory programs, in § 984.105 of this part) that the PHA will serve in its FSS Program.

*FSS Program Coordinator* means the person(s) who runs the FSS program. This may include (but is not limited to) performing outreach, recruitment, and retention of FSS participants; goal setting and case management/coaching of FSS participants; working with the community and service partners; and tracking program performance.

*FY* means Federal Fiscal Year (starting October 1 and ending September 30, and year designated by the calendar year in which it ends).

*Head of FSS family* means the designated adult family member of the FSS family who has signed the CoP. The head of FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent.

*Individual Training and Services Plan (ITSP)* means a written plan that is prepared by the Housing Authority of Kings County in consultation with a participating FSS family member (the person with, for, and whom the ITSP is being developed), and which sets forth:

- (1) The final and interim goals for the participating FSS family member;
- (2) The supportive services to be provided to the participating FSS family members;
- (3) The activities to be completed by that family member; and,
- (4) The agreed upon completion dates for the goals and activities.

Each ITSP must be signed by the Housing Authority of Kings County and the participating FSS family member, and is attached to, and incorporated as part of the CoP. An ITSP must be prepared for each adult family member who elects to participate in the FSS Program, including the head of FSS family who has signed the CoP.

*Owner* means the owner of multifamily assisted housing.

*Self-sufficiency* means that an FSS family is no longer receiving Section 8, Public Housing assistance, or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS escrow account funds.

*Supportive services* mean those appropriate services that a Housing Authority of Kings County will coordinate on behalf of an FSS family under a CoP, which may include, but are not limited to:

- (1) *Childcare*—childcare (on an as-needed or ongoing basis) of a type that provides sufficient hours of operation and serves an appropriate range of ages;
- (2) *Transportation*—transportation necessary to enable a participating FSS family member to receive available services, or to commute to their place(s) of employment;
- (3) *Education*—remedial education; education for completion of high school or attainment of a high school equivalency certificate; education in pursuit of a post-secondary degree or certificate;
- (4) *Employment Supports*—job training, preparation, and counseling; job development and placement; and follow-up assistance after job placement and completion of the CoP;
- (5) *Personal welfare*—substance/alcohol abuse treatment and counseling, and health, dental, mental health and health insurance services;
- (6) *Household management*—training in household management;
- (7) *Homeownership and housing counseling*—homeownership education and assistance and housing counseling;
- (8) *Financial Empowerment*—training in financial literacy, such as financial coaching, training in financial management, asset building, and money management, including engaging in mainstream banking, reviewing and improving credit scores, etc.;
- (9) *Other services*—any other services and resources, including case management, optional services, and specialized services for individuals with disabilities, that are determined to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency. Reasonable accommodations and modifications must be made for individuals with disabilities consistent with HUD requirements, including HUD’s legal obligation to make reasonable modifications under Section 504 of the Rehabilitation Act.

*Welfare assistance* means (for purposes of the FSS program only) income assistance from Federal, (i.e. Temporary Assistance for Needy Families (TANF) or subsequent program) State, or local welfare programs and includes only cash maintenance payments designed to meet a family’s ongoing basic needs. Welfare assistance does not include:

- (1) Nonrecurrent, short-term benefits that:
  - (i) Are designed to deal with a specific crisis or episode of need;
  - (ii) Are not intended to meet recurrent or ongoing needs; and,

(iii) Will not extend beyond four months.

- (2) Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
- (3) Supportive services such as childcare and transportation provided to families who are employed;
- (4) Refundable earned income tax credits;
- (5) Contributions to, and distributions from, Individual Development Accounts under Temporary Assistance for Needy Families (TANF);
- (6) Services such as counseling, case management, peer support, childcare information and referral, financial empowerment, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support;
- (7) Amounts solely directed to meeting housing expenses;
- (8) Amounts for health care;
- (9) Supplemental Nutrition Assistance Program and emergency rental and utilities assistance;
- (10) Supplemental Security Income, Social Security Disability Income, or Social Security; and
- (11) Child-only or non-needy TANF grants made to or on behalf of a dependent child solely on the basis of the child's need and not on the need of the child's current non-parental caretaker.



**MANAGEMENT REPORT**

Prepared for the Board of Commissioners Special Meeting  
 September 21, 2022

1) The Occupancy Rates are as follows:

Section 8 .....	538
	1 Port In's
53-1 Hanford .....	6 Vacancies
53-2 Corcoran .....	9 Vacancies
53-4 Armona .....	1 Vacancy
KC1 Armona .....	100% Occupied
KC2 Hanford .....	100% Occupied
Kettleman City .....	100% Occupied
Admin .....	100% Occupied
Cameron Commons .....	3 Vacancies
Corcoran Station .....	4 Vacancies
Anchors .....	3 Vacancies
Lem / 198 .....	100% Occupied
Basil Home .....	100% Occupied
Lemoore Meyers Home .....	4 Vacancies

2) Progress Report – Capital Fund Program