

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**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 Vieques

PHA Number: RQ 074

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

PHA Plan Contact Information:

Name: Hon. Damaso Serrano Lopez, Mayor
Phone: 787-744-5000

Name: Fabian Martinez
Phone: 787-741-1053
TDD:
Email (if available): municipio@tropicweb.net

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-Mayor's Office
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 2001**

i. Table of Contents

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.

Executive Summary (optional)	4
Annual Plan Information	4
Table of Contents	
Description of Policy and Program Changes for the Upcoming Fiscal Year	5
Capital Improvement Needs	5
Demolition and Disposition	5
Homeownership: Voucher Homeownership Program	6
Crime and Safety: PHDEP Plan	6
Other Information:	
Resident Advisory Board Consultation Process	7
Statement of Consistency with Consolidated Plan	7
Criteria for Substantial Deviations and Significant Amendments	8

Attachments

- Attachment A: Supporting Documents Available for Review
- Attachment B: Capital Fund Program Annual Statement
- Attachment C: Capital Fund Program 5 Year Action Plan
- Attachment D: Capital Fund Program Replacement Housing Factor Annual Statement
- Attachment E: Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment F: Resident Membership on PHA Board or Governing Body
- Attachment G: Membership of Resident Advisory Board or Boards
- Attachment H: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Annual Plan Supplement - rq074a01
 Organizational Chart - rq074b01

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

This same **Annual Plan** is a continuation of a process that provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services.

The Municipality of Vieques has an established Section 8 Office to administer the Housing Choice Voucher Program, as well as other Tenant-based (Section 8) subsidized housing programs in order to assist financially disadvantaged families in meeting their housing needs, mainly decent, safe and sanitary housing as well as to their health and well-being. There are two major philosophy components in the tenant-based subsidized housing program:

1. To give extremely low-income and low-income families the opportunity of choice and mobility in selecting where they chose to live;
2. Maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.

Because of this philosophy, the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit.

This Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The programs that are being administered by the Municipality of Vieques are as follows:

Moderate Rehabilitation Program ? a program geared to provide assistance to upgrade substandard rental housing and to provide rental subsidies for extremely low-income and low-income eligible families.

The purpose of the Municipal program is to assist the families during financial distress as well as gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these same families. This is in direct relation to both the major commitments and priorities of the U. S. Department

of Housing and Urban Development (HUD). **The Municipality of Vieques is a Tenant-based (Section 8) only PHA.**

The Annual Plan of Vieques as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality of Vieques has established a unified vision of community actions. This same Plan will permit Vieques a chance to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

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.

The Municipality of Vieques has contemplated and included in these same submission significant changes or deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan. The Administrative Plan was revised to reflect the inclusion of the \$25.00 minimum rent as well as the inclusion of new preferences. The following represents what the Municipality will be doing for the fiscal year 2001-2002 in relation to its subsidized housing program.

2. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

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

The Capital Fund Program **(1) Capital Fund Program 5-Year Action Plan**

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.

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

Disposition 3. Application status (select one)

Approved

Submitted, pending approval

Planned application 4. Date application approved, submitted, or planned for submission:

(DD/MM/YY) 5. Number of units affected:

6. Coverage of action (select one)

Part of the development

Total development 7. Relocation resources (select all that apply)

Section 8 for units

Public housing for units

Preference for admission to other public housing or section 8

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):

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

Yes No: Is PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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 903.79 (r)]

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) Attachment G
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: (provide name here)

COMMONWEALTH OF PUERTO RICO

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. (list such initiatives below)
Other: (list below)

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

Amendment and Deviation Definitions

24 CFR Part 903.7(r)

A. Substantial Deviation from the 5-year Plan:

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan a 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.

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Vieques and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full public process requirements including Resident Advisory Board Review:

- < Changes to rent, admission policies and/or organization of the waiting list;
- < Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- < Additions of new activities not included in the current PHDEP Plan;

Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

B. Significant Amendment or Modification to the Annual Plan:

SAME AS ABOVE

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 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
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	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 Most recent board-approved operating budget for the public housing program Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing	Annual Plan: Housing Needs Annual Plan: Financial Resources Annual Plan: Eligibility, Selection, and Admissions Policies Annual Plan: Eligibility, Selection, and Admissions Policies
X	A&O Policy Section 8 Administrative Plan Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies Annual Plan: Rent Determination Annual Plan: Rent Determination Annual Plan: Operations and Maintenance
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Rent Determination Annual Plan: Operations and Maintenance

	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	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
X	Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Operations and Maintenance Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants 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 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). Approved or submitted applications for demolition and/or disposition of public housing Approved or submitted applications for designation of public housing (Designated Housing Plans) 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 Approved or submitted public housing homeownership programs/plans	Annual Plan: Grievance Procedures Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Demolition and Disposition Annual Plan: Designation of Public Housing Annual Plan: Conversion of Public Housing
X	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan) Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Homeownership Annual Plan: Homeownership Annual Plan: Community Service & Self-Sufficiency Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report PHDEP-related documentation: ? Baseline law enforcement services for public housing	Annual Plan: Safety and Crime Prevention Annual Plan: Safety and Crime Prevention

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.

Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)

check here if included in the public housing A & O Policy

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

Troubled PHAs: MOA/Recovery Plan

Other supporting documents (optional)
(list individually; use as many lines as necessary)

X

Pet Policy

Annual Plan: Annual Audit

Troubled PHAs (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 Gr
 Original Annua
 Statement

Reserve for
 Disasters/ Emer
 Revised Annual
 Statement (revis
)

Performance an
 Evaluation Rep
 Period Ending:
 Final Performa
 Evaluation Rep

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
24	Amount of line 20 Related to Energy Conservation Measures

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages_

PHA Name:

Grant Type and Number

Federal FY of Grant:

Capital Fund Program #:

Capital Fund Program

Replacement Housing Factor #:

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		St Pr
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule_

PHA Name:		Grant Type and Number					Federal FY of Grant:
		Capital Fund Program #:					
		Capital Fund Program Replacement Housing Factor #:					
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

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

Original statement	Revised statement_		
Development	Development Name		
Number	(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

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 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

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). 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 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 the 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 'W' for waivers.

Fiscal Year of	PHDEP	Grant #	Fund Balance as	Grant	Grant Start	Grant Term

Funding	Funding Received	of Date of this Submission	Extensions or Waivers	Date	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, 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

- 9110 ? Reimbursement of Law Enforcement
- 9115 - Special Initiative
- 9116 - Gun Buyback TA Match
- 9120 - Security Personnel
- 9130 - Employment of Investigators
- 9140 - Voluntary Tenant Patrol

Total Funding

9150 - Physical Improvements
9160 - Drug Prevention
9170 - Drug Intervention
9180 - Drug Treatment
9190 - Other Program Costs

TOTAL PHDEP FUNDING

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 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 print 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 should 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

PHDEP
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

PHDEP
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 Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP 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	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment H: 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)

Name of resident member(s) on the governing board:

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):

THE PHA IS LOCATED IN A STATE WHERE THE HOUSING CHOICE VOUCHER PROGRAM (SECTION 8 TENANT-BASED) IS RUN BY THE LOCAL MUNICIPAL GOVERNMENT. THE EXECUTIVE DIRECTOR OF THE PHA IS THE LOCALLY ELECTED MAYOR OF THE CITY.

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

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

Required Attachment G: 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.)

The resident Advisory Board for the Municipality of Vieques's locally administered Housing Choice Voucher Program was duly elected by the families participating within the program itself on March 1, 2001. The Board is composed of seven (7) members and the term of the board is one year. Annually the families come together to vote and elect their board members. The following is a list of the members that make up the board:

1. President

Mrs. Nilsa Garcia-Franco
Urb. Lucila Franco #51
Vieques, Puerto Rico

2. Vice-President

Mrs. Enda Garcia-Vega
Urb. Lucila Franco #59
Vieques, Puerto Rico

3. Secretary

Mrs. Maria Abreu-Santiago
Urb. Lucila Franco #46
Vieques, Puerto Rico

4. Treasurer

Mrs. Luz E. Carrasquillo
Urb. Lucila Franco #57
Vieques, Puerto Rico

5. Vocal

Mrs. Rosa Navedo-Daiz
Bo. PRRA
Vieques, Puerto Rico

6. Vocal

Mr. Jose Perez-Perez
Bo. Morropouse
Vieques, Puerto Rico

7. Vocal

Mrs. Aura E. Santiago
Urb. Isabel II
Vieques, Puerto Rico

Required Attachment H: Comments of the Resident Advisory Board or Boards and PHA Response

The residents or rather the newly elected board members inquire as to why the rents have risen since January 2000.

PHA response: A circular letter had been issued to the families informing them of the new regulation from HUD concerning the establishment of minimum rent from \$25.00 to \$50.00. It was determined that due to the financial hardship that the island residents of Vieques had been facing at the time it was unfeasible to implement this regulation until January 2000. It was explained that our PHA was required to implement the minimum rent requirement by law.

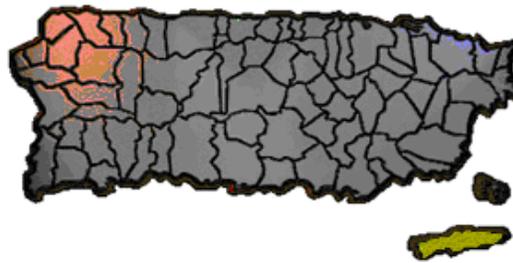
RAB question: The board also questioned why the preferences were changed in the annual plan as opposed to what was included in the Five-year plan.

PHA response: The PHA was required by law to implement local preferences as opposed to the Federal Preferences, which were in effect. This change came about because of the enactment of the Quality Housing and Work Responsibility Act of 1998, whereby the Subsidized Housing Program was merged into one program and many aspects of this same Program was changed. The PHA decided to keep the Federal Preferences and make them the local preferences as well as add on some that are unique to the Island of Vieques, which would not be applicable on the Big Island of Puerto Rico.



*MUNICIPALITY OF
VIEQUES
RQ 074*

*ANNUAL PLAN
FY 2001-2002*



*Hon. Damaso Serrano Lopez
Mayor*

*Fabian Martínez
Federal Funds Director*

Modesto Aloyo

Section 8 Coordinator
Table of Contents

<i>I.</i>	<i>EXECUTIVE SUMMARY</i>	<i>1</i>
<i>II.</i>	<i>SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR</i>	<i>2</i>
<i>III.</i>	<i>FINANCIAL RESOURCES</i>	<i>2</i>
<i>IV.</i>	<i>PHA'S POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS</i>	<i>4</i>
<i>V.</i>	<i>PHA'S RENT DETERMINATIONS</i>	<i>16</i>
<i>VI.</i>	<i>HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA</i>	<i>20</i>
<i>VII.</i>	<i>PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM</i>	<i>23</i>
<i>VIII.</i>	<i>CIVIL RIGHTS CERTIFICATION</i>	<i>23</i>
<i>IX.</i>	<i>RECENT RESULTS OF PHA'S AUDIT</i>	<i>25</i>
<i>X.</i>	<i>ADDITIONAL INFORMATION REQUIRED</i>	<i>26</i>
<i>XI.</i>	<i>ESTABLISHED PHA PET POLICY</i>	<i>26</i>
<i>XII.</i>	<i>SUMMARY</i>	<i>26</i>

I EXECUTIVE STATEMENT

This same Annual Plan provides a new consolidated process that provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services.

The Municipality of Vieques has established the Section 8 Office to administer the Housing Choice Voucher Program, as well as other Tenant-based (Section 8) subsidized housing programs in order to assist financially disadvantaged families in meeting their housing needs, mainly decent, safe and sanitary housing as well as to their health and well-being. There are two major philosophy components in the tenant-based subsidized housing program:

- M. To give extremely low-income and low-income families the opportunity of choice and mobility in selecting where they chose to live;*
- B. Maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.*

Because of this philosophy the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit.

This Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The programs that are administered by the Municipality of Vieques are as follows:

Moderate Rehabilitation Program – *a program geared to provide assistance to upgrade substandard rental housing and to provide rental subsidies for extremely low-income and low-income eligible families.*

*The purpose of the Municipal Tenant-based (Section 8) program was contrived to assist the families during financial distress and gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these same families. This is in direct relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Vieques is a Tenant-based (Section 8) only PHA.***

The Annual Plan of Vieques as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality of Vieques has established a unified vision of community actions. This same Plan will permit Vieques a chance to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

II SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR

The Municipality of Vieques has contemplate and included in these same submission significant changes or deviation in its policies or programs from the previous year s PHA Plan that is not covered in other sections of this same Plan. The Administrative Plan was revised to reflect the inclusion of the \$25.00 minimum rent as well as the inclusion of new preferences. The following represents what the Municipality will be doing for the fiscal year 2001-2002 in relation to its subsidized housing program.

III FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than do homeowners as it clearly is demonstrated by the latest U.S. Census of Population as well as has been our own experience under our own local Housing Choice Voucher Program (Section 8). When renters are compared to homeowners of the same household type and income levels, the percentage of renters with housing problems is higher than owners.

We have identified the need for rental housing based upon the number of requests made to the Municipality by the populations at large to numerous Municipal Agencies. In most cases, it was primarily a general need for more rental housing, since better than 90% of the population does not qualify to purchase a dwelling unit and require some type of rental assistance. It is in this regard that the Municipality of Vieques has a one year goal to provide assistance of upwards to approximately 45 households with rental housing assistance.

The activities that will be undertaken by the Municipality to accomplish this goal are:

A. Housing Funding Sources -

Seek out whenever available alternative housing Programs as they become available from such agencies as the Rural Economic and Community Development, Puerto Rico Housing Department, Housing Development of the Commonwealth of Puerto Rico, the U.S. Department of Housing and Urban Development; and local cooperatives, etc.

Additionally, work with island housing contractors that may be interested in constructing housing units within Vieques, by offering incentives and assistance in one form or another that may be legally acceptable, in order to encourage such contractors to participate in the local housing market (short-term and long-term).

B. Additional Subsidized Funding under the Voucher Program

The Municipality of Vieques will work closely with the U.S. Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers if and when they become available. The Municipality will also petition HUD to become a participant under the Family Self-Sufficiency Program so as to assist the extremely low and low income families becomes self sufficient.

C. Target available assistance to Families with special needs

1. Moderate Rehabilitation Program -

The Municipality of Vieques cognizant of the economic needs of low income families with that of a housing shortage in Vieques has developed and implemented the Moderate Rehabilitation Program so that we may upgrade substandard rental housing whereby we can provide rental subsidies for low-income families in accordance with established HUD regulations and requirements.

2. Family Self Sufficiency Program-

The purpose of this FSS Program is to promote the development of local strategies to coordinate the use of public and private resources to enable families eligible to receive assistance under the Voucher Programs achieve economic independence and self-sufficiency.

D. Available Funding Sources

The Municipality of Vieques will submit for HUD's consideration its Annual Plan (FY 2000-2001) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 115 families that are currently enjoying the benefits of the Municipality of Vieques's tenant-based housing assistance program, we will be submitting for HUD's approval the following budget:

<i>Subsidized Housing Budget for HUD Approval</i>	<i>Program</i>
<i>Budget Estimate</i>	<i>Housing Choice Voucher Program Activities: Tenant-based Housing Assistance for 62 families.</i>
\$	<i>234,936.00 Moderate Rehabilitation Program Activities: Tenant-based Housing Assistance for 53 families.</i>
\$	<i>296,376.00 Program Administration</i>
\$	<i>54,980.00 TOTAL ESTIMATE OF BUDGET TO BE SUBMITTED TO HUD FOR APPROVAL</i>

\$ 586,292.00 TOTAL FOR THE MUNICIPALITY
OF VIEQUES' HOUSING BUDGET
(GRAND TOTAL)

\$ 586,292.00

IV PHA'S POLICIES GOVERNING ELIGIBILITY, SELECTION, AND ADMISSIONS

A. Determination of Family Eligibility

Persons that are both interested and qualify under the subsidized housing program will be provided with the necessary applications, and will receive a briefing on the programs offered by the local PHA. Specific days of the week will be established to receive applications, so as to permit sufficient time to properly carry out the administrative requirements of the program in an acceptable manner, that is in compliance with existing regulations.

If during the application stage it can be determined, and it is obvious, that a family will not be eligible because of exceeding income limits due to too few or too many household members for the voucher size authorized by ACC, etc., no additional documents and materials will be requested from the family to avoid unnecessary waste of time and expenses. The family will be so advised, and the municipality will also notify the family in writing indicating the reasons and affording them an opportunity to request, within a reasonable amount of time, an informal hearing. However, the family will be encouraged to reapply should the circumstances change.

All information requested within this same form will be obtained at the interview with the applicant, and that which must be verified, will be verified by the appropriate Section 8 official assigned to the case.

People with applications not expected to be awarded vouchers upon completion of their files because their number in the waiting list is far higher than the number of available vouchers as per the ACC and number of bedrooms which may be available will be so advised. If a date can be determined as to when the voucher can be issued they will in fact be told, otherwise, they will be advised that based on the date and time of the completed application, if the family was found to be eligible, and once there are additional vouchers, they will be notified of the same. The families will be informed that their applications are valid for one year only and in order to maintain their case file opened they must renew their application on a yearly basis. The PHA will inform the families accordingly in writing.

The records of cases where families have been determined ineligible or their contracts have been terminated, the PHA will retain these documents for three (3) years such as: (1) copy of the application, (2) notification letters, if applicable, (3) the applicant's response, if any, the record of any informal hearing, and statement of final disposition. Furthermore, records pertaining to eligible families and those under a lease, will be maintained within the active file unless the family becomes ineligible or terminates its contract.

The application forms will contain both date and time of filling, and will be signed by the applicant or applicant's spouse and by the interviewer from the Municipal Staff which processed the family. Application forms will be reviewed by the Section 8 Director and properly identified with the Director's initials.

B. Verification Procedures

Once the family has filed an application and has provided evidence required to complement it, office personnel must verify with sources and references all basic information given by the applicant by means of a personal interview, telephone contact or by mail. When all information is verified and the family is determined eligible by a certification form which must be filled out by the Municipal staff in charge of the case, they will be placed on the waiting list.

An on-site visit will be conducted by the Inspector to verify the conditions under which the family is currently living to ascertain the accuracy of the information given by the prospective family. An evaluation of the housing unit will be accompanied by pictures. This will form part of the file.

After families complete their applications, except those that for obvious reasons will not qualify, a series of documents will be requested from them and they will be required to bring these documents within a period of 30 days. The family will be given a sheet outlining the necessary documents needed to complete their file. The municipal staff will go over the list and inform the family that, should they not be able to comply with the time set, their respective application will be withdrawn and case considered closed. To ensure that the family understands, the form will be signed by the family and the Municipal staff attending the family. A copy will be given to the family.

Should the family again be interested and the waiting list opened, they would be required to start by completing a new application based on the new date and time the position or number on the waiting list would then be determined. This same procedure will be used when a candidate family is summoned for a voucher issuance.

C. The following items will be requested from the applicant family and verified:

1. Family Composition Birth, marriage and birth certificates, a family photograph, sworn statements, school records
2. Special Medical Needs which require larger units. Medical Certificates
3. Income from wages Verification forms from the employer.
4. Social Security Verification from the S.S. office or through HUD's website.
5. State Disability and other pensions Verification forms from an employer.
6. Welfare payments Verifications form from State Department of the Family agency.
7. Unemployment compensation Verifications form from State Agency (Form W-5).
8. Alimony and child support Court Records. A copy of the divorce decree as well as form from the appropriate State Agency "ASUME."
9. Family financial Assistance Letter form from a benefactor.

- | | |
|---|--|
| 10. Family type (Elderly or Disabled) | From appropriate agency granting benefits and birth certificate. |
| 11. Full-time student status (18 or older). | A letter from school or college |
| 12. Scholarships-grants | A written confirmation from the source of benefits, as well as, a written confirmation from Education Institution as to cost. The net balance is the amount available for subsistence. |
| 13. Income Interest and Dividends | Verification from bank, or financial institution, bank passbooks, etc. |
| 14. Assets | Written form from appropriate financial institution or source. In case of rental income, a written statement from the person paying the rent. |
| 15. Applicant Screening | A Certificate of Good Conduct from State Police Department this as per QHWRA of 1998. |
| 16. Other | Any other document deemed necessary for the family applicant to qualify for the subsidized housing program under established HUD regulations. |

D. Selection and Admission of Applicants

1. Admission of a family applicant

The PHA may admit an applicant for participation into its subsidized housing program as:

- a. Special admission.
- b. Waiting list admission

2. Targeting

In accordance with 24 CFR part 5, subpart F, section 5.607(b), not less than 75 percent of the families admitted to the Municipality of Vieques' subsidized housing program during the Municipality's fiscal year will be families whose annual income does not exceed the following amounts:

- a. 30 percent of the area median income, with adjustments for smaller and larger families.
- b. A higher or lower percent of the area median income, if HUD

determines a higher or lower percent is necessary because of usually high or low family incomes.

c. Bearing this mind, the following definitions shall be used to define the families applying for the Tenant-based housing assistance program:

1. Extremely-low income: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

2. Low-income: A family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

3. Conversion of Assistance

Conversion of assistance for a participant in the Municipality of Vieques Certificate Program to assistance in the Housing Choice Voucher Program does not count as an "admission," and is not subject to targeting as set forth in Part V, section D of this plan.

4. Inapplicability of Targeting

Admissions of the following categories of families are not subject to targeting under Part V, section D of this plan:

- a. A low income family that is continuously assisted under the 1937 Act.
- b. A low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in 24 CFR part 5, section 248.101.

5. Use of Family's Income

The annual income (gross income) of an applicant family is used both for determination of income-eligibility under 24 CFR part 5, section 5.601(c) and for the Municipality of Vieques income targeting as set forth in Part V, sections D of this plan.

6. Administration of Waiting List

- a. Except for special admissions participants must be selected from the PHA waiting list. The PHA must select participants from the waiting list on a first-come, first-served basis, in accordance with this same plan, which includes Equal Opportunity.
- b. The PHA has agreed to cooperate fully with HUD, in respect to when HUD provides funding to the PHA for a special purpose such as desegregation, Family Unification, etc., including but not limited to including funding for specified families and/or a specified category of families. The PHA has further agreed to issue the required voucher.

7. Organization of the Waiting List

The PHA must maintain information that permits the PHA to select qualified participants from the waiting list in accordance with PHA admission policies. The waiting list should contain the following information:

- a. Applicant names
- b. Family composition (adults/children, age/sex)
- c. Date and time of application
- d. Qualification for any ranking preference or local preference
- e. Racial or ethnic designation of the head of household
- f. Programs for which the PHA feels that the family qualifies for and would be interested in participating in under the umbrella of the subsidized housing program being administered by the PHA. Should the family not be interested in participating in any special program, this will not affect the place and position of the family on the waiting list.

8. Occupancy Standards

Based on the family composition the subsidy to be paid will be based upon the size unit that the family is eligible to occupy. The following table will be used to determine unit size for the family:

Unit Size	MINIMUM NO. OF PERSON IN HOUSEHOLD	MAXIMUM NO. OF PERSONS IN HOUSEHOLD
0 BR	-1-	-0-
1 BR	-1-	-2-
2 BR	-2-	-4-
3 BR	-4-	-6-
4 BR	-6-	-8-

A family may select a unit that is larger than the bedroom size authorized by the PHA but the family must pay the increased cost unless an owner is willing to accept a lesser rent.

9. Opening the Waiting List

- a. When the PHA opens a waiting list, it will publish a public notice informing all interested families and homeowners of the opening of a new waiting list. The public notice will state where and when to apply and/or to receive additional information on all aspects of the program.
- b. The PHA must provide the public notice publication in a local newspaper of general circulation, which should also include minority media.
- c. The public notice among other things must state any limitations if any, on who may apply.
- d. When the waiting list is open, the PHA must accept applications from families for whom the list is open, unless there is good cause for not accepting the application.

10. Closing the Waiting List

- a. *The PHA at its discretion will determine that the existing waiting list does contain an adequate pool for use of available program funding may stop accepting new applications.*
- b. *However, even if the PHA is not otherwise accepting additional applications from those applicants who demonstrate a need beyond extraordinary circumstances and/or qualify under of the programs being offered by the PHA, said application will be accepted and so classified when placed on the waiting list.*
- c. *When a decision has been made to close the existing waiting list, the PHA will publish a public notice in a local newspaper of general circulation advising all interested persons, parties, and groups of the same.*

11. Updating the Waiting List

The waiting list will be updated on an annual basis to ensure that it is current and accurate. This will be accomplished by the following procedure:

- a. *A letter will be mailed to the applicant's last known address.*
- b. *The notice will inform the applicant family that a year has passed and information will be requested regarding their continued interest in maintaining a place on the waiting list.*
- c. *A time limit will be established in the notice, whereby, the applicant will be requested to pass by the Municipality's Section 8 Office to file an updated application. By visiting the Section 8 Office, the family has demonstrated interest as well as assured itself of continuing their position for one year on the waiting list.*
- d. *If the PHA fails to receive the applicant notice or renewed application of continuance within the time frame established by the Municipality for this purpose, the applicant's name will be removed from the waiting list.*
- e. *The applicant family will have 15 days to respond to the notice upon receipt of said notice. The PHA does not accept responsibility for any mail delay or non-deliverance by the US Post Office.*

E. Selection Preferences

1. Local Preferences

According to the Quality Housing and Work Responsibility Act of 1998, federal preferences as we know them have been eliminated and in its place the local preferences based on the needs of the people will prevail.

In order to comply with the Federal law, the Municipality has agreed to give preference for selection of families on the waiting based on the following:

- a. *Victims of Domestic violence;*
- b. *Families that will be broken up due to removal of young children by the State Family Department or families that will be united by the return of the children but do have decent housing;*

- c. *Involuntarily displaced;*
- d. *Homeless or living in substandard housing;*
- e. *Paying more than 50 percent of income for rent*
- f. *Single person with a disability or any member of the family applicant with a disability except under the provision set forth in Section 5, subsection E(2) of this administrative plan*
- g. *Single elderly person or family applicants with an elderly person.*
- h. *Other Preferences such as:*
 - 1. *Working families and those unable to work because of age or disability;*
 - 2. *Veterans and veterans' families;*
 - 3. *Those enrolled currently in educational, training, or upward mobility programs—for participants who wish to enroll in our Family Self Sufficiency Program;*
 - 4. *Households that contribute to meeting income requirements – for participants who wish to enroll in our FSS and Homeownership Programs, respectively.*

Additionally, the Municipality will further comply with Federal Regulations which state that not less than 75% of new families must have incomes at or below 30% of the area median income within the Municipality's fiscal year. All other admissions generally will be at or below 50% of the area median, or up to 80% for families that meet eligibility criteria as set forth by the Municipality.

2. Qualifying for a local Preference

- !** Victims Domestic Violence: *An applicant qualifies for domestic violence if the applicant is living under conditions which threaten the well being, health and safety of the family by an abusive member.*
- !** Maintaining families together: *An applicant qualifies for this preference when a family is threaten by a State Child Welfare Agency with the removal of the children due to inadequate housing or child abuse. This will ensure that the children who remain with, or who are reunited with, their families are safe, secure and not subject to neglect as a result of homelessness or inadequate housing.*
- !** Displacement: *An applicant qualifies for this preference if:*
 - a. *The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing; or*
 - b. *The applicant will be involuntarily displaced within no more than six (6) months from the date of preference status certification by the family or verification by the PHA.*
- !** Substandard Housing: *An applicant qualifies for this preference if the applicant is living in substandard housing. An applicant that is homeless, living in overcrowded conditions or in a shelter for the homeless will be considered as living in substandard housing.*

- ! Rent Burden: An applicant qualifies for this preference if the applicant is paying more than 50 percent of family income in rent.
- ! Certification of Preference: An applicant may claim qualification for a Local Preference by certifying to us as the PHA, that the family qualifies for a local preference. The PHA has agreed to accept this certification, unless we as the PHA verify that the applicant is not qualified for a local preference.
- ! Verification of Preference: Before an applicant is admitted on the basis of the local preference, the applicant must provide information needed by us as the PHA in order to verify that the applicant qualifies for a local preference because of the applicant's current status. It is further agreed, that the applicant's current status must be determined without regard as to whether there has been a change in the applicant's qualification of a local preference between the certification and selection for admission, including a change from one local preference category to another.
- ! Retention of Preference: The PHA has agreed, that if a Housing Choice Voucher Program applicant is currently receiving tenant-based assistance under the "HOME" program (24 CFR part 92), the PHA determines whether the applicant qualifies for the Housing Choice Voucher Program local preference based upon the situation of the applicant at the time the applicant began to receive tenant-based assistance under this same "HOME" program.
- ! Persons with disabilities: No individual will be considered to be a person with disabilities for purposes of eligibility solely due to their drug or alcohol dependence.

3. **Notice and Opportunity for a Meeting where the Local Preference is denied**

If the PHA should determine that an applicant does not qualify for a Local Preference, the PHA must promptly give the applicant written notice of said determination. This notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with a PHA representative in order to review the determination.

This same meeting may be conducted by any person or persons designated by the PHA, who may be an officer or employee of the PHA, including the person who made or reviewed the determination or a subordinate employee. Additionally, the applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age, disability or family status.

V PHA'S RENT DETERMINATION

A. Total Tenant Payment

Computation of the total tenant payment will be determined in accordance with 24 CFR Part 5, Section 5.613. The computation of TTP will be made once all income has been duly accounted and

properly verified and all credits and unusual expenses have been determined eligible under the other applicable factors.

B. The total tenant payment will be the highest of the following amounts:

1. 30 percent of the family's monthly adjusted income;
2. 10 percent of the family's monthly income;
3. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of those payment's which is designated for housing; or
4. Minimum rent in accordance with applicable provisions of Section 5.616.
5. A family renting a unit above the payment standard pays the higher of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent, and the amount of rent above the payment standard but not more than 40% as the cap established by QHWRA of income on the family share of rent for initial leasing of any unit.

C. Minimum Rent

The minimum rent established by the PHA will be \$25.00.

D. Hardship exemption

2. Should a family request a hardship exemption, said request will be honored upon determination of whether there is a qualifying financial hardship. The suspension of the minimum rent requirement will begin the month following the family's hardship request.
2. The following will be considered as financial hardship:
 - a. When the family has lost eligibility for, or is waiting an eligibility determination for a Federal, State or, local assistance;
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - d. When a death has occurred in the family;
 - e. Other circumstances as determined by the Municipality of Vieques.

E. Request for hardship exemption

1. If a family requests a hardship exemption, the Municipality of Vieques will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Vieques determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Vieques determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Vieques will not impose a minimum rent for a period of no more than 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.
3. If the Municipality of Vieques has determined that there is no qualifying

hardship exemption, the Municipality of Vieques will reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Municipality.

4. *If the Municipality of Vieques determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent requirement in compliance with 24 CFR Part 5, Section 5.616.*

F. Appeal of financial hardship

Should the family appeal the financial hardship determination through the Municipality of Vieques' grievance procedure, it will be exempt from any escrow deposit that may be required in accordance with 24 CFR Part 5, Section 5.616.

G. Payment Standard

A payment standard will be set between 90%-110% of the Fair Market Rent for the PHA jurisdiction as established by QWHRA. The Municipality of Vieques has a payment standard of 100% of the established FMR by HUD.

The local area Office of HUD, namely the Economic and Market Analysis Division (EMAD), as well as the HUD Public Housing Director will be consulted on an annual basis, so as to confirm that the FMR employed are both accurate and reflect the general cost of housing for our area.

In the case of the PHA requesting a revision to the existing FMR, the PHA will include documentation showing the current median rent for standard units in our area. In this regard the PHA's recommendations will be supported by such analytical data such as:

- ' *Evidence that significant changes in rents have been experienced in the rental market, which differ from those changes measured by the Consumer Price Index (CPI) factors used to update the Annual Housing Services based Median Rent.*
- ' *When convenient and/or required the PHA will provide local housing Market surveys that indicate the current median rent levels for standard units of various sizes within our designated FMR area.*

H. Determination of Unit Size in Relation to Family Composition

The Municipality of Vieques has applied the following requirements when determining the unit size in relation to the family composition under our subsidy standards:

1. *The subsidy standards provide for the smallest number of bedrooms required to house a family without causing overcrowding;*
2. *The subsidy requirements are consistent with space requirements under the Housing Quality Standards;*
3. *The subsidy standards have been applied consistently for all families of like size and composition;*
4. *A child who may be temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size;*
5. *A family consisting of only a pregnant woman will be treated as a two-person family;*
6. *Any live-in aide which has been authorized by the Municipality to reside within*

the unit to care for a family member who is either disabled or at least 50 years of age will be counted in determining the family unit size;

7. *The Municipality has agreed, that unless a live-in-aide resides with the family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit.*
8. *The Municipality will grant an exception to its established subsidy standards, in determining the family unit size for a dwelling unit, if it determines that the exception is justified by the age, sex, health, handicapped or relationship of family members or other personal circumstances.*

I. Exceptions to FMR on a Unit by Unit Basis

The PHA is entitled to establish its payment standard from 90%-110% of the FMR approved for Non Metropolitan area of the PHA. The PHA will be allowed to approve initial gross rents on a unit by unit basis which exceed the FMR's or payment standard established by the PHA for units, which by virtue of size, amenities or location, or in the case of expanding housing opportunities for low income families, or to obtain units which have been made accessible to the disabled, which are determined to warrant exception rents. The PHA accepts the fact that this same authority will not be exercised for more than 20 percent of the units authorized by the ACC.

J. Affordability Adjustments

Upon recertification/redetermination of the applicant, any adjustments will be to the appropriate Payment Standard established by the PHA. Where it has been accurately determined by the PHA that based upon the documentation available to the PHA, that an overpayment was made by the PHA, the PHA will immediately advise the participant of the same and request a meeting in order to establish a repayment schedule or other acceptable plan in order for the PHA to recover the overpayment.

K. Rent Adjustments

Rent adjustments requested by landlords will be processed as indicated in Section 982.509 Federal Register, April 30, 1998, page 23863. The owner must request said revision to the contract rent sixty (60) days prior to the HAP contract anniversary date.

VI HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

One of the major objectives of the present Administration within the Municipality of Vieques is to create maximum opportunities to both low and very low income families to become first-time homeowners. Experience has clearly demonstrated that homeowners take more pride in, and better care of their individual housing units, than those families who occupy rental units. This fact will clearly assist in:

- < *Eliminating blight and blighting conditions within low income areas by preserving existing housing units.*
- < *Develop self-sufficiency by encouraging other low and very low income families to become self-sufficient, in order to qualify as first-time homeowners.*
- < *Revitalize and stabilize existing and deteriorated low income neighborhoods.*

The municipality has a first year goal of establishing a Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 and will attempt the necessary procedures to

promote a Homeownership Program within its Housing Program. In this regard, the municipality will seek out not only HOME funds, but likewise will work with both the Puerto Rico Department of Housing, the Housing Development Bank, and other similar public private agencies in order to accomplish this same goal.

The following actions listed below, we feel, will address the obstacles that may be faced by potential buyers.

ACTIVITIES:

‘ PROVIDE GREATER ASSISTANCE IN MEETING BOTH DOWN PAYMENT AND CLOSING COST REQUIREMENTS:

One of the greatest barriers to homeowners by potential low income purchases, are the initial costs, such as down payment and closing costs. The Municipality will, working with such housing agencies as previously set-forth within this same submission, in order to create both a viable and effective program whereby low income families have the opportunity to become first-time homeowners. (Short-Term One Year).

OBJECTIVE: CREATE AFFORDABLE HOUSING WITHIN THE COMMUNITY:

Affordable housing within the Municipality of Vieques has been adversely impacted by the following factors over time:

1. *Family Income;*
2. *Land Costs;*
3. *Financing;*
4. *Lack of Available Land for Development.*

Bearing this in mind, the Municipality of Vieques will develop a strategy that identifies policies, which may require modification, and initiate the following actions that will address the problem of affordable housing and the establishment of the Homeownership Program.

ACTIVITIES:

‘ IMPROVE LAND DEVELOPMENT REGULATIONS:

At the present time the Puerto Rico Planning Board is the primary regulatory agency of the State government, that deals with land use and requirements for construction of housing sub-division, which combined with requirements of other State agencies tend to create obstacles to affordable housing. In this regard, the municipality will be working with our elected officials, namely-both the State Representative in the House of Representatives and our State Senator, in order to study existing applicable regulations and their impact upon the local housing market. Additionally, both the Mayor and representatives of the municipality will be working with their counterparts within the Planning Board in reviewing existing land policies.

‘ PROVIDING FOR THE COORDINATION OF FUNDING:

In order to achieve any degree of success in creating affordable housing for households classified as being either low or very low income, requires funding for multiple funding sources. The Municipality will take into account and consider the appropriate changes in order to implement the Homeownership Program, whereby, it will consider the following:

1. *Assistance will be provided for:*
 - a. *First time homeowner*

- b. *Family that owns or is acquiring shares in cooperative.*
- 2. *The Program will become available to families who are willing to participate and comply with established HUD regulations.*
- 3. *The total family that will be serviced through this program will be limited to approximately 10 families.*
- 4. *Funding levels.*

The Municipality of Vieques will take into account and consider the appropriate changes in order to improve the application process for all federal programs that may have a beneficial impact upon the local housing market and affect programs covered within the Consolidated 5 Year Plan.

VII PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM

The purpose of the FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Tenant-based Housing Assistance Program (Housing Choice Voucher Program) with public and private resources, to enable families for or receiving assistance under this same program achieve economic independence and self-sufficiency.

The Municipality of Vieques does not have an FSS Program implemented but it would be very anxious to do so that its citizens can become self-sufficient albeit there exist may obstacles to this.

VIII CIVIL RIGHTS CERTIFICATION

The Municipality has agreed that it will comply with all Equal Opportunity requirements, both State and Federal such as:

- 1. *The Fair Housing Act, 42 U.S.C. 3610-3619 (implementing regulations at 24 CFR parts 100, et seq.);*
- 2. *Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations 24 CFR part 1);*
- 3. *The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107 (implementing regulations at 24 CFR part 146);*
- 4. *Executive Order 11063, Equal Opportunity in Housing (1962) as amended. Executive Order 12259, 46 FR. 1253 (1980), as amended. Executive Order 12892, 59 FR. 2939 (1994) (implementing regulations at 24 CFR part 107);*
- 5. *Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (implementing regulations at 24 CFR part 8); and*
- 6. *Title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et. Esq.*
 - a. *For the application of equal opportunity requirements to an Indian Housing Authority, see 24 CFR 950.115.*
 - b. *The Municipality must submit a signed certification to HUD of the PHA's intention to comply with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.*

FURTHER FAIR HOUSING

It is HUD's intent under the "Quality Housing and Work Responsibility Act of 1998", that indeed created the merger of the Certificate and Voucher Programs into one market-driven program such as the Housing Choice Voucher Program, and thus require the Consolidated 5-Year Plan and Annual Plan, which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services that benefit very low and low income families.

Based upon the latter, the Municipality of Vieques anticipates that the following activities further fair housing during the five-year period of the Consolidated Plan as well as the Annual Plan, and thereby benefit those families, namely - the low and very low income families achieve safe, decent and affordable housing as well as self-sufficiency and economic independence.

ACTIVITIES:

REVIEW OF EXISTING HOUSING PROGRAM

The Municipality of Vieques will, in order to further fair housing within the community, review all existing housing and housing programs currently being carried out within the community, so as to assure, that these same programs and/or projects are implemented in total compliance within existing applicable regulations.

COORDINATION BETWEEN PUBLIC/PRIVATE RESOURCES

The municipality will contact public and private operators of housing, including local financial institutions located within Vieques, and provide them with both information and descriptive materials making them aware of the need to further fair housing.

COORDINATING INFORMATION/REGULATIONS

Working closely with the housing division of HUD, the municipality will obtain copies of regulations and other training aids in order to provide seminars during the course of the five-year period of the Plan, in order to create a public awareness of the importance of fair housing.

CREATE AWARENESS OF LEAD BASE PAINT HAZARDS

Since many of the private homes in Vieques were constructed prior to being informed that lead base paint represented a health hazard to all the members of the household, and the effect this same problem has upon children, the Municipality of Vieques is committed both in a short term (one-year), as well as in the long-term, to work with the Puerto Rico Department of Housing, in order to both develop and implement a viable, effective, safe, and cost-effective method of reducing this same hazard. While a great many precautions currently exist, effective abatement and likewise, hazard reduction activity requires participation from providers and contractors, aside from individual residents.

Vieques feels rather strongly, that in order to create an effective system of abatement services it must coordinate its activities with other state agencies dealing with this same problem.

Vieques cooperating with both the public and private sectors will initiate the following actions in order to achieve the most desirable results:

ACTIVITIES:

COMPLYING WITH EXISTING REGULATIONS

The Municipality of Vieques, has a goal of working with the existing management of the various

Public Housing Projects located within the Community, to review all units in cooperation with the State Housing Department and other applicable State Agencies over the five-year period of the Consolidated Plan, in order to both assist and coordinate the required abatement services required.

IX RECENT RESULTS OF PHA'S AUDIT

The Municipality of Vieques has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit and the action plan taken to correct the findings found so to be in compliance in compliance with established HUD rules and regulations.

X ADDITIONAL INFORMATION REQUIRED

Substantial deviation from 5-Year Plan or amendment and/or modification to Annual Plan

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Vieques and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full public process requirements including Resident Advisory Board Review:

- !*** *Changes to rent, admission policies and/or organization of the waiting list;*
- !*** *Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;*
- !*** *Additions of new activities not included in the current PHDEP Plan;*
- !*** *Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.*

XI ESTABLISHED PHA PET POLICY

The Municipality of Vieques has an established pet policy whereby the tenant and the owner must be in agreement over having a pet in a subsidized dwelling unit.

XII SUMMARY

In order to be in compliance with 24 CFR Part 903 of HUD program regulations, the Municipality of Vieques has established the following standards and procedures to be carried out in furtherance of the plan.

Additionally, these same standards and procedures will ensure long-term compliance with the requirements of the programs involved, including but not necessarily limited to:

- 1. To provide low and very low income families the opportunity of choice and mobility in selecting where they want to live.*
- 2. To maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.*
- 3. To develop strategies to coordinate the use of housing assistance under the Housing Choice Voucher Program with public and private resources, to enable families eligible to receive assistance under this same program to achieve economic independence and self-sufficiency.*

It should be noted, that the Housing Department within the Municipality of Vieques will implement the necessary management systems and oversight controls, so as to assure, that the individual programs included within this same Plan are:

- 1. Completed within a timely manner in compliance with HUD's requirements;*

2. *That they are indeed in total compliance with existing federal and state applicable regulations.*

Once a year a physical audit will be accomplished which will include not only the accountability of funds, but also an audit of the management system used to carry out the mandate of the Tenant-based Housing Program. This same in-depth review on an on-going basis will serve to determine the effectiveness of individual programs based upon such data as:

- ' Families Assisted;*
- ' Subsidies granted;*
- ' Complaints resolved;*
- ' FSS families that moved onto become first-time homeowners;*
- ' Families from the Moderate Rehabilitation Program that transferred into the FSS Program and the success of those families.*
- ' The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.*

Additionally, reviews will also serve to identify implementation problems or non-compliance with goals and objectives of the Plan, and how the resources were used to assist the maximum number of beneficiaries.

The use of this same data will assist the Mayor, members of the Municipal Assembly, interested citizens of the community, participants of the Tenant-based Housing Assistance Program recommend changes within our strategy due to perhaps changes in the population characteristics and housing market within the Municipality of Vieques.

In conclusion, the following areas will at a minimum, be reviewed in the monitoring process:

- ! Cash/Management System;*
- ! Funds committed;*
- ! Families serviced by income level (low, extremely low and moderate);*
- ! Compliance with HQS, Quality control and Targeting as set forth in HUD regulations;*
- ! Identify weakness and problem areas;*
- ! Staff resources and performance;*

The Municipality of Vieques feels rather strongly that procedures contained herein will effectively perform the necessary monitoring of all programs so as to assure that these same programs both initiated and developed are in total compliance with the applicable regulations promulgated by HUD.



MUNICIPALITY OF VIEQUES

HOUSING CHOICE VOUCHER PROGRAM SECTION 8

