

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 Aguas Buenas

PHA Number: RQ082

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

PHA Plan Contact Information:

Name: Hon. Buenaventura Dávila Roldán, Mayor
Phone: 787-732-8621

Name: Joseph R. Montalvo, Housing Director
Phone: 787-732-4185

TDD:

Email (if available): vivienab@prtc.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

[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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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Annual Plan Supplement – rq082a03	
Organizational Chart - rq082b03	

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 started in fiscal year 2000. A framework that provides for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program substantiates this same process, and other members of the public may locate basic, rules and requirements concerning its operations, programs and services as provided by the Municipality of Aguas Buenas.

The Municipality of Aguas Buenas has an established Housing Department that administers not only the Housing Choice Voucher Program but also other subsidized housing programs in order to assisted financially distressed 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 families benefiting from the Housing Choice Voucher Program, which is tenant-based, does not tie the participant to any particular housing unit.

This Municipality also administers various 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 being administer by the Municipality of Aguas Buenas are as follows:

HOPWA- a program geared to assist a member of the family that is HIV positive or has AIDS. This is in conjunction with the Municipality of San Juan. We have a partnership to administer this same program.

Family Unification Program - a program geared to provide assistance to extremely low-income and moderate income families whereby they are threaten by the Commonwealth Child Welfare Agency in the removal of the children from the home due to the environment under which they live, or have already been removed. In essence, the family has a need of safe, decent and sanitary dwelling unit so that the family maybe united. Our Municipality in conjunction with the Commonwealth Department of the Family administers this program.

Family Self Sufficiency - a program whereby strategies are developed to coordinate the use of housing assistance under the auspices of the Housing Choice Voucher Program (Section 8) with public and private resources. Hence, enabling extremely low-income and low-income families, who are eligible to receive said assistance to achieve economic independence, and self -sufficiency.

The purpose of the Municipal programs is to assist disadvantaged families during financial distress and gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these families to become self-sufficient.

Furthermore, there is an undeniable need for low-income housing within the Municipality of Aguas Buenas as evidenced by the waiting list and the latest U.S. Census of Population. There also exists a need

for quality housing units available for program participants but there is not an abundance of affordable housing for low-income families within this same Municipality. Conscious of this, our Municipality has established realistic and attainable goals, hence, giving particular thought to the number of families which can be expected to need and want better housing. By setting attainable goals, the Municipality intends to become a facilitator for those in need and for those who have available units by bringing them together in a manner beneficial to all principals. 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 Aguas Buenas is a Tenant-based (Section 8) only PHA.**

This same **Plan** for the Municipality of Aguas Buenas as presented hereinafter 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 has established a unified vision of community actions. This same Plan will permit Aguas Buenas 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 Aguas Buenas does not contemplate any significant changes or deviation in its policies or programs from the previous year's PHA Plan. 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 903.7 9 (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

(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.

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):

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.

- 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) Attachment H
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 H.
 - 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)
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

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:

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Aguas Buenas 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 (minimum rent), admission policies and/or organization of the waiting list;
- ▶ Additions of new activities not included in the current Annual Plan or 5-Year Plan;
- ▶ Any change with regard to homeownership program or any other subsidized housing program administered by the Municipality of Aguas Buenas.

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” 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
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
	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	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
	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 LOCATED IN THE PHA ADMINISTRATIVE OFFICE	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan Section VI, page 14 of Administrative Plan	Annual Plan: Rent Determination
	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
	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) –LOCATED IN THE PHA ADMINISTRATIVE OFFICE	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan Section XXI, page 31	Annual Plan: Operations and Maintenance
	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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan Section XVII, Page 28	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (section 23 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies-PART OF ATTACHMENT TO 5-YEAR PLAN	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8 LOCATED AT THE PHA ADMINISTRATIVE AND SUBMITTED TO HUD LOCAL OFFICE	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 (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	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
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) LOCATED IN SUPPLEMENT X <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
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 SUBMITTED WITH HARD COPY TO HUD LOCAL OFFICE	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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: \$
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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: \$		
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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: \$
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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: \$
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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: \$
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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 Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment F: 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:

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):

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:

C. 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 Aguas Buenas' locally administered Housing Choice Voucher Tenant-based Program elected its board members on March 9, 2001. The Board is composed of nine (9) members and the term for 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. Sandra I. Roque-Calderon
38 Rafael Lasa Street, Apt. #2
Aguas Buenas, PR 00703
2. Vicepresident

Mrs. Ana M. Fred
PO Box 1036
Aguas Buenas, PR 00703-1036
3. Secretary/Treasurer

Mrs. Ivette A. Esquilin-Santiago
PO Box 1559
Aguas Buenas, PR 00703-1559
4. Sub-secretary/Sub-treasurer

Mrs. Elizabeth Perez-Ocasio
PO Box 1340
Aguas Buenas, PR 00703-1340
5. Vocal

Mrs. Nilsa Escribano-Cotto
PO Box 564
Aguas Buenas, PR 00703-0564

6. Vocal

Mrs. Aida N. Rodriguez
HC-02 Box 15133
Aguas Buenas, PR 00703

7. Vocal

Mr. Miguel Lozada-Flores
PO Box 4953 Suite 2039
Caguas, PR 00726-4953

8. Vocal

Mrs. Blanca Ramos De Leon
38 Rafael Lasa Street, Apt. #3
Aguas Buenas, PR 00703

9. Vocal

Mrs. Maria T. Vargas
Espiritu Santo Housing Project
Aguas Buenas, PR 00703

Required Attachment H: **Resident Advisory Board (RAB) Recommendations and Response**

RAB Comments and Recommendations

The RAB that was elected on March 9, 2001 and sworn in by our duly elected Mayor, Buenventura Dávila Roldán on April 10th. Meet and approved their by-laws as well as change a member of the board.

It was explained to the board the reasoning behind the second invitation for public comments because the original plan was not approved according to HUD regulations nor the 45 day notice was given properly. The board decided to meet and analyze the annual plan. They requested and received a synopsis of the Annual Plan in Spanish.

The Board approved the overall plan and all of its contents. They gave the following suggestions:

1. Establish a small enterprise so as to create income and job opportunities for the families participating in the Tenant-based Housing Choice Voucher Program. This same enterprise would be community based run by the RAB.
2. The board discussed the possibilities of incorporating itself within the established State laws.
3. The board discussed the possibility of establishing a stipend for the RAB members who attend to the business on a volunteer basis.

The following was the PHA response to the Board suggestions:

1. The PHA saw no problem in the board establishing a small business of its own to help families become self-sufficient as well as allowing the board incorporate itself. It was explain that should board follow through on incorporating itself, it would be beneficial to them as a non-profit entity. This would allow them the opportunity to submit proposals for different projects to the State Legislature and as the federal and local governments.
2. The board was informed that while they decide as what type of business they want to establish and were, the PHA would verify about the paying of the stipend. This would be similar to public housing and the feasibility of doing this under local law and federal regulations.
3. The PHA would verify what federal and/or state programs exist to assist the families in establishing their own business with start up money.

Required Attachment I: Required Attachments

1. Statement of Housing Needs is located in the attached annual supplement, Section XI on page 14.
2. Statement of PHA Rent Determination policies is located in the attached annual supplement, Section XIV on page 30 as well as the Administrative Plan, Section VI on page 14.
3. Statement of PHA's Grievance Procedure is located in attached annual supplement, Section XIII on page 28 as well as the Administrative Plan, Section XVII on page 28.
4. Statement of Progress in Meeting the 5-Year Plan Mission and Goals located in attached annual supplement, Section III on page 3.

MUNICIPALITY OF AGUAS BUENAS
RQ 082

ANNUAL PLAN
FY 2001-2002



HON. BUENAVENTURA DÁVILA
MAYOR

JOSEPH R. MONTALVO
HOUSING DIRECTOR

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I EXECUTIVE STATEMENT

This same Annual Plan provides a continuation of a process that was started in fiscal year 2000, which is substantiated by a framework for the 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 the basic policies, rules and requirements concerning its operations, programs and services as provided by the Municipality of Aguas Buenas.

The Municipality of Aguas Buenas has an established Housing Department to administer the Housing Choice Voucher Program, as well as other Tenant-based subsidized housing programs in order to assist financially distressed 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:

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

As a result of this philosophy the families who benefitting from the Housing Choice Voucher Program, which 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 being administer by the Municipality of Aguas Buenas are as follows:

- **HOPWA** - a program geared to provide assistance to a member of the family that is HIV positive or has AIDS. This is done in conjunction with the Municipality of San Juan. We have a partnership to administer this same program.
- **Family Unification Program** - a program geared to provide assistance to extremely low-income and moderate income families whereby they are threaten by the Commonwealth

Child Welfare Agency in the removal of the children from the home due to the environment under which they live, or have already been removed. In essence, the family needs a safe, decent and sanitary dwelling units so that the family may be united. Our Municipality in conjunction with the Commonwealth Department of the Family administers this program.

- **Family Self Sufficiency** - a program whereby strategies are developed to coordinate the use of housing assistance under the auspices of the Housing Choice Voucher Program (Section 8) with public and private resources. Hence, enabling extremely low-income and low-income families, who are eligible to receive said assistance to achieve economic independence, and self-sufficiency.

The purpose of the Municipal program is 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 families, which is directly related to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Aguas Buenas is Tenant-based (Section 8) only PHA.**

The Annual Plan of Aguas Buenas 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 Aguas Buenas has established a unified vision of community actions. This same Plan will permit Aguas Buenas 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 Aguas Buenas does not contemplate any significant changes and deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan.

III STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

Within the first year of its 5-Year Plan, the Municipality of Aguas Buenas has achieved the following:

- ❑ Consolidated the Section 8 Voucher and Certificate Program, respectively, into a single market-driven program.
- ❑ Has been actively promoting freedom of housing choice so as to achieve spatial deconcentration of extremely low income families within our homogeneous community.
- ❑ Continue with our established goal of providing improved conditions for extremely low-income families while maintaining their rent payments at an affordable level.
- ❑ Provide an incentive to private owners to rent their dwelling units too economically disadvantaged families by offering timely assistance payments and protection against unpaid rent, damages, and vacancy loss.

While the Municipality of Aguas Buenas is pleased with what has been accomplished so far, Aguas Buenas is very much cognizant of the long road ahead so as to meet the needs of its citizens. On an on-going basis, the Municipality of Aguas Buenas continues to evaluate the goals and strategies that have been established so that it can better meet the demand of housing.

IV HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

One of the major objectives of the present Administration within the Municipality of Aguas Buenas 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 goal of establishing and implementing a viable 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.

OBJECTIVE: CREATE AFFORDABLE HOUSING WITHIN THE COMMUNITY:

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

- 10 Family Income;**
- 20 Land Costs;**
- 30 Financing;**
- 40 Lack of Available Land for Development.**

Cognizant of this, the Municipality of Aguas Buenas 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 from 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:

- 10 Assistance will be provided for:
 - a0 First time homeowner;
 - b0 Family that owns or is acquiring shares in a cooperative.
- 20 The Program will become available to families participating in our Family Self Sufficiency Program
- 30 The total family that will be serviced through this program will be limited to approximately 25 families, initially.

40 Funding levels.

The Municipality of Aguas Buenas will take deliberate action as well as 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 Five-Year Plan.

V FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than do homeowners as it clearly is demonstrated by our own experience under our locally administered 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 80% 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 Aguas Buenas has a one year goal to provide assistance of upwards to approximately 60 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 Aguas Buenas, 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.

B Additional Subsidized Funding under the Voucher Program

The Municipality of Aguas Buenas 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 so expand and strengthen our successfully administered Self-Sufficiency Program, thus permitting our Municipality to assist more families and afford them the same opportunity as other families who have successfully completed their Family Self-Sufficiency Contract.

C Target available assistance to Families with special needs

1 HOPWA Program-

The Municipality of Aguas Buenas cognizant of the needs of families that are infected with the HIV virus and have very limited economic resources with which to combat this disease has joined a consortium with the Municipality of San Juan to secure the funding necessary to provide safe, decent and sanitary housing for eligible families. The Municipality of San Juan is the lead PHA in this consortium.

2 Family Unification Program-

Aware of the fact that extremely low income families do not have the means with which to have a decent, secure and sanitary housing due to other hardships that they encounter on a day to day basis, the Municipality of Aguas Buenas has developed and implemented a Program to maintain families together. Victims of domestic violence face financial hardships when the main bread winner is the aggressor and threatens the lives of his family as well as the one that has to vacate the dwelling or the family must separate because of the volatile situation in which they must endure.

Furthermore, these same families must also face social as well as psychological problems which in turns lower their self esteem. This effect as a wall for the family, whereby, they are unable to overcome these obstacles. When the family becomes frustrated they then become abusers themselves and take out their frustration on the children. Because of this, the Family Department or rather, the Child Welfare Agency, must intervene on behalf of the young and remove them to a safe place until the Courts decide what the next step will be.

To avoid the aforementioned situations, the Municipality of Aguas Buenas and the Commonwealth of Puerto Rico, Department of the Family, has joined forces to provide this same families decent, secure and sanitary housing. For the first time in the history of the Municipality, a Memo of Understanding was signed so that information could be exchanged between the two government agencies and the proper referrals can be made so to assist these families in need.

3 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 Aguas Buenas will submit for HUD's consideration its Annual Plan (FY 2001-2002) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 187 families that are currently enjoying the benefits of the Municipality of Aguas Buenas' tenant-based housing assistance program, we will be submitting for HUD approval the following budget:

SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL	
PROGRAM	BUDGET ESTIMATE
HOUSING CHOICE VOUCHER PROGRAM ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 69 FAMILIES.	\$385,640.00
FAMILY SELF SUFFICIENCY PROGRAM ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 28 FAMILIES.	\$144,000.00
FAMILY UNIFICATION PROGRAM ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 60 FAMILIES.	\$317,588.00
TOTAL ESTIMATE OF BUDGET TO BE SUBMITTED TO HUD FOR APPROVAL	\$847,228.00
OTHER PROGRAMS ADMINISTERED BY PHA BUDGET ESTIMATE	BUDGET ESTIMATE
HOPWA PROGRAM ACTIVITIES: TENANT -BASED HOUSING ASSISTANCE FOR 30 FAMILIES.	\$100,000.00
ADMINISTRATIVE COST	\$196,694.00
SUB-TOTAL FOR BUDGET NOT APPROVED BY HUD	\$341,694.00
TOTAL FOR THE MUNICIPALITY OF AGUAS BUENAS' HOUSING BUDGET (GRAND TOTAL)	\$1,188,922.00

VIV 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, so as to enable families that are receiving assistance under this same program achieve economic independence and self-sufficiency.

The Municipality of Aguas Buenas has developed and implemented an FSS Program in conformity with the Housing Choice Voucher Program (Section 8) regulations and applicable civil rights authorities. At the current time the Municipality has monies allocated to assist 28 families of low and very low income. It has been successful in the implementation of said program, due to the hard work and motivation provide by not only the Housing Staff but also the Professional consulting firm.

Upon its inception, the Municipality appointed and has received funding for an FSS Coordinator to carry out the necessary functions in the formal structure of the Coordinating Committee. The Program Coordinating Committee (PCC) is integrated by professional representatives from public and private enterprises, actual FSS participants, church groups, community leaders, local business, and other resources. The representatives from these entities have an input in the program design and action steps of the FSS Program and are responsible for such functions as:

- A Developing a working relationship with the FSS Coordinator and other related Program Staff in the achievement of the program objectives.
- B Coordinating the needed actions for the selection of committee representatives.
- C Making specific commitments of time, staff, and resources to the program.
- D Providing input into the program research and evaluation process.

VII CIVIL RIGHTS CERTIFICATION

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

- 10 The Fair Housing Act, 42 U.S.C. 3610-3619 (implementing regulations at 24 CFR parts 100, et seq.);
- 20 Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations 24 CFR part 1);
- 30 The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107 (implementing regulations at 24 CFR part 146);
- 40 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);
- 50 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (implementing regulations at 24 CFR part 8); and
- 60 Title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et. Esq.
 - a0 For the application of equal opportunity requirements to an Indian Housing Authority, see 24 CFR 950.115.
 - b0 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 Aguas Buenas 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 Aguas Buenas 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 Aguas Buenas, 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 Aguas Buenas were constructed prior to being informed that lead based paint represented a health hazard to all the members of the household, and the effect this same problem has upon children, the Municipality of Aguas Buenas 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.

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

Aguas Buenas 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 Aguas Buenas, 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.

VIII RECENT RESULTS OF PHA'S AUDIT

The Municipality of Aguas Buenas has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit which found the locally administered Tenant-based Assistance Program (Section 8) to be in compliance with established HUD rules and regulations.

IX ESTABLISHED PHA PET POLICY

The Municipality of Aguas Buenas has established as a pet policy that domestic animals will so long as the owner and tenant are in agreement and said agreement has been established in writing in an executed lease.

X ADDITIONAL INFORMATION REQUIRED

A. 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 Aguas Buenas as 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 (minimum rent), admission policies and/or organization of the waiting list;
- Additions of new activities not included in the current Annual Plan;
- Any change with regard to any of the programs currently being administered by Aguas Buenas including the establishment of the homeownership program.

XI STATEMENT OF HOUSING NEEDS

The following represents the estimated housing needs projected for the ensuing five-year (2000-2004) period. The data included within this portion of the plan is based upon existing available U.S. Census data, as well as Puerto Rico Housing Planning Board statistical data, as well as other reliable sources such as the local housing authority, and other similar agencies such as the Commonwealth Department of the Family.

Since this same jurisdiction, namely the Municipality of Aguas Buenas is not seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the needs described for housing and supportive services DO NOT address the needs of persons with HIV/AIDS and their families throughout the eligible metropolitan statistical area.

10 Housing Needs

The Comprehensive Housing Affordability Strategy (CHAS) Data book issued by the U.S. Department of Housing and Urban Development, indicates that the Municipality of Aguas Buenas, has a total of some 7,142 housing units, of which some 4,843 units are occupied by very low income families, 1,205 units by low income families, 351 units by moderate income families and some 717 housing units are being occupied by above income families.

It should be noted, that the housing needs were based upon the number of renter and owner-occupied units with one or more housing problems. The definition of housing units with problems included those that:

- Occupying units having physical defects or being in deteriorated state.
- Classified as being overcrowded.
- Meet the definition of having a cost burden of more than 30 percent.

Based upon the latter, housing needs were determined to represent a major problem in terms of identifying housing problems in both renter and owner-occupied households with more than one problem, such as residing within overcrowded, deteriorated and/or dilapidated dwelling units, or meeting the definition of housing cost burdens greater than 30 percent of family's income.

20 Renter Households

Of the total 7,142 year-round housing units within the Municipality of Aguas Buenas, some 1,738 units are occupied by renter's on a year-round basis, of which 1,498 units have some type of housing problem.

It is estimated from figures obtained from such sources as the Department of Housing; Social Services; the Family; Planning Board, and our own internal figures based upon demands from the public at large upon local public housing units, and upon our locally administered Tenant Based Subsidized Housing Program, that rental housing demands will require some additional 510 units by the year 2004, for a total renter household size of 2,248. This is assuming that the present economic

conditions will stabilize at present levels, and that all social programs currently in place, will continue to be funded at present levels over the next five years. Should any existing social program be eliminated and/or receive severe cutbacks, the demand for renter households will then sky-rocket at unpredictable levels.

It should be noted, that this same increase of 510 additional rental units on the local housing market, will, it is estimated, be among the extremely low and low income segment of our local society who are either unable and/or unwilling to relocate to other communities.

3. Cost Burden

There were out of a total of 1,738, some 805 rental households bearing a cost burden in excess of 30% of income, while at the same time some 328 rental households suffered from a cost burden above the 50% of income level.

4. Substandard Units

Within the category of defining a substandard unit within the rental household group, it was determined that of these 342 units were found to be in deteriorating or dilapidated condition.

5. Overcrowded Units

According to the CHAS Data book dated 1990 there were some 298 renters occupied housing units which were classified as being in an overcrowded condition. Additionally, some 44.4% of large family renter households likewise, represented overcrowded conditions.

In this regard, and based upon the statistical data presented herein and from such reliable sources as the Planning Board, Housing, Social Services, and our own local appraisal based upon our locally administered Tenant-based program we have identified the following Renter Households by Income Groups and categories:

**MUNICIPALITY OF AGUAS BUENAS
RENTER HOUSEHOLDS BY INCOME GROUPS: 1990**

RENTER HOUSEHOLDS	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-50%)	LOW INCOME (51-80%)	MODERATE INCOME (81-95%)	TOTAL
ELDERLY	98	61	13	0	172
SMALL FAMILIES	621	198	147	37	1,003
LARGE FAMILIES	307	54	70	0	431
OTHER	68	42	22	0	132
TOTAL	1,094	355	252	37	1,738

6. Elderly Rental Households

According to the 1990, CHAS Data book, there was a total of some 172 renter households within the Municipality of Aguas Buenas of which 98 were classified as being of extremely low income, 61 households classified as being very low income and 13 households classified as being of low income.

7. Cost Burden

Within this same income category involving elderly households, some 98 were within the 0-30%, 61 households were within 21-50% range while 13 households were within 51-80% range for a total 172.

8. Small Family Rental Households

The small family rental household category, some 1,003 households, represented the following numbers:

- A. 621 units were classified as being of extremely low income;
- B. 198 units were classified as being of very low income;
- C. 147 units were classified as being of low income;

D. 37 units were classified as being of moderate income.

9. Cost Burden

Within this same Small Family renter's household group some 61.9% of the households were classified as being of extremely low income, 19.7% households of very low income, 14.65% households of low income, and finally, 3.69% represented moderate income levels.

10. Large Family Renter Households

This same Comprehensive Housing Affordability Strategy (CHAS) Data book covering Puerto Rico and dated 1990, indicated that there was a total of some 431 large rental household families, of which some 307 were classified as being of extremely low income; 54 were classified as very low income and some 70 large family renter households representing low income families.

11. Cost Burden

Within this same large family renter's household income group of some 307 households fall within the 0-30% group, 54 such households are within the 31-50% range, and 70 households are classified within the 51-80% range.

12. Homeless Persons

From a review of available reliable statistical data available at the present time, the Municipality of Aguas Buenas does not possess any homeless persons. Perhaps one of the reasons may be, that (1) Aguas Buenas is a rather small community in terms of population and therefore does not possess a highly developed central business district with all-night bars, cafeterias, bus stations, etc., where homeless people tend to congregate with total immunity, and (2) Since Aguas Buenas is adjacent to such major metropolitan areas such as Bayamon, San Juan, Guaynabo, and Caguas which possess the latter sites which attract homeless persons, they would tend to relocate to these other areas and thus freeing Aguas Buenas of having to deal with this same problem.

Since Aguas Buenas does not possess any homeless population, it has no need for shelters or supportive services covering this same segment of its local population.

13. Persons with Disabilities

Utilizing various information available to the Municipality of Aguas Buenas including both the U.S. Census (1990), the Puerto Rico Planning Board, and likewise numerous state and local agencies having to deal with disabilities, we likewise have estimated our needs fairly accurately.

According to the Puerto Rico Developmental Disabilities Planning Board, it is a nationally accepted fact that within the general population, 1.8 percent will have one form or another of a developmental disability. In this respect, Aguas Buenas with a 1990 total population of some 25,424, it is estimated that 458 persons are classified as having a developmental disability.

14. Persons With Physical and Developmental Disabilities

Within Aguas Buenas the 458 estimated persons as having been classified as having either a physical or developmental disabilities are currently residing with other family members, or residing within a rental unit.

One of the projects requested within our first year of activities is housing rehabilitation, a part of which, will be devoted not only to remove or correct health or safety hazards, in order to comply with applicable development standards or codes, and/or to improve general living conditions of the resident(s), including improved accessibility by handicapped persons.

At the present time there are no known day care centers, either private or public for developmental disability within Aguas Buenas. These same services are rendered in all adjacent municipalities - Guaynabo, Caguas, San Juan and Bayamon.

Within Aguas Buenas several obstacles prevent the disabled from obtaining adequate housing:

- Proper accessibility;
- Centrally located housing convenient to public transportation;

- ❑ The need for additional rent subsidies as those afforded under HUD's tenant-based subsidized housing programs.

It is the intent of the present Mayor to seek out and obtain funds from other sources in order to provide new housing for this segment of the population. It is anticipated that the Municipality of Aguas Buenas will require some 150 additional supportive units over the next five years in order to serve both existing and anticipated needs within this same segment of its society.

Needless to say, any additional new units, or for that matter any rehabilitated units will be required among other factors, to meet the requirements for handicapped persons as required by Americans with Disabilities Act, since most of all existing units occupied by the disabled were not designed and/or are not properly equipped to meet the special needs of this same category.

C. ESTIMATE OF HOUSING NEEDS PROJECTED

The projected housing needs within Aguas Buenas were estimated based on various sources such as the 1990 Census, Puerto Rico Planning Board, Puerto Rico Department of Housing, and the local Housing Department. Housing needs in most communities of which Aguas Buenas is no different, come about as a result of the following:

- ✓ High housing costs;
- ✓ Housing located in areas subject to landslides, or unstable terrain;
- ✓ Physically deteriorated housing;
- ✓ Inadequate and overcrowded units.

The Puerto Rico Planning Board clearly indicates three (3) reasons for which a dwelling unit would be classified as being inadequate housing:

- ✓ High Housing cost;
- ✓ Being overcrowded;
- ✓ Being in a physical deteriorated condition.

It is in this regard that these general principles required to be operational through precise definitions according to the U.S. Census Bureau, such as a unit is considered overcrowded if the household consists of at least three persons and have 1.5 persons or more per room.

It should be noted, that households having unusually high housing costs when the following occurs:

- ✓ Two or more persons, with the heads of households less than 65 years of age paying more than 25 percent of their income for rent.
- ✓ Single person paying more than 35 percent of their income for rent;
- ✓ Two or more persons, with the heads of households over the age of 65, which are paying more than 35 percent of their income for rent.

Furthermore, housing units lacking complete indoor plumbing facilities or deteriorated/dilapidated housing units having all plumbing facilities are regarded as being inadequate. In this regard, estimating the total needs for housing within Aguas Buenas was based on the various sources previously noted, regarding each of the three components of housing need. From this analysis it was concluded that there exist housing needs for 2,428 housing units within the Municipality of Aguas Buenas covering extremely low and low income families. This same projection while based upon available data sources does not take into consideration any change and/or elimination of any existing housing programs, or a severe downturn in either the national or local economy.

The present municipal administration of Aguas Buenas is desirous in obtaining additional housing units over the next five years and preserving existing housing stock.

D. BARRIERS TO AFFORDABLE HOUSING

Like any other community across this Nation, whether it be in Puerto Rico, or on the U.S. Mainland, the principle barriers to affordable housing within the Municipality of Aguas Buenas are:

1. The high cost of land development due to general lack of both vacant and available land;
2. The high cost of construction, which for the most part includes the construction of a sanitary sewer system, water lines, electrical services, within distant rural

communities where vacant lands are currently available.

These combined factors, representing the high cost, clearly indicates that better than 80% of the total population of Aguas Buenas would indeed require some kind of assistance in order to solve their housing problems.

At the present time the only source of purchasing a home within Aguas Buenas is by securing a private mortgage through a banking institution or mortgage lending institution, which for the most part is not approving mortgages to low or moderate income families. At the present time, it appears that the minimum income required to purchase a home, averages at least \$30,000. This same requisite along with a stable with a stable credit and employment recorded are required.

Bearing this in mind, if a family does not qualify to purchase a dwelling unit, then they qualify to rent a housing unit. This is more acute, since (1) there exists a lack of rental properties available, and (2) those units that are available for rent, are so costly ranging from \$375 to \$700 a month, that without some form of a rental subsidy, are indeed beyond the low and moderate income families. This can be verified, since some 300 families are currently awaiting placement on a waiting list, seeking assistance under our own Tenant -based Subsidized Housing Assistance Program.

XII HOUSING MARKET ANALYSIS

01 General Characteristics

The significant characteristics of the housing market within the Municipality of Aguas Buenas area as follows:

HOUSEHOLDS	TOTAL
YEAR ROUND UNITS	8,083
VACANT	942
FOR RENT	145
FOR SALE	57
OCCUPIED	7,096
RENTER OCCUPIED	1,814
OWNERS PAYING >30% HOUSING RATES	822
RENTERS PAYING >30% HOUSING RATES	605

HOUSEHOLDS UNITS LACKING COMPLETE PLUMBING FACILITIES	TOTAL 510
VERY LOW INCOME (UNITS)	1,100
LOW INCOME (UNITS)	1,723
MODERATE INCOME (UNITS)	1,614

**PERCENT OF RENTER HOUSEHOLDS WITH INCOMES BELOW
51%:**

HAMFI:

Elderly	95.60%
Small Family	79.0%
Large Family	83.7%

INCIDENCE OF OVERCROWDED HOUSEHOLDS:

Renters	16.0%
Owners	18.4%

BEDROOM SIZE:

<u>Renter Occupied -</u>		<u>Owner Occupied -</u>	
0-1	323	0-1	401
2	690	2	1,448
3	801	3	3,433
TOTAL	1,814	TOTAL	5,282

It should be noted, that the total population or some 25,424 persons reside on only some 30.6 square miles, representing a population density of some 830.8 persons per square mile.

Because of Aguas Buenas terrain and the scarcity of available land for development, it makes the Municipality one of the highest population densities in Puerto Rico. This represents a major problem since land for housing construction is limited, and the cost of acquisition as well as the placement of the necessary infrastructure such as: water, electric, and sewers,

would place the cost acquiring individual units way beyond the reach of low income families.

The tenant-based housing assistance program which is administered by the Municipality of Aguas Buenas, and funded by the U.S. Department of Housing and Urban Development include the following categories:

Housing Choice Vouchers	-68-
Family Unification Vouchers	-50-
Family Self Sufficiency	<u>-25-</u>
Total Tenant-based units	
Administered by the Municipality	143

The need for secure, decent and sanitary housing within the Municipality of Aguas Buenas, is the fact that there is some 300 family currently on a waiting list seeking housing under this same program. When an acceptable rate per family within Puerto Rico is 3.5 persons per family, these same 300 families requesting housing under the Tenant-based Subsidized Housing Program represent some 1,050 persons or 1.18% of the total Municipal population.

The following table represents the households by income groups within Aguas Buenas:

ALL HOUSEHOLDS				
TOTAL	INCOME GROUPS			
	Very Low	Other Low	Moderate	Above
7,142	4,843	1,231	351	717

02 Structural/Vacancy Characteristics

The 1990 U.S. Census of Population and Housing, indicate that of a total of some 8,083 housing units within the Municipality of Aguas Buenas, some 5,815 are classified as being single detached units while 1,651 units are one unit attached (duplex) units, and 339 housing units being within the 2 to 4 unit complex, and finally 203 housing units being classified as being within the five or more unit category.

This same U.S. Census of Population indicates that some 630 housing units are lacking complete plumbing facilities with a mean number of rooms being 4.6. The rental vacancy rate is listed as being 7.3, while the owners' vacancy rate is 1.2.

03 Demand for Housing

There clearly is a demand for housing within Aguas Buenas, due primarily to its location. The Municipality of Aguas Buenas is adjacent to such metropolitan areas such as Guaynabo, San Juan, Bayamon, and Caguas, and possess the necessary major highways connecting with each of these same areas. The desire for housing within Aguas Buenas is primarily among the residents - sons and daughters of residents of Aguas Buenas, as a result of a close- knit community.

However, as was stated earlier on this same submission, the general lack of availability of land for development, along with the high cost of acquisition coupled with the high cost of construction and the general lack of governmental subsidized houses, places almost 80% of the total population of Aguas Buenas in a position that would require some form of government assistance and/or subsidies in order to purchase a home.

In this regard, the government, which includes federal, state, and local, has to deal with the following factors that are affecting the local market, which may include, but not necessarily be limited to the following factors such as:

- 01 Population growth;
- 02 Economic factor;
- 03 Family Income;
- 04 Land costs;
- 05 Construction cost;
- 06 Financing;
- 07 Interest payments;
- 08 Return of investment by either a financial institution and/or developer.

Aguas Buenas like so many other communities across this nation, must out of necessity, be forced to deal with one of the basic human needs, that of housing.

While the population continues to grow, this same growth is primarily among the low and very low income groups, who are unable to deal with a mortgage payment of roughly \$600 or more. By the same token a review of both moderate and low income families that are in need of adequate, decent, and affordable housing, are lacking the capacity of paying high rents.

04 Percent of Renter Households With Incomes Below 51% HAMFI Having Any Housing Problems

It should be noted, that according to HUD's Comprehensive Housing Affordability Strategy (CHAS) Data book for Puerto Rico, the Municipality of Aguas Buenas, has a total of 83.3 percent in which renter households with incomes below 51% HAMFI have any housing problems. The following chart provides the percent of incidence by family type:

PERCENT OF OWNER HOUSEHOLDS WITH ANY HOUSING PROBLEMS: 1990			
ALL HOUSEHOLDS			
PERCENT OF INCIDENCE BY INCOME GROUP			
TOTAL	0-30%	31-50%	51-80%
75.9	89.2	78.3	84.4

Source: CHAS Data Book (1990)

The following table represents a fairly accurate analysis of the Market and Inventory Conditions of the Municipality of Aguas Buenas:

MARKET AND INVENTORY CONDITIONS					
CATEGORY	TOTAL	VACANCY RATE %	BEDROOM (0-1)	BEDROOM (2-4)	BEDROOM (5 OR MORE)
TOTAL YEAR	10,176		884	2,490	6,802
OCCUPIED UNITS	7,096	8.5	724	2,138	6,372
OWNER	5,282	1.2	401	1,448	3,433
RENTER	1,814	7.3	323	690	801
VACANT UNITS	940		160	352	430
FOR SALE	57	1.2	2	27	28
FOR RENT	145	7.3	48	56	41
OTHER	740		110	269	361

Source: Bureau of the Census, 1990 Census of Population/CHAS Data Book 1990

05 Housing Market and Inventory Conditions

Both the 1990 Census of Population and likewise the Comprehensive Housing Affordability Strategy (CHAS) Data book of Puerto Rico provide both an accurate picture of the market conditions within the Municipality of Aguas Buenas.

Without exception of the total housing units (10,176), some 7,096 are occupied on a year round basis. In this regard, of the total occupied units (7,096), some 5,282 are occupied by the owner while the remainder 1,814 are occupied by renters, with the balance or 940 units being vacant.

It should be noted again, that the 940 units that are classified as being vacant are for the most part due to the high cost of rent and the lack of any additional subsidized rental assistance programs in order to assist low, very low and moderate income families who are unable to make the required monthly payments, in addition to making other basic expenses such as food, clothing, electric and water service.

06 Overcrowded Households

The Municipality of Aguas Buenas has according to the CHAS Data Book on Puerto Rico has among renters a total of 16 percent the incidence by income groups of being overcrowded, as that of some 18.4 percent for owners.

The following chart clearly indicates the incidence of overcrowded households by both tenure and income groups for all households and large related households:

INCIDENCE OF OVERCROWDED HOUSEHOLDS: 1990				
PERCENT INCIDENCE BY INCOME GROUP				
CATEGORY	TOTAL	0-30%	31-50%	51-80%
<i>All Renters</i>	16.0	18.6	7.0	11.5
<i>Large Renters</i>	44.4	50.2	24.1	35.7
<i>All Owners</i>	18.4	20.0	22.1	15.5
<i>Owners Other Elderly</i>	22.2	27.3	25.0	17.4

07 Identification of Concentrations of Low Income Areas/Racial-Ethnic Minorities

Due to Aguas Buenas’s land area, there are no definable areas (rural or urban) with the exception of the location of the Public Housing Projects, that can be defined as areas of concentrations of low income persons, when you consider that 70% of the total population has been classified as having incomes below the poverty level. These same poverty areas are clearly spread evenly throughout the entire municipality.

In terms of concentrations of either racial and/or minorities, the U.S. Census does not provide a breakdown of such categories within Puerto Rico, and as such, the population statistics include “all races”.

XIII PHA’S GRIEVANCE PROCEDURE

Informal Review-

At all times the Municipality will afford an applicant family the opportunity to request an informal review of any decision made to deny assistance under the Housing Choice Voucher Program.

Specifically, the Municipality will be required to notify an applicant in writing that assistance has been denied no later than fifteen (15) working days after said decision has been made. Within this same written notice, the applicant will be informed of their right to appeal the decision either in written form or verbal. Additionally, the participant must be advised by the Municipality, that they have some thirty (30) days from the date of the written notice to request an informal hearing. Such a request may be either in written or oral form, and that the participant has the right to be represented by another family member, friend, and/or legal counsel.

Furthermore, the Municipality in advising the participant of his rights, must be stated within the denial letter the reason for the decision and at the same time reference that part of existing law, regulation and more specifically HUD regulation that was used a basis for denying assistance to the family participant.

Hearing Procedures-

The following represents the Municipality of Aguas Buenas established procedures for conducting an informal hearing for participants:

- A. The family will be given an opportunity to review any HA documents that are deemed necessary before the hearing. The PHA will permit the family to copy any such document at the family's expense.
- B. It is agreed that the PHA must be given the opportunity to examine at its office any family documents that are directly relevant to the hearing. The PHA is therefore allowed to copy any such documents at its own expense. It is then agreed, that if the family does not make the document available for examination at the request of the PHA, the family will not be permitted to submit the document(s) at the hearing.

Representation of the Family-

The Municipality agrees that, at its own expense, the family may be represented by legal counsel or other representative(s).

Hearing Officers-

The hearing will be conducted by a member of the legal staff of the municipality, or by any other person so designated by the Mayor, other than a person who made or approved the decision under review or a subordinate of this person. The Municipality in appointing a person to conduct the hearing is empowered to regulate the conduct of the hearing.

Evidence-

The Municipality and the family will be given the opportunity to present evidence as well as question any witnesses brought forth by either party. The Municipality agrees that the evidence presented will be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Issuance of Decision-

The Municipality has agreed that the person who will be conducting the hearing must issue a written decision within thirty (30) days of the date of the informal hearing, which states the reasons for the decision taken. The Municipality has agreed, that factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

Effect of Decision-

The Municipality will not be bounded by a hearing decision as described in section 982.555(f) of the Federal Register.

XIV PHA'S RENT DETERMINATION

■ 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.

■ 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;

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.

■ **Minimum Rent**

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

■ **Hardship exemption**

1. 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 Aguas Buenas.

■ **Request for hardship exemption**

1. If a family requests a hardship exemption, the Municipality of Aguas Buenas will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Aguas Buenas determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Aguas Buenas determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Aguas Buenas 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 Aguas Buenas has determined that there is no qualifying hardship exemption, the Municipality of Aguas Buenas 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 Aguas Buenas 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.

■ **Appeal of financial hardship**

Should the family appeal the financial hardship determination through the Municipality of Aguas Buenas' grievance

procedure, it will be exempt from any escrow deposit that may be required in accordance with 24 CFR Part 5, Section 5.616.

■ **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 Aguas Buenas has a payment standard of 95% of the FMR Metro Area.

The following represents the subsidy standards that determine the number of bedrooms required for families of various sizes and compositions:

0 BR	1 BR	2 BR	3 BR	4 BR
323	395	466	583	656

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.

■ **Determination of Unit Size in Relation to Family Composition**

The Municipality of Aguas Buenas 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.

■ **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 MSA 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.

■ **Affordability Adjustments**

Upon recertification/redetermination of the applicant, any adjustments will be to the appropriate Payment Standard established by the PHA. Where it is 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.

■ **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.

XV SUMMARY

In order to be in compliance with 24 CFR Part 903 of HUD program regulations, the Municipality of Aguas Buenas 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 Aguas Buenas 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 that are resolved;
- FSS families that moved on, to become first-time homeowners;
- Families from the Family Unification 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 Choice Voucher Program recommend changes within our strategy due too perhaps changes in the population characteristics or housing market within our Municipality according to the 2000 Census.

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 Aguas Buenas feels rather strongly that the 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 AGUAS BUENAS

HOUSING DEPARTMENT

**HON. BUENAVENTURA DAVILA ROLDAN
MAYOR**

**JOSPEH R. MONTALVO
HOUSING DIRECTOR**

**ELSA VELAZQUEZ
F.S.S. COORDINATOR**

**GATHERINE ROBELLO
HOUSING INSPECTOR**

**IVONNE LABOY
SECRETARY**

**JOSE A. CRUZ
MENSSENGER/MAINTENANCE**

**CONCEPCION RIVERA
F.U.P. COORDINATOR**

**FRANCISCO ACEVEDO
ACCOUNTANT**

**YARA BATALLA
ACCOUNTING CLERK**

**ROBERTO ORTIZ
OFFICE CLERK**



MUNICIPALITY OF AGUAS BUENAS

HOUSING DEPARTMENT

The following programs are administered by our Department:

- The Housing Choice Voucher Program (old Certificate and Voucher Program)*
- The Family Unification Program*
- The Family Self-Sufficiency Program*
- The Portability Program (it is not a program but an option under the Voucher Program. We designed it as a program for easier manageability and control.)*