

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001-2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: MUNICIPALITY OF CIDRA

PHA Number: RQ-062

PHA Fiscal Year Beginning: (mm/yyyy) JULY 2001

PHA Plan Contact Information:

Name: **MR. GEORGE PEREIRA, DIRECTOR**

Phone: **(787) 739-7170**

TDD:

Email (if available): **george.pereira@puertorico.com**

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 20**
[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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Attachments

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- Attachment __: Resident Membership on PHA Board or Governing Body
- Attachment __: Membership of Resident Advisory Board or Boards
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- Other (List below, providing each attachment name)

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Initiative to owner if the house meets HUD's rules and standards. Extending housing boundaries for Section 8 participants. All participants will be asked to show proof of job training and/or job search. Contracts will be on a yearly basis up to five years so as to give them enough time to become self sufficient this is why we are asking for proof of them wanting to become self sufficient. As soon as we see their interest, they will be referred to other programs such as Self-Help, Programs 502 and 504.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component. N/A

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section. N/A

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**YOUTH IN ARTS, SELF-HELP, PROGRAMS 502 AND 504,
CONSORCIO DE LA MONTAÑA AND CONSORCIO.**

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds. N/A

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

- 2. If yes, the comments are Attached at Attachment (File name)

3. In what manner did the PHA address those comments? (select all that apply)

- The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 Yes No: below or
 Yes No: at the end of the RAB Comments in Attachment ____.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
- Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

- 1. Consolidated Plan jurisdiction: (CIDRA)
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan.

HELPING LOWER INCOME RESIDENTS OBTAIN LOW INCOME RENTED HOUSING

- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

C. Criteria for Substantial Deviation and Significant Amendments N/A

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

B. Significant Amendment or Modification to the Annual Plan:

Attachment A
Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
N/A	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name:		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
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 Compliance				
23	Amount of line 20 Related to Security				

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ _____

B. Eligibility type (Indicate with an “x”) **N1**_____ **N2**_____ **R**_____

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months_____ **18 Months**_____ **24 Months**_____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement	Total PHDEP Funding: \$
Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment ____: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **(NAMES ARE NEEDED)**

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment _____: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

AVISO

A: Participantes del Programa Federal de Sección 8

DE: George Pereira, Director
Departamento de Asuntos Federales

RE: **VISTAS PUBLICAS “PLAN DE ACCIÓN 2001– 2002”**
Programa de Vivienda Publica 2000-2005
Sección 8 – Tenant Based

FECHA: 14 DE MARZO DE 2001

La presente es para informarle que la Vista Publica del Plan de Acción 2001-2002 se celebrará el **21 de marzo 2001**, a las **9:30AM** en el **Estadio Municipal Jesus Maria Freire**.

La misma es un requisito del Del Departamento del Desarrollo de Vivienda Urbana, Sección 8 para determinar las necesidades de vivienda de nuestros participantes de Sección 8 y prepararlo para mejorar su calidad de vida y encaminarlo en una familia auto-suficiente.

Usted esta invitado a participar de esta vista y exponer sus ideas, comentarios, y/o sugerencias para asi participar en determinar el futuro de su familia.

Grievance Procedures

The Housing Authority will give an applicant for participation prompt notice of a decision denying assistance to the applicant. The notice must contain a brief statement of the reasons for the HA decision. The notice must also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.

The Cidra Housing Authority will give an applicant an opportunity for an informal review of the Housing Authority decision denying assistance to the applicant.

The review will be conducted by any person or persons designated by the Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person.

The applicant must be given an opportunity to present written or oral objections to the Housing Authority decision.

The Housing Authority will notify the applicant of the Housing Authority final decision after the informal review, including a brief statement of the reasons for the final decisions.

Informal Hearings for Denial or Termination of Assistance

Upon the Municipality determining an applicant or participant not eligible the family will be notified in writing, the reasons for the ineligibility and their right to request an informal hearing.

If an informal hearing is requested by an applicant or participant, the hearing will be conducted by a Municipal employee or other public official who is not directly involved in the day-to-day administration of the program.

Formal Hearing for Participant

A Housing Authority must give an applicant or participant an opportunity for an informal hearing to consider whether the Housing Authority's decision relating to the circumstance of a participant family are in accordance with the law and HUD regulations and Housing Authority policies:

- a. The determination of the family's rent to owner is 40% or more of total HAP to owner payment.
- b. The determination that the participating family is residing in a unit with a number of bedrooms not appropriate for the needs of the family's composition according to the Housing Authority subsidy standards.
- c. The determination to terminate assistance for a participant family because of the family's action or failure to act.
- d. The determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under Housing Authority policy and HUD rules.
- e. The determination that the participant has not maintained the property under the HQS policies.
- f. The determination that the participant is accused and found guilty or arrested for a crime.
- g. The determination that a participant or a family member is abusing of the rules and regulations under the program.

Homeownership

Within the next 5 years we intend to participate in several homeownership programs that are now available for people in the low to moderate income category. Taking part in these types of programs will allow the City of Cidra to serve citizens in different situations with housing. For example, it is the municipality's expectation to be able to offer people with impediments, terminal illness and old age, housing programs so that they also can benefit from owning their home. There is also a Self-Help Program that is currently in the qualification stage, that will choose approximately 20 families to construct their houses with the help of Municipal equipment, contractors and other community members.

Asides from the Self-Help Program, the following are programs that will help us reach this goal:

1- **Section 811 - Supportive Housing for people with disabilities.**

This program offers appropriate housing facilities for those people with disabilities and or impediments. These facilities are adequately designed to have the requirements needed to accommodate a fully disabled person. At the present moment Section 8 is lacking housing for such people and it would be an achievement to be able to participate in a plan that will aid the disabled citizens of the City of Cidra.

2- **HOPWA - Housing Opportunities for Persons with AIDS.**

This program is designed to help people with HIV/AIDS in obtaining housing. Due to the amount of people that have this illness and the special facilities that are required for them, it would be another achievement to be able to facilitate community members with this disease since we currently do not have the proper facilities to accommodate them and their families.

3- **Section 202 – Supportive Housing for the Elderly.**

Section 202 will help the elderly (62 years or older) members in the sense that more housing will be available for this age group. These families will also live independently while at the same time they can depend on the support of the necessary departmental services.

4- **Continuum of Care – Supporting Housing Program**

SHP helps homeless people live as independently as possible by facilitating the development of housing and related support services for people moving from homelessness to independent living.

Housing Needs

Renters

The number of renter households increased from 1,484 to 2,339 during 1980 to 1990. It's estimated that this number has increased during the 90's. For the next five years (2000 to 2005) this increase in renter households is expected to continue. Estimates of renter housing needs are based on the number of renter occupied households with what the Census defines as selected conditions. The number of households with these conditions were estimated in 1244 units or 53.1% of the total renter occupied housing units.

Households dedicating more than 30% of their income to housing costs accounted for 20.2%. This is defined as cost burden. Households with more than 1.01 persons per room accounted for 17.9%. These are defined as overcrowded units. Substandard is defined as those housing units that present the following conditions; deteriorating or dilapidated and lacking complete plumbing facilities. Those accounted for 9.7% of the total renter households. Another variable included in the definition of selected conditions is the lack of adequate kitchen facilities. Those accounted for the 5.2%. The following figure presents those conditions.

In terms of elderly renter household of 1 or 2 members with incomes between 0-30% of HAMFI experiencing housing problems there were 103. From that number, in cost burden there were 50 households dedicating more than 50% (sever cost burden). In terms of small families there were 637 with incomes between 0 to 30% HAMFI, 545 of those had housing problems. From that total 266 were dedicating more than 30% of their income to housing costs while 175 were dedicating more than 50%. In large related households between 0 to 30% HAMFI, 291 of 320 had housing problems. A total of 171 were dedicating over 30% to housing costs and 118 were dedicating more than 50%.

There's no concise data about housing problems of people with HIV positive and handicapped individuals. In terms of people with disabilities the Municipal

Government receives petitions for the construction of access facilities to housing units occupied by handicapped individuals.

Comparing HUD's Fair Market Rents (FMR) with the estimated family income necessary to afford the rent without a subsidy and the distribution by family income level would illustrate how current housing costs toward rent affect low and moderate income families. For instance, the FMR for two bedroom units, including utilities is \$379.00, \$477.00 for three bedrooms, and four bedroom units are \$530.00. To be affordable at 30 percent of income toward rent, annual income should be approximately \$15,160 for two bedrooms and \$19,080 for 3 bedroom units. A great majority of renter households are under those income levels. The major constraint presented in rented households is the cost burden factor. Physical condition of the structures is not a major concern compared to this.

Priority Determination

Determining priority needs in housing for renters are as follows:

High priority is defined by the following:

- 1- Renters or small families paying over 50% of their income to housing costs while receiving an annual income under 30% HAMFI.
- 2- Elderly renters paying over 50% of their income to housing costs while receiving an annual income under 30% HAMFI.

Medium priority is defined as follows:

- 1- Renters paying over 20% of their income to housing costs while receiving an annual income between 30 to 51% HAMFI.

Low priority is defined as follows:

- 1- Renters paying over 20% of their income to housing costs while receiving an annual income between 52 to 80% HAMFI.

Policies on Eligibility, Selection and Admissions

Income limits and family composition will in all cases be the determining factor for family eligibility. If during the application stage it is determined that a family will not be eligible for a voucher authorized by HUD; no additional documents or materials will be requested to avoid unnecessary waste of time and expense. The Program Supervisor will advise the family, the reasons for the denial verbally, in writing or both. The family can request reconsideration within 30 days. The family however, will be encouraged to re-apply if and when their circumstances change.

The records of cases where families who have been determined not eligible will be retained for three (3) years.

An application will be given to a family only if they qualify and if there is a voucher available. Complete and correct information in the application will assure feasibility to contract the family.

The application forms will contain date of filing and will be signed by the applicant or applicant's spouse.

After a family is given an application, a series of documents will be requested from them and they will be required to bring said documents within a period of 10 days. Those who fail to submit the documents will be notified in writing to submit the same within a specified period of time (10 more days), and will be advised that if they fail to do so, their application will be withdrawn and the case considered closed. The family will be advised that should they again be interested in this program, they would have to start the procedure again from the beginning. This procedure will also apply when a participant is summoned for voucher reissuance.

Objectives

1. Identification, evaluation and revision of any applicable municipal laws, policies and procedures.

2. To provide alternatives, evaluation, identification, correction and implementation to minimize and or eliminate fair housing impediments.

Identification of Impediments to Fair Housing Choice

Availability of valid technical theory and technologic and problem delimitation. Fair Housing aims to provide all those in needs of housing regardless of their race; color, religion, sex, national origin, disability or family composition, the right of equal housing opportunity and a free and fair housing choice. Its objectives is to provide fair housing to very low and moderate-income persons and families.

The impediments to fair housing choice are; that there is not a fair housing choice plan, a public policy in regard to fair housing regulations and no public body that could enforce the fair housing act. The population is not aware of their rights pertaining to fair housing. High cost of land, unattractive incentives to build affordable housing projects, lack of infrastructure, land use control, zoning ordinances, building codes, lack of land ownership, high costs of constructions materials, conditions and requirements of the private housing market, lack of technical assistance and construction skills.

Impediments in the Public Sector

Fair housing complaints or compliance reviews where the Secretary has issued a change of or made a finishing of discrimination.

i. Impediment: The Municipality of Cidra does not have a Fair Housing Choice Plan on analysis of impediments. Its important to establish this plan because it will give us the proper direction in complying with HUD fair housing policies and procedures.

Corrective Action: The Municipality of Cidra office of Planning and the Department of Federal Affairs; a long with the technical assistance from HUD, joined forces to establish and prepare the Analysis of Impediments.

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. 2. Impediment: Currenti in M ni '

p y the u cipality there is no public policy m regard to fair housing regulations.

Corrective Action: Coordinate ~Nith the city municipal assembly for the purpose of establishing a passing laws pertaining to fair housing regulations and land use.

3. Impediment: Currentiy there is no public body in the Municipality of Cidra with the responsibiity to enforce the Fair Housing Act.

Corrective Action: Determine which ofFce the mayor will assign the responsibility to enforce fair housing in Cidra.

· Establish Administration Procedures · Establish Public Policy

· Establish Educational Procedures · Determine Budget

· Apply for Fair Housing Initiatives program · Funds.

4. Impediment: Currently the majority of the general population is not aware of their rights pertaining to fair housing.

Corrective Action: Establish an effective education program that will offer all residents of Cidra the opportunity to be properly informed of their rights and what steps to take in the event of any type of housing discrimination.

5. Impediment: Currently the price of the land is high, the immigration pattern of affluent population buying land to build their homes in the Municipality of Cidra has increased the cost of land.

Corrective Action: Land acquisition for Self-Help Housing Development Program to provide to the families that can't afford a regular mortgage.

6. Impediment: Currently the Municipality of Cidra needs to improve transportation all the

rural areas. Corrective Action: Make a study and create an adequate transportation system that serves the demand of the low and moderate-income population. MUNICIPALITY OP CIDRA Fair Housing Plan Z9

7. Impediment: Unattractive incentives to build affordable housing projects. The law 167 establishes a top \$64,000 for social interest housing units. That cost, according to private developers, is not attractive enough to invest in housing projects. Recently that figure was increased to \$70,000.

Corrective Action: Search possibilities of local, state, and Federal taxes exemptions for developing and attract developers for construction of low income houses. .

8. Impediment: The lack of an adequate infrastructure such as sanitary sewer lines and other prevent the development of high dense and rural housing projects. The costs of developing infrastructure to rural areas increase the cost

of project development.

Corrective Action: Identify rural areas lacking basic infrastructure to program the construction of it.

9. Impediment: Land use control, zoning ordinances and building codes; building and construction codes resides in the Regulations and Permits Administrations.

Corrective Action: Those responsibilities eventually will be transferred to the Municipality of Cidra when its Territorial Ordinance Plan is approved allowing the city to allocate land uses according to its own policies.

10. Impediment: Lack of land ownership: Most federal and states housing programs require the family to have title to the land. A large percentage of very low income families have acquire land via a relative (mother, father, uncle, etc.) Unfortunately these families can't afford to acquire title due to the vigorous process and cost.

Corrective Action: Create a plan and work with the State and Federal agencies to study, evaluate, and implement solutions to this problem.

ii. Impediment: High costs of construction materials, a great number of families who own land lots or housing units are not able to construct or repair their homes due to the high costs of construction materials.

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Corrective Action: The Municipal Government of Cidra provides P donations for the purchase of such materials. The Municipality will make referrals other state and federal agencies for the purpose of acquiring low interest loan or material donations. The municipality will also direct cases to our local legislative body to make donation for construction materials.

12. Impediment: Lack of technical assistance and construction skills. A great number of families who own and lots build their homes without technical assistance. Consequently the structures don't meet the regulatory building codes resulting in inadequate structures.

Corrective Action: The Municipal Government of Cidra will supply or direct the families for technical assistance through the Office of Study and Design and the Planning Office.

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MINUTAS

Re: Vista Publica – Plan de Acción 2001 –2002
Programa de Vivienda Pública 2000– 2005
Sección 8 – “Tenant Based”

FECHA: 21 de marzo de 2001

LUGAR: Salón Estadio Jesús María Friere

HORA: 9:30 AM

Personas Presentes a estas vista fuerón:

George Pereira – Director de Programas Federales
Frances Torres – Supervisora Programa de Sección 8
Juliet Irizzarry – Inspectora Programa de Sección 8
María Cristina Ortiz– Oficina de Prensa

Comunicaciones

Se habrio el Salon Estadio a las 9:00 AM y se espero público hasta las 10:00 AM. A esa hora se cerro el salón debido a que no llego nadie.

CIDRA HOUSING AUTHORITY ***ADMINISTRATIVE PLAN*** ***VOUCHER PROGRAM***

1. OVERALL APPROACH TO THE OPERATION OF PROGRAM

Section 8 Housing Certificate and Voucher Program Offers expanded opportunities for rental assistance to very low-income families by utilizing existing housing units. The Voucher Program will assist low and very low income families and give them an opportunity of living in decent housing. Families that need temporary housing will also be considered for a voucher no longer than 1 to 5 year participation. This will give families that seriously need temporary housing the opportunity to participate in this program. The Housing Voucher Program's principal feature is its flexibility; families will have a broader range of housing and neighborhoods from which to choose. They may choose units with rents higher than the applicable Payment Standard, but receive no additional assistance payment; conversely, if rents are lower than the standard, the assistance payment is not reduced. Families that need temporary help will be considered for no longer than 1 - 5 year participation, offering other families the opportunity to participate in this program. It also reduces the turn-around time on the visitor and referral list. The municipality will also implement programs that will offer participants the opportunity to own their own homes and become self-sufficient.

Aware of the need and benefits of administering this program, the Municipality will implement a Section 8 designated staff in accordance with the programs financial resources reported on Financial Forms and assigned units to administer the program.

2. PERSONS ASSIGNED TO THE PROGRAM :

A Municipal employee who will perform all functions responsible for the intake process and leasing of units (supervisor) will administer the program. There will also be an inspector and an accountant. The director of the Department of Federal Affairs have full responsibility in the administration of the program.

Salary for said employees will be paid from the annual budget estimated on going administrative fee. Items such as rent for Programs Administrative purpose, insurance, etc. for which no provisions are made in the budget, will be provided at in-kind services by the Municipality.

3. ON GOING:

Persons seeking program assistance will be oriented and evaluated. They will be placed on the Visitors and Referral List, which will be entered by date. Each situation will be analyzed and according to their need will be classified (income, family composition, situation and date oriented) or referred to the pertaining agency. They will not be asked to bring in any documents except those needed to verify their situation. Those who have been granted a voucher will be asked to bring in documents required by the plan.

4. ELEGIBILITY:

Income limits and family composition will in all cases be the determining factor for family eligibility. If during the application stage it is determined that a family will not be eligible for a voucher authorized by HUD; no additional documents or materials will be requested to avoid unnecessary waste of time and expense. The Program Supervisor will advise the family, the reasons for the denial verbally, in writing or both. The family can request reconsideration within 30 days. The family however, will be encouraged to re-apply if and when their circumstances change.

The records of cases where families who have been determined not eligible will be retain for three (3) years.

5. APPLICATION

An application will be given to a family only if they qualify and if there is a voucher available. Complete and correct information in the application will assure feasibility to contract the family.

The application forms will contain date of filling and will be signed by the applicant or applicant's spouse.

After a family is given an application, a series of documents will be requested from them and they will be required to bring said documents within a period of 10 days. Those who fail to submit the documents will be notified in writing to submit the same within a specified period of time (10 more days), and will be advised that if they fail to do so, their application will be withdrawn and the case considered closed. The family will be advised that should they again be interested in this program, they would have to start the procedure again from the beginning. This procedure will also apply when a participant is summoned for voucher re-issuance

6. VERIFICATION PROCEDURES

All documents must be verified before an applicant is issued a voucher.

The family composition, relationship income or expenses and credits claimed which the applicants informs to the person completing the application, must be verified at the most reliable source available. All these items must be as verified and confirmed prior to the issuance of the Voucher. All verifications must be kept in the applicant's file.

Families shall be re-examined annually and all verifications shall appear updated in files every year, while the family participates in Section 8 Housing Program for HUD audit for at least three (3) years.

7. SELECTION OF ELIGIBLE APPLICANTS

Families will be selected in accordance with program regulations and the Equal Opportunity Housing Plan. Vouchers will be issued according to Federal Preferences and Local Preferences (listed below). The 100% very low-income participation requirements will be observed.

The following are the Federal Preferences:

Federal Preferences

Priority I a – Women with minors being abused

Priority II b –Involuntary Displacement

Priority III c - or Others

1 - Families where members are living involuntarily in separate Quarters.

2 - Families living in over crowded conditions with the number Of family members exceeding established occupancy.

3 - Families living as aggregates with relatives or friends.

4 - Applicants that demonstrate mental or emotional deterioration due to the hardship conditions under which they live.

The **Local Preferences** are as follows:

- 1 - Homeless
- 2 – Disabled families
- 3 - Handicapped

The selection of the participant will be done in the following manner: **Federal Preference** guidelines will have precedence over **Local Preferences**.

In the visitors and referral list there will be noted the preferential category to which the families correspond to.

For family eligibility and continue family assistance, it should include certification disclosure and documentation regarding social security numbers (Ref. Federal Register dated 09-27-89, Effective Date 11-06-89).

Issuing & Denying Vouchers or Certificates

- A - Term: Cidra Housing Authority initial term of a voucher will be 30 Calendar days. The initial term will be stated on the voucher.
- B - Extension: At its discretion, the Cidra Housing Authority may grant a family one or more extensions of the initial term. The initial term plus any extensions may not exceed a total Period of 90 calendar days from the beginning of the initial term. Any extension of the term is granted by Housing Authority notice to the family.

9. COMPUTATION OF GROSS FAMILY CONTRIBUTION

Computation of Gross Family Contribution will be determined as per regulations.

The computation for gross family contribution will be made once all income has been duly accounted and properly verified and all credits and unusual expenses have been determined.

Computation of gross family contribution (G.F.C.) is the greater of the following computation:

A - 10% of the monthly income before any deductions;

B - 30% of the monthly income after allowances for minors, medical and other expenses.

10. BRIEFING OF FAMILIES ISSUED A VOUCHER

Families will be briefed on the program prior to filling the application in a detailed manner. Once they fill the application, they will be issued a Voucher. At this time they will receive the owner and participant packet, which will contain written information to be used to familiarize them and owners with Section 8. They will then come with a landlord or a signed Request of Lease Approval.

Vouchers will be issued observing the sequence established when the application is filled out based on Federal Preference, Local Preference and on date and time.

Owner and Participant Packet will contain:

- 1 - Request for Lease Approval
- 2 - Required Lease Provisions
- 3 - Lead/Base Certification
- 4 - Information Hearing Procedures

Procedure will comply with Federal Register 888.209

11. OCCUPANCY POLICIES

In addition to the terms and concepts used in the Program the following terms, definitions, and concepts also apply:

- a. Eligible Family - A family, as defined in 24 CR Part 812, one that qualifies as a very low-income family at the time it initially received assistance under PHAS Housing Voucher Program. A family is considered wife, husband with children or one spouse ~~wh~~ children.

- b. Very Low-Income Family – A family whose income does not exceed 30% of median family income.

12. USE OF HOUSING QUALITY STANDARDS AND INSPECTIONS

Housing to be used and approved for the program, shall be subject to meeting the Performance Requirements set forth in the Federal Register 882.109 of Handbook 7420.7, chapter 5, with the exceptions of requiring mechanical equipment for cooling or ventilating under the criteria Thermal Environmental. Natural ventilation, when appropriate, under windows and air circulation, will be considered acceptable.

The Program Housing Inspector, the Owner and the participant's eligible family, will perform an inspection on prescribed form, prior to lease approval. The Housing Inspector will enter the date of inspection on the inspection records. Copy of the inspection will go to the family's file. If a re-inspection is needed because some items were incomplete or needed repaired, after consulting with owner, he will schedule a re-inspection.

Prior to a new lease after re-examination and at least once a year, the owner, the tenant and the inspector of the Housing Quality Standards will perform an inspection to assure compliance. The Program Supervisor will also perform an inspection at said time.

A request by a participating family or owner would also trigger an inspection. Program Supervisor for program-monitoring purposes will conduct random inspections.

A request for lease approval and a briefing will be given to the family at the time the voucher is issued. Once form is received an inspection will be executed together with owner, family and the Housing Inspector.

Reasonable rent will be established and the PHA must certify and document, on a case by case basis, the contract rent for each unit for which a lease has been approved. This certification shall appear in all tenants files and retained for as long as the family stays in the program. Owner and tenant will again be oriented and determination of lease approval will be executed. The lease contract will be signed by owner and tenant. A Housing Assistance Payment Contract will be executed. Program Supervisor will work closely with owner and family to expedite this procedure. At this time, Program Supervisor will coordinate with owner as to where payment of subsidy will be sent. If owner wishes, he/she may ask any additional questions they may have on any area of the program or their respective obligations.

13. INFORMATION TO THE PROSPECTIVE OWNER ABOUT THE FAMILY (CRF-34703)

Owners are permitted and encouraged to screen families on the basis of their tenancy histories. An owner may consider a family's background with the respect to such factors as:

- A - Payment of rent and utility bills
- B - Caring for a unit and premises
- C - Respecting the rights of others to the peaceful enjoyment of their housing.

14. DISAPPROVAL BY OWNER (FR-34715-34716)

This policy provides that an owner who has entered into a HAP contract under Section 8 of the 1937 Act on behalf of any tenant in a single or multifamily housing project shall:

- 1 - Lease any available dwelling unit in any single or multifamily housing Project that rents for an amount greater than the fair market rent for a comparable unit or to a holder of a rental voucher.

- 2 – An owner can not lease an available dwelling unit to a voucher policy holder in a single family home nor enter into a HAP contact respecting the unit, if the voucher policy holder is a family member of the owner.

15. SUBSIDY STANDARDS

Subsidy to be paid will be based upon the unit size the family is eligible to occupy, based on the following standards:

<i>FAMILY MEMBERS</i>	<i>BEDROOM</i>
1 - 2	1
2 - 3	2
3 - 4	3
4 - 8	4

16. FAMILY ABSENCE FROM THE DWELLING

Assisted family under Cidra Housing Authority Program who wishes to be absent from the dwelling for more than two (2) weeks must first contact the Housing Authority for approval prior to being absent from dwelling. Cidra Housing Authority has the discretion to approve up to and not exceed 60 days absent from the dwelling.

17. FAMILY BREAK-UP

When an assisted family breaks-up, the person who will remain in the program will be the person who is issued custody of the children when a child is involved. Also assisted families where a member of the family is handicap, the person who is handicapped will remain with the program.

18. INFORMAL REVIEW FOR APPLICANT

The Housing Authority will give an applicant for participation prompt notice of a decision denying assistance to the applicant. The notice must contain a brief statement of the reasons for the HA decision. The notice must also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.

The Cidra Housing Authority will give an applicant an opportunity for an informal review of the Housing Authority decision denying assistance to the applicant. The review will be conducted by any person or persons designated by the Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person.

The applicant must be given an opportunity to present written or oral objections to the Housing Authority decision.

The Housing Authority will notify the applicant of the Housing Authority final decision after the informal review, including a brief statement of the reasons for the final decision.

19. RENT REASONABLENESS LIMITATION

- A - It will be certified by the Program Supervisor in the form used to notify approval of the lease.
- B - The owner must include information in his request for approval of lease as to the rent previously charged for said property. If there is any difference, he must explain. This will be analyzed by the Program Supervisor when studying said form and will constitute an additional element to determine Rent Reasonableness.
- C - The Program Director will establish a data bank by obtaining information as to rental values in various areas of his jurisdiction and will compare

them to proposed rents in the requests submitted by owners and applicants for lease approval. Request for information on rental rates will be made to landlords, managers, brokers, appraisers and tenants.

- D - At the time the application is filled, the applicant will give information as to the actual rent he is paying, which may be verified by a letter from the landlord or agent. This too constitutes an index, in some cases, and an element to compare and allow Rent Reasonableness Certifications. The Certifications of Rent Reasonableness will be kept in the tenant's file as long as the family stays on the program.

20. PAYMENTS TO OWNERS

Near the end of each month, the Program Supervisor will prepare the payroll for payment to owners and any utility payment to tenants. To avoid improper payments to units that may have recently vacated, he will check the records that show occupation status of units under contract.

Together with Accounting Staff, checks will be prepared and amounts checked against a master list based on contracts in effect. Payments should be available during the first week of the month.

The voucher holder must pay a security deposit that is equal to the same amount as assigned to their voucher. The owner must collect the security deposit. This deposit must be returned to the voucher holder at the time the family decides to move out of his home. If there should be any damage to the dwelling, the owner may use this deposit to correct the damage. The owner must show proof of cost of repairs to the voucher holder and may reduce the amount from the original deposit. The Municipality will not be responsible for any damages to a home by a voucher holder.

21. INFORMATION TO THE PROSPECTIVE OWNER ABOUT THE FAMILY

(CRF-34703)

Also, owners are permitted and encouraged to screen families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

- a. Payment of rent and utility bills
- b. Caring for a unit and premises
- c. Respecting the rights of others to the peaceful enjoyment of their housing

22. CLAIMS FOR VACANCY LOSS

In the Housing Voucher Program, owners will not be eligible to receive Housing Assistance Payment after the family moves from the unit.

If the Housing Voucher family vacates its unit in violation of its lease, the owner retains the payment for the month in which the vacancy occurred.

23. INFORMAL HEARINGS FOR DENIAL OR TERMINATION OF ASSISTANCE

Upon the Municipality determining an applicant or participant not eligible the family will be notified in writing, the reasons for the ineligibility and their right to request an informal hearing.

If an informal hearing is requested by an applicant or participant, the hearing will be conducted by a Municipal employee or other public official who is not directly involved in the day-to-day administration of the program.

24. FORMAL HEARING FOR PARTICIPANT (FR-34716)

A Housing Authority must give an applicant or participant an opportunity for an informal hearing to consider whether the Housing Authority's decision relating to the circumstance of a participant family are in accordance with the law and HUD regulations and Housing Authority policies:

- a. The determination of the family's rent to owner is 40% or more of total HAP to owner payment.

- b. The determination that the participating family is residing in a unit with a number of bedrooms not appropriate for the needs of the family's composition according to the Housing Authority subsidy standards.
- c. The determination to terminate assistance for a participant family because of the family's action or failure to act.
- d. The determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under Housing Authority policy and HUD rules.
- e. The determination that the participant has not maintained the property under the HQS policies
- f. The determination that the participant is accused and found guilty or arrested for a crime.
- g. The determination that a participant or a family member is abusing of the rules and regulations under the program.

25. PROVISION OF HOUSING INFORMATION AND SERVICES TO RECIPIENT FAMILIES

Housing and services information will be sent by mail or verbally to recipient families whenever it is necessary. When additional services are requested the Municipality will coordinate with the family and the appropriate agencies. Participants will also be informed of any changes in their eligibility to the program. Participants will be informed of new programs that will help them become self-sufficient. This will give other families the opportunity to participate in the program.

26. REVIEW OF FAMILY CIRCUMSTANCES, RENT, UTILITIES AND HOUSING QUALITY STANDARDS

When a participating family requests an adjustment in family contribution, the documents or the reasons will be verified by the Program Supervisor and Federal Affairs Director. The common reasons for a family to make this request are:

- 1 - Increase of income
- 2 - Loss of job
- 3 - Medical expenses (applies to elderly or handicapped families only)
- 4 - Increase or decrease of family composition

Upon renewal a new computation for gross family contribution will be prepared. Family and landlord will be notified of the determination of the payment and the date of effectiveness of a new family contribution if any in writing. For certain reasons this determination could be ruled retroactive.

This letter notifying family and owner would constitute a valid amendment for Housing Assistance Payments.

The family is instructed to notify a change that would originate an adjustment in the monthly payments. Periodic re-examination would be scheduled. Participants will be advised that failure to comply with this requirement could result in the decision to terminate the family's participation in the program. This would be effective the date of the renewal or, the date upon which the change originally caused the adjustment. Rent adjustments requested by owners shall be processed as indicated in Section 882.108 Federal Register, November 1979, page 10 and 11 of Appends 1 (HUD Book 7420.7).

27. SPECIAL HOUSING

The Cidra Housing Authority will not approve housing where more than one family under the program lives in one dwelling. The Housing Authority, at their discretion, may approve a dwelling that is duplex.

28. PAYMENT WHEN THE FAMILY OWES THE HOUSING AUTHORITY

Any damages that exceed the amount of deposit will be the responsibility of the assisted family. Both the owner and the assisted family will agree to this policy when signing the HAP contract.

29. ASSISTING DISCRIMINATED FAMILIES

A family may claim illegal discrimination because of race, color, religion, sex, national origin, age, political party, financial status or disability which prevents the family from finding or leasing a suitable unit with assistance under the program.

30. SPECIAL RULES FOR USE OF AVAILABLE FUNDS (SPECIAL PURPOSE)

Only in **Emergency Cases** in which a family becomes homeless due to hurricanes, flooding, fire, etc. can a voucher be issued to a qualified family for a period no longer than one year. This voucher is **NOT** renewable.

31. TERMINATION

A contract terminates at a time when the family becomes self-sufficient due to income or any other source such as inheritance of property or due to participation in other programs that helps them become self-sufficient, etc. The contract shall **NOT** be renewable.

If a unit is determined by the program Supervisor or Inspector not suitable, decent, safe, or sanitary, the lease with the owner can be terminated if the owner does not make the necessary repair within a reasonable period of time (depending upon the repair to be made). The payment to the owner can be held until the repair is made to the unit. The payments shall be made available to the family when they occupy another acceptable unit. The family must have very good and valid reason to reject a new unit otherwise the family's contract may be terminated. If the program Supervisor or Inspector determines that the unit

is overcrowded due to family composition the family must proceed immediately to find another unit that will fit their needs. The family cannot reject an available unit provided by the Cidra Housing unless they have a very good reason to do so.

A contract with a voucher holder can be canceled immediately if a family does not inform the HA of additional income due to social security, pensions, etc. Failure to do so will be penalized and legal action can be taken. The family can be responsible to reimburse the amount of rent and/or utilities paid by the HA since they first began receiving this income.

The reason for termination of housing assistance payments are clearly stated in the contract and documents and in every case, written notification will be sent to both owner and tenant stating the reason for the cancellation and the effective date. Informal hearing and appeals will be recorded and a copy of a written final determination will be kept on file.

32. TERMINATION AND FAMILY MOVES

The owner and family who have signed a HAP contract will be informed that if they unit must be evacuated they must inform the housing authority in writing of this decision. Both owner and family will be informed in writing of any decision made by HAP to this effect. This notification must be made at least thirty (30) days prior to the decision. The owner must notify the voucher holder in advance and give the participating family ninety (90) days to vacate the dwelling. If the voucher holder does not move within this time, an extension may be granted if the owner agrees.

If a family vacates its unit in violation of the lease, the owner shall receive the housing assistance payments for that month. If the unit continues to remain vacant after the first month, the HA will not be responsible for this rent. The owner is responsible for informing the HAP if the family vacates the unit. If the HAP is not informed and the owner is aware of the situation, he/she shall not receive the housing assistance payment and may be required to reimburse the PHA for any excess collected from the family after the vacancy.

In cases where the owner requests for eviction, he will be required to inform in writing within 90 days of effectiveness. The owner will provide a copy of eviction to the PHA requesting PHA authorization.

The owner shall not evict any family unless he complies with Local Law and Section 882.215 of the program.

33. COMPLAINT AND APPEAL PROCEDURES

Both landlords and families will be advised that complaints, which they want to file, must be in writing and supporting evidence included when possible. The Program Supervisor will review the complaint and will schedule a meeting promptly with the person filing the complaint. The same will be discussed in details and a meeting with the other person will be scheduled and the same will be discussed. A meeting with both parties will be held along with the Program Director and Supervisor. The Director can produce a decision only after carefully reviewing the situation on the specific matter. He will notify said decision in writing to the affected parties and request a written notice of their acceptance. He will also advise that if they disagree with the decision, they may appeal. In some appeals request, he will also direct the appealing party to the proper office as would in cases of claiming discrimination. However, all means and ways available will be exhausted in solving complaints. The HUD field office assistance may be observed. No obstacles will be placed in the process of appeal and at all times the planning party will be oriented.

All the materials and documents shall be kept in the proper file for HUD review.

34. MONITORING PROGRAM PERFORMANCE

The Municipality will collect and analyze data that will determine:

- a. That the 100% very low-income provision is fulfilled.
- b. Determined Reasonableness of Rents
- c. That HAP renewals are made on time.

- d. Housing Quality Standards are met.
- e. That Family Contribution which were estimated housing assistance payments, expenses for damages and vacancy and administrative expenses can be covered with a maximum ACC Contract.
- f. Families are not discriminated or abused.
- g. The outreach efforts to both landlords and families are adequate.
- h. Performance under program

Data for these will be available from the Permanent Records and Registers to be established from the accounting records, from inspection forms executed by inspectors and families and from the Director's involvement in the rental market in the Municipality.

In order to concentrate efforts on any area where problems may be encountered, we project to have the main tasks assigned to the Program Director and complement it with municipal resources.

35. ESTABLISHING PAYMENT STANDARDS (VOUCHERS)

Payment standards will be calculated upon entering information into the family's file in the FRS program and sent to MTCS. The information placed into this program for every participating family will be given to the program supervisor by the new participating family or upon renewal of existing participants of the program. *(Also refer to page 11 #20 Payment to owners).*

38. POLICY AND PROCEDURES

"Finders-Keepers" Policy

- The PHA shall promote a greater choice of housing opportunities for eligible families beyond the Municipality's jurisdiction.
- Families holding vouchers will be advised that it is their responsibility to find an existing unit suitable to their needs within the jurisdiction of the city of Cidra.
- By no means will the actions of the city reduce directly or indirectly the opportunities of the family to choose among the available units in the housing market.
- The voucher holder will be advised that he/she may select a unit, which he/she already occupies if the unit qualifies and meets or can be made to meet the Housing Quality Standards.
- The Municipality shall provide, without limiting opportunities to families that need assistance, in finding other alternatives, or any other assistance that they may need because of their age or handicap.
- Information on available units which may become available to HA will be placed on a list for future voucher holders. The HA will not direct a family to a specific property limiting his rights to choose and select.
- Where a family alleges illegal discrimination is preventing them from finding a suitable unit, the city shall provide additional assistance to eliminate this practice.

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APPROVED BY:

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