

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

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# **MUNICIPALITY OF MAYAGUEZ**

Annual Plan for Fiscal Year 2003 - 2004

**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 Mayaguez**

**PHA Number: RQ009**

**PHA Fiscal Year Beginning: 07/2003**

**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**
- PHA local 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**
- PHA local offices**
- Main administrative office of the local government**
- Main administrative office of the County government**
- Main administrative office of the State government**
- Public library**
- PHA website**
- Other (list below)**

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

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





**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA**

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

**Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.**

The Municipality of Mayagüez is located in the west of Puerto Rico. The region occupies about 77 square miles with a population of 100,371 according to the 1990 Census. The Puerto Rico Planning Board estimated a population of 103,382 for 1995.

Mayagüez is the principal City of the Metropolitan Statistical Area (MSA) being also the larger urban center of the Puerto Rican west coast.

The per capita income reported in the 1990 census was \$4,380.00 while the median income was of \$9,574.00.

For 1990 the Mayagüez labor force was near 34,549 persons, with an unemployment rate of 20.1%. The available information reveals that approximately 62% of the residents had incomes under the poverty level.

For 1993 approximately 83% of the families living in the City had a low and moderate income classification.

Households growth during the ten year period from 1980 to 1990, showed an increase of 7%, 23,253 in 1980 to 24,955 in 1990. An estimated 62% of the households (15,472) below the poverty level in 1990 and about 40% (14,379) of the 35,948 housing units of the city were considered deteriorated and/or below an adequate level of habitability based on criteria established by the standards of minimum Housing Quality (HQS) applicable under the subsidized rent program (Section 8).

This produced a meaningful impact in terms of housing demand in Mayagüez,

particularly for appropriate housings.

One of the most important activities implemented in the Municipality of Mayagüez in the housing area is Rental Assistance.

The Section 8 Program has been administered since it's beginnings by the Department of Housing of the Municipality of Mayagüez, with the purpose of providing rent subsidies to low and very low income families, thus helping these families to have access to decent, secure and sanitary dwellings.

Currently the Municipality assists about 842 families that are participants of the Section 8 Program. To assist the families that are in the program waiting list the Municipality has only the Vouchers of the families that renounce to the Program and of families that are dropped from the program due to non-compliance with the Section 8 laws or rules.

For fiscal year 2003-2004 the Municipality of Mayagüez will have a budget of approximately \$3,600,000 to help participant families. These funds will come from the Department of Housing and Urban Development (HUD) under the Section 8 Program.

The Municipality of Mayagüez designated the Department of Housing and Federal Programs with the task of preparing, directing, coordinating and submitting the, Annual Plan for the Fiscal Year 2003 -2004.

As part of the Five Year Plan (Section 8 Program-HUD) and of the Consolidated Plan (CPD Division - HUD) preparation process, we evaluated the families that are on the Section 8 waiting list and we revised the current Consolidated Plan we found that among the most urgent needs in our jurisdiction are the following:

- Shortage of affordable housing for the most eligible groups
- A greater need for affordable housing among families with very low and low incomes

To work with these needs the Municipality of Mayagüez will make all the necessary efforts to maximize the amount of affordable housing available to these families.

For these identified group the Municipality has planned some seminars aimed at informing about the Section 8 Program, and other real alternatives in housing and services that some non-profit organizations provide for groups with special needs.

The Municipality also wants to increase the awareness among the applicants, participants, renters and potential renters about the laws that protect the participants and the opportunities that give mobility to assisted families in high poverty residential areas. This will help to improve the quality of life of the families that participate in the program. This will also help these individuals and families increase their self esteem and broaden the educational, employment, and other social opportunities available to them.

The Municipality of Mayagüez not only has the goal of continuing and increasing affordable housing opportunities, but it also wants to coordinate with other public and private organizations so that these can provide other necessary supportive services to improve the lives of families at or below the poverty level.

This Annual Plan also presents the policies of the Municipality of Mayagüez as administrator of Section 8 funds, such as:

- Eligibility, selection and admission
- Rent determination
- Operation, administration and others

This document was available to all persons without distinction and the citizens had also the opportunity to comment. Another series of supportive documents were available that aided in the comprehension of the Plan and the regulations of the Section 8 Program.

In this document we shall present the achievements obtained during fiscal year 2002-2003..

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

**Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.**

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attached Attachment (A, B, etc.) in the space to the left of the name of the attachment. Note: 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.

\_\_\_\_ **Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**

**Optional Attachments:**

**Attachments:**

- 1. Section 8 Program Organizational Chart**
- 2. De-concentration and Income Mixing**
- 3. Progress in Meeting Five Year Plan Mission and Goals**
- 4. Municipality's Statement of Consistency with the Consolidated Plan**
- 5. Public Notice**
- 6. Public Hearing Assistance Sheets**
- 7. RAB Recommendations and PHA Response Comments Received**
- 8. Description of the Municipality of Mayaguez Implementation of Community Service Requirements**
- 9. Resident Membership of the Municipality of Mayaguez Governing Board**
- 10. Membership of the Resident Advisory Board**
- 11. List of Supporting Documents to the PHA Plan**

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the

Applicable & On Display	Supporting Document	Applicable 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	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
NA	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
NA	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice and any further HUD guidance</i> ) and	Annual Plan: Eligibility, Selection, and Admissions Policies

Applicable & On Display	Supporting Document	Applicable Plan Component
	<b>18. Documentation of the required deconcentration and income mixing analysis</b>	
NA	<b>Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A &amp; O Policy</b>	<b>Annual Plan: Rent Determination</b>
NA	<b>Schedule of flat rents offered at each public housing development check here if included in the public housing A &amp; O Policy</b>	<b>Annual Plan: Rent Determination</b>
X	<b>Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan</b>	<b>Annual Plan: Rent Determination</b>
NA	<b>Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)</b>	<b>Annual Plan: Operations and Maintenance</b>
NA	<b>Public housing grievance procedures check here if included in the public housing A &amp; O Policy</b>	<b>Annual Plan: Grievance Procedures</b>
X	<b>Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan</b>	<b>Annual Plan: Grievance Procedures</b>
NA	<b>The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year</b>	<b>Annual Plan: Capital Needs</b>
NA	<b>Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant</b>	<b>Annual Plan: Capital Needs</b>
NA	<b>Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)</b>	<b>Annual Plan: Capital Needs</b>
NA	<b>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</b>	<b>Annual Plan: Capital Needs</b>
NA	<b>Approved or submitted applications for demolition and/or disposition of public housing</b>	<b>Annual Plan: Demolition and Disposition</b>
NA	<b>Approved or submitted applications for designation of public housing (Designated Housing Plans)</b>	<b>Annual Plan: Designation of Public Housing</b>

Applicable & On Display	Supporting Document	Applicable Plan Component
NA	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	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall Needs	Affordability	Supply	Quality	Accessibility	Site	Location
Income <= 30% of AMI	4,807	5	5	4	5	3	4
Income >30% but <=50% of AMI	NA	NA	NA	NA	NA	NA	NA
Income >50% but <80% of AMI	3,605	3	3	3	3	3	2
Elderly	1,442	5	4	4	5	4	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2001 to 2004-2005
- U.S. Census data: the Comprehensive Housing Afford ability Strategy ("CHAS") data set
- American Housing Survey data  
Indicate year: \_\_\_\_\_
- Other housing market study

Indicate year: \_\_\_\_  
 \_\_\_\_ Other sources: (list and indicate year of information)

**A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at the Housing Needs of Families on the Waiting List

	# of families	% of total families	Annual Turnover
<b>Waiting list type: (select one)</b>			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<input type="checkbox"/> <b>Public Housing</b>			
<input type="checkbox"/> <b>Combined Section 8 and Public Housing</b>			
<input type="checkbox"/> <b>Public Housing Site-Based or sub-jurisdictional waiting list (optional)</b>			
<b>If used, identify which development/subjurisdiction:</b>			
<b>Waiting list total</b>	<b>114</b>		
<b>Extremely low income &lt;=30% AMI</b>	<b>0</b>	<b>0</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>114</b>	<b>100%</b>	
<b>Low income (&gt;50% but &lt;80% AMI)</b>	<b>0</b>	<b>0%</b>	
<b>Families with children</b>	<b>106</b>	<b>93%</b>	
<b>Elderly families</b>	<b>0</b>	<b>0</b>	
<b>Families with Disabilities</b>	<b>1</b>	<b>1%</b>	
<b>Race/ethnicity</b>			

<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
<b>1BR</b>			
<b>2 BR</b>			
<b>3 BR</b>			
<b>4 BR</b>			
<b>5 BR</b>			
<b>5+ BR</b>			

Is the waiting list closed (select one)? No Yes X  
If yes:  
    **B. How long has it been closed (# of months)? 106 months**

Does the PHA expect to reopen the list in the PHA Plan year?  
No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

**C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

**The Municipality of Mayaguez will improve the occupation percentage to near 100% to attend the housing needs of families in the waiting list.**

**We will conduct a rent market study in different areas of the municipality to try to increase fair market rents and payment standards.**

**These proposed strategies will improve the issuing of vouchers, decrease time to find and lease a housing unit.**

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line**
- Reduce turnover time for vacated public housing units**
- Reduce time to renovate public housing units**
- Seek replacement of public housing units lost to the**

inventory through mixed finance development

Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction: Families are facing difficulties in finding affordable housing units in some areas of Mayaguez due to low FMR. A rent market study will be conducted to identify those areas and the results will be submitted to HUD for evaluation; requesting an increase in the FMR of the area.

Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. The Municipality will assist the families in the waiting list identifying housing units based on their size of the home needed.

Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: The Municipality will publish notices inviting owners to participate in the section 8 Program. An annual orientation meeting will be conducted to potential landlords.

\_\_\_\_\_ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

Participate in the Consolidated Plan development process to ensure coordination with broader community strategies: Participate in the preparation of the Consolidated Plan for Housing and Community Development.

\_\_\_\_\_ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

Apply for additional section 8 units should they become available: The \_\_\_\_\_ Municipality will submit to HUD a proposal for additional vouchers.

\_\_\_\_\_ Leverage affordable housing resources in the community through the creation of mixed - finance housing

\_\_\_\_\_ Pursue housing resources other than public housing or Section 8 tenant-based \_\_\_\_\_ assistance.

\_\_\_\_\_ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

Employ admissions preferences aimed at families with economic hardships

Adopt rent policies to support and encourage work

Other: (list below) Apply for additional vouchers targeted to these family type.

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: (list below) Apply for additional vouchers targeted to these family type.

**B. Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

Seek designation of public housing for the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below) To continue to give preference to this type of family.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

Seek designation of public housing for families with disabilities

Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

Apply for special-purpose vouchers targeted to families with disabilities, \_\_\_\_\_ should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below) To continue to give preference to this type of family.

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or \_\_\_\_\_ minority concentration and assist them to locate those units

Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

**Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:**

Funding constraints

Staffing constraints

Limited availability of sites for assisted housing

Extent to which particular housing needs are met by other organizations in the community

Evidence of housing needs as demonstrated in the

**Consolidated Plan and other information available to the PHA**

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are

Source	Planned \$	Planned Uses
<p>For other funds, indicate the use for those funds as one of the following</p>		
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,600,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	\$3,546,000	
i) HOME	\$1,281,958	
Other Federal Grants (list below)		
Emergency Shelter Grants	\$ 135,000	
<b>2. Prior Year Federal Grants</b>		

Sources (unobligated funds only) (list below)	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$ 8,562,958.00</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

**a. When does the PHA verify eligibility for admission to public housing? (select all that apply)**

\_\_\_\_\_ When families are within a certain number of being offered a unit: (state number)

\_\_\_\_\_ When families are within a certain time of being offered a unit: (state time)

\_\_\_\_\_ Other: (describe)

**b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all**

that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification

- Administrative reasons determined by the PHA (e.g., to permit modernization work)**
- Resident choice: (state circumstances below)**
- Other: (list below)**

**a. Preferences**

- 1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)**
- 2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)**

**Former Federal preferences:**

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- Victims of domestic violence**
- Substandard housing**
- Homelessness**
- High rent burden (rent is > 50 percent of income)**

**Other preferences: (select below)**

- Working families and those unable to work because of age or disability**
- Veterans and veterans' families**
- Residents who live and/or work in the jurisdiction**
- Those enrolled currently in educational, training, or upward mobility programs**
- Households that contribute to meeting income goals (broad range of incomes)**
- Households that contribute to meeting income requirements (targeting)**
- Those previously enrolled in educational, training, or upward mobility programs**
- Victims of reprisals or hate crimes**
- Other preference(s) (list below)**

**3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either**

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

\_\_\_ Date and Time

**Former Federal preferences:**

\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing

\_\_\_ Owner, Inaccessibility, Property Disposition)

\_\_\_ Victims of domestic violence

\_\_\_ Substandard housing

\_\_\_ Homelessness

\_\_\_ High rent burden

**Other preferences (select all that apply)**

\_\_\_ Working families and those unable to work because of age or disability

\_\_\_ Veterans and veterans' families

\_\_\_ Residents who live and/or work in the jurisdiction

\_\_\_ Those enrolled currently in educational, training, or upward mobility programs

\_\_\_ Households that contribute to meeting income goals (broad range of incomes)

\_\_\_ Households that contribute to meeting income requirements (targeting)

\_\_\_ Those previously enrolled in educational, training, or upward mobility programs

\_\_\_ Victims of reprisals or hate crimes

\_\_\_ Other preference(s) (list below)

**4. Relationship of preferences to income targeting requirements:**

\_\_\_ The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

**a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public**

housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

\_\_\_ Other (list policies and developments targeted below)

d. \_\_\_ Yes \_\_\_ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

\_\_\_ Additional affirmative marketing

\_\_\_ Actions to improve the marketability of certain developments

\_\_\_ Adoption or adjustment of ceiling rents for certain developments

\_\_\_ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

\_\_\_ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts

\_\_\_ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts

\_\_\_ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

### 1) Eligibility

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related

\_\_\_\_\_ activity (list factors below)  
\_\_\_\_\_ Other (list below)

b. \_\_\_ Yes \_\_\_ **X** No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. \_\_\_ **X** Yes \_\_\_ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. \_\_\_ Yes \_\_\_ **X** No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

\_\_\_ **X** Criminal or drug-related activity

\_\_\_ **X** Other (describe below) 1- Family address

2- Name and address of the family's  
old landlord that the  
agency knows of

3- Family group members, social,  
legal rent

payment and utilities information.

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

\_\_\_ **X** None

\_\_\_ Federal public housing

\_\_\_ Federal moderate rehabilitation

\_\_\_ Federal project-based certificate program

\_\_\_ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

\_\_\_ **X** PHA main administrative office

\_\_\_ Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

1-The participants demonstrate that they have sought housing, that they have been referred to compliance inspection with HQS, but that the housing has not passed the inspection and cannot be rented.

2-The participants demonstrate having some reason or justifiable impediment to find housing in a more active manner.

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to sub-component (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

**Former Federal preferences**

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

**Other preferences (select all that apply)**

Working families and those unable to work because of age or disability

Veterans and

**veterans' families**

\_\_\_\_\_ Residents who live and/or work in your jurisdiction  
\_\_\_\_\_ Those enrolled currently in educational, training, or  
upward mobility programs

\_\_\_\_\_ Households that contribute to meeting income  
goals (broad range of incomes)

\_\_\_\_\_ Households that contribute to meeting income  
requirements (targeting)

\_\_\_\_\_ Those previously  
enrolled in educational, training, or upward mobility  
programs

\_\_\_\_\_ Victims of reprisals  
or hate crimes

  X   Other preference(s)  
(list below)

\_\_\_\_\_ 1-Elderly  
Handicapped persons  
persons  
\_\_\_\_\_ 3-Elderly and  
2-Handicapped  
4-Involuntary Displacement (Disaster or  
government action)

**3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these**

**choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.**

  1   Date and Time

**Former Federal preferences**

\_\_\_\_\_ Involuntary Displacement (Disaster, Government Action,  
Action of Housing Owner, Inaccessibility, Property  
Disposition)

  1   Victims of domestic violence

\_\_\_\_\_ Substandard housing

  2   Homelessness

\_\_\_\_\_ High rent burden

**Other preferences (select all that apply)**

\_\_\_\_\_ Working families  
and those unable to work because of age or disability

\_\_\_\_\_ Veterans and  
veterans' families

Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

1 Elderly and handicapped persons

2 Involuntary Displacement (Disaster or government action)

3 Handicapped persons

4 Elderly

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

Date and time of application

Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

The PHA applies preferences within income tiers

Not applicable: The pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

  X   Through published notices  
       Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to ~~(b) Income Based Rent Policies~~

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.  
**a. Use of discretionary policies: (select one)**

       The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

       The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

**b. Minimum Rent**

1. What amount best reflects the PHA's minimum rent? (select one)

       \$0  
       \$1-\$25  
       \$26-\$50

2.        Yes

No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

\_\_\_\_\_ For the earned income of a previously unemployed household member

\_\_\_\_\_ For increases in earned income

\_\_\_\_\_ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

\_\_\_\_\_ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

\_\_\_\_\_ For household heads

\_\_\_\_\_ For other family members

\_\_\_\_\_ For transportation expenses

\_\_\_\_\_ For the non-reimbursed medical expenses of non-disabled or non-elderly families

\_\_\_\_\_ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

\_\_\_\_\_ Yes for all developments

\_\_\_\_\_ Yes but only for some developments

\_\_\_\_\_ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

\_\_\_\_\_ For all developments

\_\_\_\_\_ For all general occupancy developments (not elderly or disabled or elderly only)

\_\_\_\_\_ For specified general occupancy developments

\_\_\_\_\_ For certain parts of developments; e.g., the high-rise portion

\_\_\_\_\_ For certain size units; e.g., larger bedroom sizes

\_\_\_\_\_ Other (list below)

**3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)**

- \_\_\_\_\_ Market comparability study  
\_\_\_\_\_ Fair market rents (FMR)  
\_\_\_\_\_ 95<sup>th</sup> percentile rents  
\_\_\_\_\_ 75 percent of operating costs  
\_\_\_\_\_ 100 percent of operating costs for general occupancy (family) developments  
\_\_\_\_\_ Operating costs plus debt service  
\_\_\_\_\_ The "rental value" of the unit  
\_\_\_\_\_ Other (list below)

**f. Rent re-determinations:**

**1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)**

- \_\_\_\_\_ Never  
\_\_\_\_\_ At family option  
\_\_\_\_\_ Any time the family experiences an income increase  
\_\_\_\_\_ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)  
\_\_\_\_\_ Other (list below)

**g. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?**

**(2) Flat Rents**

**1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)**

\_\_\_\_\_ The section 8 rent reasonableness study of comparable housing

- \_\_\_\_\_ Survey of rents listed in local newspaper
- \_\_\_\_\_ Survey of similar unassisted units in the neighborhood
- \_\_\_\_\_ Other (list/describe below)

**B. Section 8 Tenant-Based Assistance**

Exemptions: PHA's that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- \_\_\_\_\_ At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- \_\_\_\_\_ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- \_\_\_\_\_ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- \_\_\_\_\_ The PHA has chosen to serve additional families by lowering the payment standard
- \_\_\_\_\_ Reflects market or submarket
- \_\_\_\_\_ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- \_\_\_\_\_ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- \_\_\_\_\_ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) Pending

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

(select one) PHA's management structure and organization.

- An organization chart showing the PHA's management structure and organization is attached.  
 A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

. List Federal programs administered by the PHA, number of families served

Program Name	Units of Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	842	50
Section 8 Certificates		

<b>Section 8 Mod Rehab</b>		
<b>Special Purpose Section 8 Certificates/Vouchers (list individually)</b>		
<b>Public Housing Drug Elimination Program (PHDEP)</b>		
<b>Other Federal Programs(list individually)</b>		

**C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management: (list below)

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

**Administrative Plan**

24 CFR Part 982

24 CFR Part 888

24 CFR Part 8 and 24 CFR Part 14

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public

housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)  
 PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP) identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. ~~Select one!~~ This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA's option, by completing and attaching a properly updated HUD-52837.  
-or-

\_\_\_\_\_ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834. **Is the PHA providing an Optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)**

b. If yes to question a, select one:

\_\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

\_\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

\_\_\_\_\_ Revitalization Plan under

development

Revitalization Plan submitted,  
pending approval

Revitalization Plan approved

Activities pursuant to an approved  
Revitalization Plan underway

Yes  No:  c) Does the PHA plan to apply for a HOPE VI  
Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No:  d) Will the PHA be engaging in any mixed-  
finance development activities for public housing  
in the Plan year?  
If yes, list developments or activities below:

Yes  No:  e) Will the PHA be conducting any other  
public housing development or replacement  
activities not discussed in the Capital Fund  
Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to  
complete this section.

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  
component 9; if "yes", complete one activity  
description for each development.)

## **2. Activity Description**

Yes  No: Has the PHA provided the activities  
description information in the optional Public  
Housing Asset Management Table? (If "yes", skip  
to component 9. If "No", complete the Activity  
Description table below.)



completing streamlined submissions may skip to component 10.)

**2. Activity Description**

Yes  No: **Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.**

<b><u>Designation of Public Housing Activity Description</u></b>
<b>1a. Development name:</b> <b>1b. Development (project) number:</b>
<b>2. Designation type:</b> <input type="checkbox"/> <b>Occupancy by only the elderly</b> <input type="checkbox"/> <b>Occupancy by families with disabilities</b> <input type="checkbox"/> <b>Occupancy by only elderly families and families with disabilities</b>
<b>3. Application status (select one)</b> <input type="checkbox"/> <b>Approved; included in the PHA's Designation Plan</b> <input type="checkbox"/> <b>Submitted, pending approval</b> <input type="checkbox"/> <b>Planned application</b>
<b>4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)</b>
<b>5. If approved, will this designation constitute a (select one)</b> <input type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> <b>Revision of a previously-approved Designation Plan?</b>
<b>6. Number of units affected:</b> <b>7. Coverage of action (select one)</b> <input type="checkbox"/> <b>Part of the development</b> <input type="checkbox"/> <b>Total development</b>

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section  
**1. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: **Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the**

**HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)**

**2. Activity Description**

**\_\_\_\_\_ Yes \_\_\_\_\_ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.**

<b>Conversion of Public Housing Activity Description</b>	
<b>1a. Development name:</b>	
<b>1b. Development (project) number:</b>	
<b>2. What is the status of the required assessment?</b>	
_____	Assessment underway
_____	Assessment results submitted to HUD
_____	Assessment results approved by HUD (if marked, proceed to next question)
_____	Other (explain below)
<b>3. _____ Yes _____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</b>	
<b>4. Status of Conversion Plan (select the statement that best describes the current status)</b>	
_____	Conversion Plan in development
_____	Conversion Plan submitted to HUD on: (DD/MM/YYYY)
_____	Conversion Plan approved by HUD on: (DD/MM/YYYY)
_____	Activities pursuant to HUD-approved Conversion Plan underway
<b>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</b>	
_____	Units addressed in a pending or approved demolition application (date submitted or approved: _____)
_____	Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

_____	<b>Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )</b>
_____	<b>Requirements no longer applicable: vacancy rates are less than 10 percent</b>
_____	<b>Requirements no longer applicable: site now has less than 300 units</b>
_____	<b>Other: (describe below)</b>

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
<b>11. Homeownership Programs Administered by the PHA</b>
<small>{24 CFR Part 903.7 9 (k)}</small>

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.      Yes      No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

**2. Activity Description**

     Yes      No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
<b>1a. Development name:</b> <b>1b. Development (project) number:</b>	
<b>2. Federal Program authority:</b> _____ HOPE I _____ 5(h) _____ Turnkey III _____ Section 32 of the USHA of 1937 (effective 10/1/99)	
<b>3. Application status: (select one)</b> _____ Approved; included in the PHA's Homeownership Plan/Program _____ Submitted, pending approval	
<b>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</b>	
<b>5. Number of units affected:</b> <b>6. Coverage of action: (select one)</b> _____ Part of the development _____ Total development	

## B. Section 8 Tenant Based Assistance

1. \_\_\_ Yes \_\_\_ **X** 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 component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- \_\_\_ Yes \_\_\_ No: Will the PHA limit the number of families participating in the homeownership option? section 8

If the answer to the question above was yes, which

statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

**b. PHA-established eligibility criteria**

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete sub-component C. ~~PHA Coordination with the Welfare (TANF) Agency~~

**1. Cooperative agreements:**

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

**2. Other coordination efforts between the PHA and TANF agency (select all that apply)**

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

**a. Self-Sufficiency Policies**

**Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)**

- Public housing rent determination policies**
- Public housing admissions policies**
- Section 8 admissions policies**
- Preference in admission to section 8 for certain public housing families**
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA**
- Preference/eligibility for public housing homeownership option participation**
- Preference/eligibility for section 8 homeownership option participation**
- Other policies (list below)**  
**Local Preferences**

**b. Economic and Social self-sufficiency programs**

**Yes**  **No:** Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
<b>Program Name &amp;</b>	<b>Estimat</b>	<b>Allocation</b>	<b>Access</b>	<b>Eligibility</b>

Description (including location, if appropriate)	ed Size	Method (waiting list/random selection/specific criteria/other)	(development office / PHA main office / other provider name)	(public housing or section 8 participants or both)
<u>Family Self-Sufficiency</u>	<u>25</u>	<u>At random</u>	<u>PHA main office</u>	<u>Section 8 Participants</u>

**(2) Family Self Sufficiency program/s**

**a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/02/00)
Public Housing		
Section 8	<u>25</u>	<u>0</u>

b.      Yes   X   No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

- 1-Provide information to the participants about the FSS Program.
- 2-Select possible candidates.
- 3-Counsel possible candidates.
- 4-Follow-up the participants of the FSS potential

Program and participants.

**C. Welfare Benefit Reductions**

**1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)**

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies**
- Informing residents of new policy on admission and reexamination**
- Actively notifying residents of new policy at times in addition to admission and reexamination.**
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services**
- Establishing a protocol for exchange of information with all appropriate TANF agencies**
- Other: (list below)**

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**  
**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP are exempt from the PHA Safety and Crime Prevention Measures. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)**

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments**
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments**
- Residents fearful for their safety and/or the safety of their children**
- Observed lower-level crime, vandalism and/or graffiti**
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime**
- Other (describe below)**

**2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all**

that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantitative, success with previous or ongoing anti crime/anti drug programs
- Other (describe below)

**3. Which developments are most affected? (list below)**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

**1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)**

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

**2. Which developments are most affected? (list below)**

**C. Coordination between PHA and the police**

**1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)**

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action

- \_\_\_ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- \_\_\_ Police regularly testify in and otherwise support eviction cases
- \_\_\_ Police regularly meet with the PHA management and residents
- \_\_\_ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

**2. Which developments are most affected? (list below)**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**Yes \_\_\_ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?**  
**\_\_\_ Yes \_\_\_ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?**  
**\_\_\_ Yes \_\_\_ No: This PHDEP Plan is an Attachment. (Attachment Filename:)**

[24 CFR Part 903.7 9 (m)]  
**14. RESERVED FOR PET POLICY**

**15. Civil Rights Certifications**  
[24 CFR Part 903.7 9 (o)]

**Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.**

**16. Fiscal Audit**  
[24 CFR Part 903.7 9 (p)]

1.  Yes \_\_\_ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?  
 (If no, skip to component 17.)
2.  Yes \_\_\_ No: Was the most recent fiscal audit submitted to HUD?
3.  Yes \_\_\_ No: Were there any findings as the result of that audit?
4.  Yes \_\_\_ No: If there were any findings, do any remain

unresolved?

If yes, how many unresolved findings remaining? 3 5.  Yes \_\_\_ No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

**Yes**  **No**  **Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?**

**2. What types of asset management activities will the PHA undertake? (select all that apply)**

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

**3. \_\_\_ Yes \_\_\_ No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?**

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

**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: (if comments were received, the PHA MUST select one)**

- Attached at Attachment # 7 (File name)
- Provided below: Pending

**3. In what manner did the PHA address those comments? (select**

all that apply)

**Considered comments, but determined that no changes to the PHA Plan were necessary.**

**The PHA changed portions of the PHA Plan in response to comments**

**List changes below:**

**Other: (list below)**

### **B. Description of Election process for Residents on the PHA Board**

1.  **Yes**  **No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)**

2.  **Yes**  **No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)**

### **3. Description of Resident Election Process**

**a. Nomination of candidates for place on the ballot: (select all that apply)**

**Candidates were nominated by resident and assisted family organizations**

**Candidates could be nominated by any adult recipient of PHA assistance**

**Self-nomination: Candidates registered with the PHA and requested a place on ballot**

**Other: (describe)**

**b. Eligible candidates: (select one)**

**Any recipient of PHA assistance**

**Any head of household receiving PHA assistance**

**Any adult recipient of PHA assistance**

**Any adult member of a resident or assisted family organization**

**Other (list)**

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions on every time as necessary)

1. Consolidated Plan jurisdiction: (provide name here)

Municipality of Mayagüez

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 the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

The coordinated strategy described in the Consolidated Plan was developed to achieve the following goals mainly for very low, low and moderate income families:

\* Provide decent housing

\* Create appropriate environments

\* Expand economic opportunities

The goals established in the Consolidated Plan are practically the

**same as the goals established in the Five Year Plan of the Section 8 Program and HUD. We will combine the resources of the Programs of the CPD Division and Section 8 Divisions, both HUD Programs, and other local and state resources effectively to achieve the goal of the PHA and serve the families in need within the jurisdiction.**

**Funds will be programmed to provide accessible housing. Tenants ,renters, homeowners and applicants to the different federal programs will be informed so that they can have a complete knowledge of procedures and federal requirements for each program as well as their rights.**

**D. Other Information Required by HUD**

**Use this section to provide any additional information requested by HUD.**

## **Attachments**

**Use this section to provide any additional attachments referenced in the Plans.**

**PHA Plan**  
**Component 7**  
**Table Library**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement**  
**Capital Fund Program (CFP) Part I: Summary**

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total</b>
<b>1</b>	<b>Total Non-CGP Funds</b>	
<b>2</b>	<b>1406 Operations</b>	
<b>3</b>	<b>1408 Management Improvements</b>	
<b>4</b>	<b>1410 Administration</b>	
<b>5</b>	<b>1411 Audit</b>	
<b>6</b>	<b>1415 Liquidated Damages</b>	
<b>7</b>	<b>1430 Fees and Costs</b>	
<b>8</b>	<b>1440 Site Acquisition</b>	
<b>9</b>	<b>1450 Site Improvement</b>	
<b>10</b>	<b>1460 Dwelling Structures</b>	
<b>11</b>	<b>1465.1 Dwelling Equipment-Nonexpendable</b>	
<b>12</b>	<b>1470 Nondwelling Structures</b>	
<b>13</b>	<b>1475 Nondwelling Equipment</b>	
<b>14</b>	<b>1485 Demolition</b>	
<b>15</b>	<b>1490 Replacement Reserve</b>	
<b>16</b>	<b>1492 Moving to Work Demonstration</b>	
<b>17</b>	<b>1495.1 Relocation Costs</b>	
<b>18</b>	<b>1498 Mod Used for Development</b>	
<b>19</b>	<b>1502 Contingency</b>	
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
<b>21</b>	<b>Amount of line 20 Related to LBP Activities</b>	
<b>22</b>	<b>Amount of line 20 Related to Section 504</b>	
<b>23</b>	<b>Amount of line 20 Related to Security</b>	
<b>24</b>	<b>Amount of line 20 Related to Energy</b>	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide</b>	<b>General Description of Major Work Categories</b>	<b>Development Account</b>	<b>Total Estimated Cost</b>

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**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

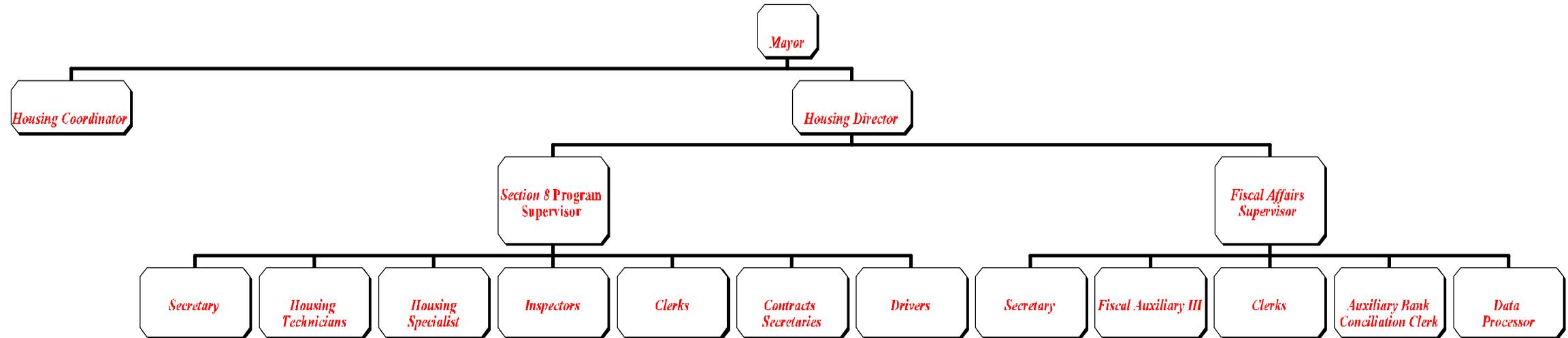
<b>Development Number/Name HA-Wide</b>	<b>All Funds Obligated (Quarter Ending Date)</b>	<b>All Funds Expended (Quarter Ending Date)</b>

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				





**Attachment # 2**

**De-concentration and Income Mixing**

**Component 3, (6) De-concentration and Income Mixing**

**a.-----yes b.-x- no : Does the PHA have any general occupancy (family) public housing developments covered by the de-concentration rule? If no, this section is complete. If yes, continue to the next question.**

**Attachment # 3                      Progress In Meeting Five Year Plan  
Mission and Goals**

**The Municipality of Mayaguez designated the Department of Housing and Federal Programs with the task of preparing, directing, coordinating and submitting the Section 8 Program Five Year Plan and Annual Plans.**

**As part of the preparation of these documents the Municipal Government evaluated the families that are on the Section 8 waiting list and revised the Consolidated Plan.**

**We found that among the most urgent needs in our Municipality are the shortage of affordable housing for the most eligible groups and a greater need for affordable housing among very low and low income families.**

**To work with these needs the Municipality made efforts to maximize the amount of affordable housing available to these families.**

**Strategies**

**Annually CDBG and HOME Program funds are allocated for the development of housing activities such as housing rehabilitation, homebuyer assistance, new construction and development of social interest housing. Beginning on fiscal year 2001-2002 the rental assistance activity was created with HOME funds, this program is similar to the Section 8 Program.**

**Also we planned some meetings aimed at informing about the Section 8 Program and other housing alternatives.**

**Landlords**

**During fiscal year 2002-2003 some meetings with the Section 8 landlords have been completed. These meetings were with the group called "Alianza de Arrendadores de P. R."**

**The purpose of these meetings was to present the concerns that the landlords have and share information and clarify doubts about the administrative processes of the Section 8 Program.**

### **Administrative Area**

**Substantial improvements in the administrative area of the Section 8 Program were achieved and more effective internal controls were implemented.**

### **Consolidated Plan**

**We participated in the Consolidated Plan development process to ensure coordination with broader community strategies.**

**All the goals achieved during fiscal year 2002-2003 are aimed at carrying out the Municipality's mission and goals established in the Five Year Plan. Provide better housing assistance to families in need while at the same time providing services that would help to improve the quality of life and the environment in which these families reside.**

**Attachment # 4                    Municipality's Statement of Consistency with the Consolidated Plan**

**The Municipality of Mayaguez has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan; has participated in any consultation process organized and offered by the Consolidated Plan Agency in the development of the Consolidated Plan and has consulted with the Consolidated Plan Agency during the development of this PHA Annual Plan.**

**Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan; provide housing assistance to very low and low income families in Mayaguez with supportive services.**

**The Consolidated Plan of the Municipality of Mayaguez supports the PHA Annual Plan with the following actions and comments:**

**The coordinated strategy described in the Consolidated Plan was developed to achieve the following goals mainly for very low, low and moderate income families:**

**\*provide decent housing    \*create appropriate environments**

**\*expand economic opportunities**

**The goals established in the Consolidated Plan are practically the same as the goals established in the Section 8 Five Year Plan. We will combine the resources of the different local, state and federal programs to achieve the goal of the PHA and serve the families in need within the jurisdiction.**

**Attachment # 5 Public Notice**

**Attachment # 6    Public Hearing  
Assistance Sheet**



**Attachment # 7                    RAB Recommendations and PHA Response  
Comments Received**

**During the Public Hearing that was held at the “Palacio de Recreacion y Deportes de Mayaguez” last March 25, 2003 and in a meeting that was held with the members of the RAB we received comments about the Annual Plan of the Section 8 Program for fiscal year 2003-2004; the comments were the following:**

**1. Mr. Jose Valle, President of the Group- Landlords Alliance - said he was interested in belonging to the Resident Membership of the Municipality of Mayaguez’s Governing Board.**

**This matter remained pending till the Municipality of Mayaguez clarifies if as administrator of the funds of the Section 8 Program it is required to form the Governing Board. We require technical assistance from HUD in this area.**

**2. Mr. Jesus Matos, as president of the RAB told us that the information that was provided to the members was clear and pertinent. They were able to clarify doubts and the members contributed and participated very well in the meeting that we held with them to explain in detail the content of the Annual Plan. They understood the explanations and they accepted the content of the document. They indicated that it was necessary that we communicate with the members that had not attended the meeting. That we should ask them if they were willing to continue to belong to the RAB.**

**They are also interested in the implementation by the Municipality of Mayaguez of the Homeownership Program. Many of the participants of the Section 8 Program are very interested in owning there own home.**

**We told them that during the next fiscal year we will evaluated the possibility of developing this program in coordination with the Mayor and**

**with HUD technical assistance.**

**3. We received from the participants of the Section 8 Program notes thanking the Municipality, they also express their approval of the Annual Plan. They also express their gratitude for the information and details that we presented about the Section 8 Program, they said that they are increasingly sure of the benefits of this federal program which helps them cover their needs.**

**Attachment # 8            Description of the Municipality of Mayaguez  
Implementation        of        Community        Service  
Requirements**

**During fiscal year 2003-2004 community service activities will be initiated by the Municipality of Mayaguez as PHA, in conformity with Section 8 Program Regulations.**

**Through the development and implementation of a well coordinated plan, we aim to combat many problems of poverty and dependency using strategies that will focus on work preparation and personal values development.**

**Public and private community agencies will be approach and encourage to participate with the Municipality in those challenging and rewarding activities.**

**The following is a brief description of how the Municipality will comply with the community service requirements :**

**1. The initial activities that address the implementation of the community service requirements will be coordinated by the Director of the Department of Housing and Federal programs of the Municipality.**

**2.A Community Service Coordinator will be designated that will supervise and structure the related programmatic activities under the overall supervision of the Director.**

**3. A Community Service Committee will be formed that will be integrated by representatives of public and private organizations. This committee will have different functions and among these will be to determine which family members are subject to or exempt from the service requirements. It will complete the process for determining any changes to exempt or non-exempt status of family members.**

**4. Once is determined which family members are subject to the service**

**requirements, the Program Coordinator will give the family a written description of the service requirement and of the process for claiming status as an exempt person and for the Municipality's verification of such status.**

**5. The Coordinator will notify the family of its determination by identifying the family members who are subject to the service requirement and the family members who are exempt persons.**

**6. The Coordinator will review family compliance with service requirements and will verify such compliance annually; thirty days before the end of twelve month lease term.**

**7. The Coordinator will retain all documentation of service requirement performance or exemption in participant files.**

**The Municipality of Mayaguez will comply with non-discrimination and equal opportunity requirements.**

**Attachment # 9                      Resident Membership of the Municipality of  
Mayaguez Governing Board**

**To comply with the Public Housing Agency Organization: Required Resident Membership on Board of Directors or Similar Governing Body Final Regulation; October 21,1999, the Municipality of Mayaguez during fiscal year 2003-2004 will complete the process of selecting a resident to the Governing Board(If it is applicable to the Municipality of Mayaguez as administrator of the Section 8 Program).**

**Description of Resident Election Process:**

**1.Nomination of Candidates**

- a. Candidates will be nominated by resident and assisted family organizations.**
- b. Candidates will be nominated by any adult recipient of Section 8 Tenant-Based assistance.**
- c. Self-nomination candidates registered with the Municipality.**

**2. Eligible Candidates**

**Any adult recipient of Section 8 Tenant-based Assistance Program.**

**3. Eligible Voters**

- a. All adult recipient of Section 8 Tenant-based Assistance Program.**
- b. Representatives of all Municipality of Mayaguez residents and assisted family organizations.**

**4. Section 8 participants will be notified of the nomination date; voting and final selection of the Resident to the Municipality Governing Board.**

**5. The Mayor of the Municipality will inform of the designation to the Governing Board.**

**Currently there is no Governing Board.**

**The Municipality of Mayaguez as administrator of the Section 8 Tenant-based Assistance Program during fiscal year 2001-2002 were completed the procedure to designate a RAB in accordance with Section 511 of the United States Housing Act and regulations found at 24CFR Part 903.**

**The RAB had participation in the process of preparation, implementation and evaluation of the Annual Plans.**

**A notice was prepared and published in a newspaper with wide circulation to notify about the availability of the Plan and to extend an invitation to the Public Hearing.**

**Each member had the opportunity to revise and submit comments about the Annual Plan because it had already been available for revision and comments for a period of 45 days.**

**The RAB participated in the process of preparation of the Annual Plan for fiscal year 2003-2004.**

**Even though the RAB participated, we observed that many of it's members did not attend the public hearing and did not attend a meeting to which they were convened to discuss in detail the content of the Annual Plan.**

**We have programmed another meeting for all of the RAB members to see the availability of each and to motivate them to continue in the group.**

**If necessary a new process to select new members will be held or we will sponsor the formation of additional RAB's. This is for the purpose of having a group that represents the participants of the Section 8 Program.**

**Attachment # 11      List of Supporting Documents to the PHA Plan**

- 1. Municipality of Mayaguez Section 8 Administrative Plan**
- 2. Copy of the most recent Section 8 Program Single Audit Report**
- 3. Fair Housing Documentation / Analysis of Impediments**
- 4. Consolidated Plan for Housing and Community Development - Fiscal Years 2000-2001 to 2004-2005 Municipality of Mayaguez**
- 5. 24 CFR Parts 814; 888 ;903 ;982**

## **List of Attachments**

- |                        |   |
|------------------------|---|
| <b>Attachment # 1</b>  | <b>Section 8 Program Organizational Chart</b>   |
| <b>Attachment # 2</b>  | <b>De-concentration and Income Mixing</b>   |
| <b>Attachment # 3</b>  | <b>Progress in Meeting - Five Year Plan<br/>Mission and Goals</b>   |
| <b>Attachment # 4</b>  | <b>Municipality's Statement of Consistency with<br/>the Consolidated Plan</b>                               |
| <b>Attachment # 5</b>  | <b>Public Notices</b>   |
| <b>Attachment # 6</b>  | <b>Public Hearing Assistance Sheet</b>  |
| <b>Attachment # 7</b>  | <b>RAB Recommendations and PHA Response<br/>Comments Received</b>   |
| <b>Attachment # 8</b>  | <b>Description of the Municipality of Mayaguez<br/>Implementation of Community Service<br/>Requirements</b> |
| <b>Attachment # 9</b>  | <b>Resident Membership of the Municipality of<br/>Mayaguez Governing Board</b>                              |
| <b>Attachment # 10</b> | <b>Membership of the Resident Advisory Board</b>  |
| <b>Attachment # 11</b> | <b>List of Supporting Documents to the PHA Plan</b>   |