

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

Municipality of Guayama-RQ017

PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

**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 Guayama

PHA Number: RQ017

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

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

PHA Plan Contact Information:

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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-**Mayor's Office**
- 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)

5-YEAR PLAN PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (Select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) 83%
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

- Provide replacement vouchers: Should funding become available
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Increasing Payment Standard to attract homes in higher income areas
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan **PHA Fiscal Year 2005** [24 CFR Part 903.7]

i. 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

ii. 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 Guayama has been affected by the changes occurring within the Department of Housing & Urban Development (HUD). These changes include reductions of appropriations for the Subsidized Housing Program. These changes have created a challenge for housing authorities and albeit difficult, they do afford Public Housing Agencies an opportunity to investigate and pursue other avenues that will provide the potential for growth and ultimately an independence from HUD appropriations.

Furthermore, it is for this reason that the Municipality of Guayama continues to move toward the major initiatives outlined in our Five-Year Plan that was approved by HUD in 2000. The plans, statements, and policies set forth or referenced in this same plan all lead towards accomplishing Guayama's goals and objectives. It is for this purpose that the Municipality established a Section 8 Office that administers not only the Housing Choice Voucher Program as well as any other subsidized housing program in order to assist financially disadvantaged families in meeting their housing needs, namely decent safe, and sanitary. The Municipal Section 8 Office has adopted the following mission statement:

- ❖ ***Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient.***
- ❖ ***Provide affordable, quality housing, services and opportunities to low-income families, while ensuring a continuum of housing opportunities for all program participants.***

Moreover, the Municipality of Guayama firmly believes that there are two major philosophy components, which is the foundation of the tenant-based 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.**

As a result of this philosophy the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit. In addition, there is an undeniable need for low-income housing within the PHA jurisdiction as evidenced by our waiting list as well as the most recent U.S. Census. There exists a need for quality housing units for program participants but there is not an abundance of affordable housing for low-income families within this same Municipality.

It should be noted that through continued implementation of our identified goals and objectives, our Municipality has created an organizational culture that focuses on delivering the highest level of customer service, while providing quality affordable housing opportunities. By setting attainable goals, the Municipality intends to provide a vehicle for those in need and for those who have available units by bringing them together in a manner beneficial to both. 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 Guayama is a Tenant-based (Section 8) only PHA.**

The Annual Plan of Guayama 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 Guayama has established a unified vision of community actions. This same Plan will afford Guayama an opportunity to shape the various programs presented herein into effective, viable, and coordinated strategies by involving citizen participation. ***The Annual Plan provides a framework for local accountability and an easily identifiable source by which public housing residents; participants in the tenant-based program, and other members of the public may locate basic PHA policies, rules, and requirements concerning its operations, programs, and services.***

iii. 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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary.....	7
ii. Table of Contents.....	9
1. Housing Needs.....	14
2. Financial Resources.....	19
3. Policies on Eligibility, Selection and Admissions.....	20
4. Rent Determination Policies.....	29
5. Operations and Management Policies.....	33
6. Grievance Procedures.....	34
7. Capital Improvement Needs.....	35
8. Demolition and Disposition	36
9. Designation of Housing.....	37
10. Conversions of Public Housing.....	38
11. Homeownership	40
12. Community Service Programs.....	41
13. Crime and Safety	44
14. Pets (Inactive for January 1 PHAs).....	46
15. Civil Rights Certifications (included with PHA Plan Certifications).....	46
16. Audit.....	46
17. Asset Management.....	46
18. Other Information.....	47
19. Required Attachment A: Membership of the Resident Advisory Board or Boards.....	50
20. Required Attachment B: Resident Advisory Board (RAB) Recommendations And Response.....	52
21. Required Attachment C: Statement of Progress.....	53
22. Required Attachment D: Statement Regarding Rent Hardship Exemption Policy.....	54
23. Required Attachment E: Upfront Income Verification.....	56
24. Required Attachment E: Required Attachments Information.....	57

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. 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.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart - **rq017b02**
- FY 2000 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Annual Plan Supplement – rq017a02

Supporting Documents Available for Review

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	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
	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
	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan - submitted to HUD local office	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. 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</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology 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	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan (Annual Supplement – Section VII, page 19)	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
	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	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	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
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan (Annual Supplement – Section IV, page 3)	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	grant and most recently submitted PHDEP application (PHDEP Plan)	
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
	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 the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1,046	5	5	5	5	5	4
Income >30% but <=50% of AMI	491	4	4	5	5	5	4
Income >50% but <80% of AMI	1,989+	3	4	4	4	4	4
Elderly	460	5	5	5	5	5	5
Families with Disabilities	635*	5	5	5	5	5	5
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----

+ Represents family type in groups from >50 % but<80% or greater

*Number is based on the nationally accepted percent of 1.8 percent of the total renter's household.

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Commonwealth of Puerto Rico Planning Board

B. 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 their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	368		51
Extremely low income <=30% AMI	148	40.22%	
Very low income (>30% but <=50% AMI)	202	54.89%	
Low income (>50% but <80% AMI)	18	4.89%	
Families with children	316	85.87%	
Elderly families	11	2.99%	
Families with Disabilities	8	2.17%	
Other-Single Families	33	8.97%	
Race/ethnicity – H*	368	100%	
Race/ethnicity	N/A	N/A	
Race/ethnicity	N/A	N/A	
*H-denotes Hispanic (Puerto Rican) Origin			
Characteristics by Bedroom Size (Public Housing Only) – CN/A			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? Since 8/2003 - 11mths	
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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.

(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
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- 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
- 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
- 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)

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)

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)

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)

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: N/A

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)

2. 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 expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$1,104,635.00	Rental Assistance
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$981,699.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)		
Administrative Cost	\$122,936.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	N/A
3. Public Housing Dwelling Rental Income	N/A	
4. Other income (list below)	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)	N/A	
Total resources	\$1,104,635.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing CN/A

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)

c. 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.

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).

(1) Eligibility

a. 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 No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

d. Yes 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)

- Criminal or drug-related activity
 Other (describe below) – In accordance with the PHA Administrative Plan, prospective landlords are informed only the name and telephone of the family's previous landlord.

(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)

- 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)

- 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:

Due to lack of available and adequate housing units, families needing additional time will receive due authorization once they have complied with established PHA procedures.

(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 subcomponent **(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
- 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.

- 1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 1 Homelessness
- 3 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)

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)

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing CN/A

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) 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:

c. 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)

95th 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: PHAs 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 program (vouchers, and until completely merged into the voucher program, certificates).**

(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)

See Required Attachment D

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **(rq017b02)**
- 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 at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	264	13
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

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.

- (1) Public Housing Maintenance and Management: (list below)
 N/A

- (2) Section 8 Management: (list below)
HCV Administrative Plan

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 CN/A

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 - CN/A

[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. 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.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-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.

a. Yes No: 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 - CN/A

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: 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 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.)

Demolition/Disposition Activity Description
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. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities - CN/A

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs 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.

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

10. Conversion of Public Housing to Tenant-Based Assistance – CN/A

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. 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.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing – N/A

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.)

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

B. Section 8 Tenant Based Assistance

1. 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 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 section 8 homeownership option?

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 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. 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)

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.)

- 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 - N/A

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. 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.

A. Need for measures to ensure the safety of public housing residents

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, quantifiable success with previous or ongoing anticrime/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: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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 remain? ____
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 – CN/A

[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.

1. 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 (File name) **REQUIRED ATTACHMENT B**
- Provided below:

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 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 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)

D. Other Information Required by HUD

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

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

A. Substantial Deviation from the 5-year Plan:

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 Guayama 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 (i.e., 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 the administration of the current tenant-based programs, including but not to the establishment of the homeownership program.
- Changes to the grievance procedures as established within our Administrative Plan.

Notwithstanding, the Municipality of Guayama will consider the following to constitute a "substantial deviation" from the HUD approved Five-Year Plan:

- ✓ Any modification to the PHA's Mission Statement or any substantial modification to the Municipality's goals and/or objectives.
- ✓ An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Moreover, the Municipality will not consider these same changes substantial deviations or significant amendments.

B. Significant Amendment or Modification to the Annual Plan:

SAME AS ABOVE

Attachments

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

Required Attachment A: 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 Guayama's locally administered Housing Choice Voucher Tenant-based Program was elected by the families benefiting from the Program. The Board is composed of 10 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.

President	Libertad Negron Díaz Urbanización Vives Calle 1 No. #78 Guayama, PR 00784
Vice-President	Christian R. Rivera Lape Bda. Blondet Calle F #141 Guayama, PR 00784
Secretary	Mónica Aponte Rivera Calle Retiro #185 Este Guayama, PR 00784
Vocal #1	Elizabeth Duprey Vega Calle Palma #2 Sur Guayama, PR 00784
Vocal #2	Nilda Santiago Valentín Calle Rafael Santiago Cruz #166 Este Guayama, PR 00784
Vocal #3	Grisel Vicens Torres Calle Genaro Cautino #48 Oeste Guayama, PR 00784
Vocal #4	Mary L. Colon Casiano Bo. Guamani Carr. 179 km 2.5 Guayama, PR 00784
Vocal #5	Miriam Vázquez Báez Bda. Blondet Calle D #198 Guayama, PR 00784

Vocal #6

Belinda González Colon
Calle José E. Bellon #21 Oeste
Guayama, PR 00784

Vocal #7

Marie C. Rivera Mellan
Calle Francisco G. Bruno #72 Este
Guayama, PR 00784

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

The Resident Advisory Board (RAB) for the Municipality of Guayama met and discussed the overall structure of the Annual Plan to be presented to HUD in accordance with established rules and regulations.

Resident's Comments:

- ✓ Residents would like to see continued efforts made to encourage more landlords to participate in the program in order to increase housing choices.
- ✓ Residents were encouraged that the Municipality's Informal Review Procedure is available to all Section 8 participants for their review.

Municipality's Response:

The Municipality intends to make continued efforts so as to encourage more landlords to participate in our locally administered Subsidized Housing Program.

The board approved the plan and thanked the Municipality for allowing them to partake in the preparation of said plan.

Required Attachment C: Statement of Progress

The Municipality of Guayama continues to move towards the major initiatives outlined its Five-Year Plan approved by HUD in 2000. The Municipality will adhere to the following adopted mission:

- ✓ Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient.
- ✓ Provide affordable, quality housing, services and opportunities to low-income families, while ensuring a continuum of housing opportunities for all program participants.
- ✓ Create alliances to nurture self-sufficiency.
- ✓ Provide a broad range of redevelopment activities directed toward building and strengthening communities.

The Municipality of Guayama's Section 8 Program has been directly affected by the changes occurring within HUD. The Municipality has been aggressive in seeking alternative housing programs to meet the housing needs of the residents of Guayama.

Within the First-Year of its Five-Year Plan, the Municipality of Guayama has achieved the following:

- Consolidate the Section 8 Voucher and Certificate 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 to economically disadvantaged families by offering timely assistance.

While the Municipality of Guayama is pleased with what has been accomplished, the Administration is cognizant of the long road ahead so as to meet the needs of its citizens. On an on-going basis, the Municipality continues to evaluate the goals and strategies that have been established concentrating on the following:

- A high level of customer service;
- Quality affordable housing opportunities;
- Continuum of housing opportunities for all program participants;
- Improving the overall Program administration, whereby making it more flexible and efficient.

Required Attachment D: Statement Regarding Rent Hardship Exemption Policy (Located in the Rent Determination Section of the Annual Supplement and Administrative Plan)

A. Hardship Exemption

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.

The following will be considered as financial hardship:

- When the family has lost eligibility for, or is waiting an eligibility determination for a Federal, State or, local assistance;
- When the family would be evicted as a result of the imposition of the minimum rent requirement;
- When the income of the family has decreased because of a changed circumstances, including loss of employment;
- When a death has occurred in the family;
- Other circumstances as determined by the Municipality of Guayama.

B. Request for hardship exemption

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

- d. If the Municipality of Guayama 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.

C. Appeal of financial hardship

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

Required Attachment E: Policy Statement Concerning Upfront Income Verification

Upfront Income Verification

The PHA Plan proposes minor changes to the Housing Choice Voucher Program Administrative establishing a policy to secure and include staff utilization of Upfront Income Verification (UIV) information gathered to verify the household income of program participants. This is a key strategy in reducing income and rent errors attributable to unreported income and to increase accuracy and efficiency in determining family eligibility and computing rent calculations.

Required Attachment F: Required Attachments

- 1. Statement of Housing Needs is located in the attached annual supplement, Section XIV, page 29.**
- 2. Statement of PHA's Rent Determination is located in the attached annual supplement, Section VIII, page 19.**
- 3. Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section IX, page 23.**
- 4. Statement of Progress is located in the attached annual supplement, Section IV, page 5.**
- 5. Statement about Screening & Eviction for Drug Abuse and Other Criminal Activity, Section XII, page 26.**
- 6. State about Denial of Admission and Termination of Assistance for Criminals and Alcohol Abuse, Section XIII, page 27.**
- 7. Statement of PHA's Concerning Steps Taken To Further Fair Housing, Section XI, page 25.**

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

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

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

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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)
Total estimated cost over next 5 years				



COMMONWEALTH OF PUERTO RICO

MUNICIPALITY OF GUAYAMA RQ 017

FIVE-YEAR/ANNUAL PLAN

SUPPLEME

NT

FY

2005-

2006



**HON. HECTOR LUIS COLÓN
MENDOZA
MAYOR**

**MARÍA V. VICENTE
SECTION 8 DIRECTOR**



Table of Contents

I.	EXECUTIVE SUMMARY	1
II.	SUMMARY OF POLICY OR PROGRAM CHANGES FOR UPCOMING YEAR2	
III.	HOMEOWNERSHIP PROGRAM	2
IV.	STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN, MISSION, AND GOALS	5
V.	FINANCIAL RESOURCES	7
VI.	PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM9	
VII.	PHA'S POLICIES GOVERNING ELIGIBILITY, SELECTION, AND ADMISSION	9
VIII.	STATEMENT ON PHA'S RENT DETERMINATION	20
IX.	PHA'S GRIEVANCE PROCEDURE	25
X.	CIVIL RIGHTS CERTIFICATION	27
XI.	PHA POLICY STATEMENT CONCERNING STEPS TAKEN TO FURTHER FAIR HOUSING	27
XII.	POLICY CONCERNING SCREENING AND EVICTION FOR DRUG ABUSE AND AND OTHER CRIMINAL ACTIVITY	28
XIII.	POLICY CONCERNING DENIAL OF ADMISSION AND TERMINATION OF	

ASSISTANCE FOR CRIMINALS AND ALCOHOL ABUSE	29
XIV. HOUSING NEEDS	31
XV. HOUSING MARKETING ANALYSIS	38

XVI. RECENT RESULTS OF PHA'S AUDIT	42
XVII. SEMAP SCORE	42
XVIII. ADDITIONAL INFORMATION REQUIRED	42
XIX. SUMMARY	43

I EXECUTIVE STATEMENT

The Municipality of Guayama has been affected by the changes occurring within the Department of Housing & Urban Development (HUD). These changes include reductions of appropriations for the Tenant-Based Subsidized Housing Program. These changes have created a challenge for housing authorities, albeit difficult, but they do afford Public Housing Agencies an opportunity to investigate and pursue other avenues that will provide the potential for growth and ultimately an independence from HUD appropriations.

Furthermore, it is for this reason that the Municipality of Guayama continues to move toward the major initiatives outlines in our Five-Year Plan that was approved by HUD in 2000. The plans, statements, and policies setforth or referenced in this same plan all lead toward accomplishing Guayama's goals and objectives. It is for this purpose that the Municipality established a Section 8 Office that administers not only the Housing Choice Voucher Program as well as any other subsidized housing program in order to assist financially disadvantaged families in meeting their housing needs. The following mission statement has been adopted by the Municipal Section 8 Office:

- ? **To assist families during distress and gradually reduce the amount paid by the Program in an efficient manner while at the same time motivating these same families to become self-sufficient.**

Moreover, the Municipality of Guayama firmly believes that there are two major philosophy components, which is the foundation of the tenant-based 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 Housing Choice Voucher Program is tenant-based, which does not tie the participant to any particular housing unit. Furthermore, there is an undeniable need for low-income housing within the PHA jurisdiction as evidenced by the waiting list as well as the latest U.S. Census. 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. Being cognizant of this, the Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want better housing. By setting attainable goals, the PHA intends to provide a vehicle for those in need and for those who have available units by coming together in a manner beneficial to both. 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 Guayama is a tenant-based (Section 8) only PHA.**

The Five-Year/Annual Plan of Guayama as presented herein furthers HUD's statutory goal in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, as amended. This same Plan will afford Guayama an opportunity to shape the various programs presented herein into effective, viable, and coordinated strategies by involving citizen participation. **The Annual Plan provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based program, and other members of the public may locate basic PHA policies, rules, and requirements concerning its operations, programs and services.**

II SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR

The Municipality of Guayama does not contemplate any significant changes or deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan. The following represents what the Municipality will be doing for the fiscal year 2005-2006 in relation to its subsidized housing program.

However, the Municipality has adopted the following policy changes and has incorporated them into the revised administrative plan presented to HUD.

? **Upfront Income Verification**

The Municipality has established a policy to secure and include staff utilization of Upfront Income Verification (UIV) information gathered to verify the household income of program participants. This is a key strategy in reducing income and rent errors attributable to unreported income and to increase accuracy and efficiency in determining family eligibility and computing rent calculations.

III HOMEOWNERSHIP PROGRAM

One of the major objectives of the present Administration is to create and maximize the opportunities for both low and very low income families to become first-time homeowners. Our 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 of Guayama has decided to delay, until further notice, the implementation of the Section 8 Homeownership Program pursuant to Section 8(y) of the USHA of 1937, as implemented by CFR part 982. At the current time, the Municipality utilizes State sponsored programs to assist low-income families become homeowners. Two such programs are "Llave para tu hogar" or "A Key For Your Home", which provides a grant to qualifying families from \$3,000 up to \$15,000 to be used as a downpayment towards the purchase of a home no more than \$70,000 and the other program is "Ley 124" or "Law 124", which also provides a subsidy to low-income families who become first-time homebuyers. Another program which is being utilized by low-income families is the Homebuyer Program sponsored by the US Department of Agriculture, Rural Development Administration.

The Municipality does intend to implement a viable Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 as well as the necessary procedures so as to promote a Homeownership Program within its Housing Program at some future time.

We feel that the following actions listed below addresses the obstacles that may be faced by potential buyers.

ACTIVITIES:

- ? **PROVIDE GREATER ASSISTANCE IN MEETING BOTH DOWN PAYMENT AND CLOSING COST REQUIREMENTS:**

regulations and their impact upon the local housing market. Additionally, both the Mayor and representatives of the municipality will be working with their counterparts within the Planning Board in reviewing existing land policies.

? PROVIDING FOR THE COORDINATION OF FUNDING:

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

1. Assistance will be provided for:
 - a. First time homeowner
 - b. Family that owns or is acquiring shares in cooperative.
2. The Program will become available to families participating in our Housing Choice Voucher Program and have been fully employed for well over a year as well as in good standing with the Section 8 Office.
3. The total family that will be serviced through this program will be limited to approximately 15 families.
4. Funding levels.

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

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

The Municipality of Guayama continues to move towards the major

initiatives outlined its Five-Year Plan approved by HUD in 2000. The Municipality will adhere to the following adopted mission:

- ? Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient.
- ? Provide affordable, quality housing, services and opportunities to low-income families, while ensuring a continuum of housing opportunities for all program participants.
- ? Provide a broad range of redevelopment activities directed toward building and strengthening communities.
- ? Create alliances to nurture self-sufficiency.

The Municipality of Guayama's Section 8 Program has been directly affected by the changes occurring within HUD. The Municipality has been aggressive in seeking alternative housing programs to meet the housing needs of the residents of Guayama.

Within the First-Year of its Five-Year Plan, the Municipality of Guayama has achieved the following:

- ? Consolidate the Section 8 Voucher and Certificate 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 to economically disadvantaged families by offering timely assistance.

While the Municipality of Guayama is pleased with what has been accomplished, the Administration is cognizant of the long road ahead in meeting the needs of its citizens. On an on-going basis, the Municipality continues to evaluate the goals and strategies that have been established concentrating on the following:

- ? A high level of customer service;
- ? Quality affordable housing opportunities;
- ? Continuum of housing opportunities for all program participants;
- ? Improving the overall Program administration, whereby making it more flexible and efficient.

V FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than do homeowners as it clearly demonstrated by the 2000 U.S. Census of Population as well as our own experience. 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 population 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 Guayama has established a 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 these goals are:

A. HOUSING FUNDING SOURCES -

Seek out whatever available alternative housing Programs as they become available from such agencies as the Rural Economic and Community Development, Puerto Rico Housing Department, Housing Development Agency 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 Guayama, 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 Guayama will petition as well as work closely with the U.S. Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers, if and, when they become available. The Municipality is desrious to obtain more vouchers because that would alleviate the housing need within our Municipality. Participation in a viable program such as the one we have mentioned will assist extremely low and low income families to ultimately become self-sufficient.

C. AVAILABLE FUNDING SOURCES

The Municipality of Guayama will submit for HUD's consideration its Annual Plan (FY 2005-2006) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 264 families that are currently enjoying the benefits of the Municipality of Guayama's tenant-based housing assistance program, we will be submitting for HUD approval the following budget:

TABLE I	
SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL	
PROGRAM	BUDGET ESTIMATE
Housing Choice Voucher Program	\$981,699.00
Activities: Tenant-based Housing Assistance for 264 families.	
Program Administration	\$122,936.00
Total Estimate of Budget to be submitted to HUD for Approval	<u>\$1,104,635.00</u>

TABLE I	
SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL	
Total for the Municipality of Guayama's Housing Budget (Grand Total)	<u>\$1,104,635.00</u>

VI PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM

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

At the current time, the Municipality of Guayama does not have a fully developed FSS Program but is striving to assist families who are participants in the Housing Choice Voucher Program to achieve economic independence as well as become self-sufficient. This is accomplished by motivating the families to become fully employed or assist them in seeking the proper training so that they may acquire the necessary marketable skills to become fully employed.

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

A. Determination of Family Eligibility

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

If during the application stage it can be determined that a family will not be eligible because of exceeding income limits in accordance with federal incomes limits as established by HUD then no additional documents and materials will be requested from the family so as avoid unnecessary waste of time and expenses. The family will be so advised, while at the sametime a written notification will be sent indicating the reasons as well as affording

them an opportunity to request, within a reasonable amount of time, an informal hearing. However, the family will be encouraged to reapply should the circumstances change.

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

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

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

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

B. Verification Procedures

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

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

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

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

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

- | | |
|--|---|
| 1. Family Composition | Birth, marriage and birth certificates, a family photograph, sworn statements, school records |
| 2. Special Medical Needs which require larger units. | Medical Certificates |
| 3. Income from wages | Verification forms from the employer. |
| 4. Social Security | Verification from the S.S. office or through HUD's website. |

- | | | |
|-----|---|--|
| 5. | State Disability and other pensions | Verification forms from an employer. |
| 6. | Welfare payments | Verifications form from State Department of the Family agency. |
| 7. | U n e m p l o y m e n t compensation | Verifications form from State Agency (Form W-5). |
| 8. | Alimony and child support | Court Records. A copy of the divorce decree as well as form from the appropriate State Agency "ASUME." |
| 9. | Family financial Assistance | Letter form from a benefactor. |
| 10. | Family type (Elderly or Disabled) | From appropriate agency granting benefits and birth certificate. |
| 11. | Full-time student status (18 or older). | A letter from school or college |
| 12. | Scholarships-grants | A written confirmation from the source of benefits, as well as, a written confirmation from Education Institution as to cost. The net balance is the amount available for subsistence. |
| 13. | Income Interest and Dividends | Verification from bank, or financial institution, bank passbooks, etc. |
| 14. | Assets | Written form from appropriate financial institution or source. In case of rental income, a written statement from the person paying the rent. |
| 15. | Applicant Screening | A Certificate of Good Conduct from State Police Department this as per QHWRA of 1998. |

16. Other Any other document deemed necessary for the family applicant to qualify for the subsidized housing program under established HUD regulations.

D. Factors that will be used to Determination Eligibility

In determining the eligibility of the applicant family, the following factors will be used for such determination:

1. Family income so as to comply with Part VI, Section B of this policy.
2. The health condition of the family.
3. The conditions under which the family is currently living at the time of the application.

E. Selection and Admission of Applicants

1. Admission of a family applicant

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

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

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

- a. 30 percent of the area median income, with adjustments for smaller and larger families.

- b. A higher or lower percent of the area median income, if HUD determines a higher or lower percent is necessary because of usually high or low family incomes.
- c. Bearing this mind, the following definitions shall be used to define the families applying for the Tenant-based housing assistance program:
 - 1. **Extremely-low income:** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.
 - 2. **Low-income:** A family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

3. Conversion of Assistance

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

4. Inapplicability of Targeting

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

- A. A low-income family that is continuously assisted under the 1937 Act.
- B. A low-income or moderate-income family that is

displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in 24 CFR part 5, section 248.101.

5. Use of Family's Income

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

6. Administration of Waiting List

- A. Except for special admissions participants must be selected from the PHA waiting list. The Municipality will select participants from the waiting list based upon their position and in accordance with this same policy, which includes Equal Opportunity.
- B. The Municipality has agreed to cooperate fully with HUD, in respect to when HUD provides funding to the PHA for a special purpose such as desegregation, Family Unification, etc., including but not limited to including funding for specified families and/or a specified category of families. The Municipality further agrees to issue the required voucher.

7. Organization of the Waiting List

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

- a. Applicant names
- b. Family composition (adults/children, age/sex)

- c. Date and time of application
- d. Bedroom size
- e. Qualification for any ranking preference or local preference
- f. Racial or ethnic designation of the head of household
- g. Programs for which the PHA feels that the family qualifies for and would be interested in participating in under the umbrella of the subsidized housing program being administered by the PHA. Should the family not be interested in participating in any special program, this will not affect the place and position of the family on the waiting list.

8. Occupancy Standards

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

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

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

9. Opening the Waiting List

- a. When the Municipality decides to open the waiting list, it will publish a public notice informing all interested families and homeowners of the opening of a new waiting list. The public notice will state where and when to apply and/or to receive additional information on all aspects of the program.

- b. The Municipality will provide the public notice publication in a local newspaper of general circulation, which should also include minority media.
- c. The public notice among other things must state any limitations, if any, on who may apply.
- d. When the waiting list is open, the Municipality will accept applications from families for whom the list is open, unless there is good cause for not accepting the application.

10. Closing the Waiting List

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

11. Updating the Waiting List

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

- a. A letter will be mailed to the applicant's last known address.
- b. The notice will inform the applicant family that a year has passed and information will be requested regarding their continued interest in maintaining a place on the waiting list.

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

E. Selection Preferences

1. Local Preferences

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

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

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

- c. Involuntarily displaced;
- d. Homeless or living in substandard housing;
- e. Paying more than 50 percent of income for rent

- f. Single person with a disability or any member of the family applicant with a disability except under the provision set forth in Section VII, subsection E(2) of this policy.
- g. Single elderly person or family applicants with an elderly person.
- h. Other Preferences such as:
 - 1. Working families and those unable to work because of age or disability;
 - 2. Veterans and veterans' families;
 - 3. Those enrolled currently in educational, training, or upward mobility programs-for participants who wish to enroll in a Family Self Sufficiency Program;
 - 4. Households that contribute to meeting income requirements - for participants who wish to enroll in our FSS and Homeownership Programs, respectively.

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

2. Qualifying for a local Preference

- **Victims Domestic Violence:** An applicant qualifies for domestic violence if the applicant is living under conditions which threaten the well being, health and safety of the family by an abusive member.

- **Maintaining families together:** An applicant qualifies for this preference when a family is threaten by a State Child Welfare Agency with the removal of the children due to inadequate housing or child abuse. This will ensure that the children who remain with, or who are reunited with, their families are safe, secure and not subject to neglect as a result of homelessness or inadequate housing.
- **Displacement:** An applicant qualifies for this preference if:
 1. The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing;
 2. The applicant will be involuntarily displaced within no more than six (6) months from the date of preference status certification by the family or verification by the PHA.
- **Substandard Housing:** An applicant qualifies for this preference if the applicant is living in substandard housing. An applicant that is homeless, living in overcrowded conditions or in a shelter for the homeless will be considered as living in substandard housing.
- **Rent Burden:** An applicant qualifies for this preference if the applicant is paying more than 50 percent of family income in rent.
- **Certification of Preference:** An applicant may claim qualification for a Local Preference by certifying to the Municipality, that the family qualifies for a local preference. The Municipal Section 8 office agrees to accept this certification, unless it can be verified

that the applicant is not qualified for a local preference.

- **Verification of Preference:** Before an applicant is admitted on the basis of the local preference, the applicant must provide information needed by the Municipality in order to verify that the applicant qualifies for a local preference because of the applicant's current status. It is further agreed, that the applicant's current status must be determined without regard as to whether there has been a change in the applicant's qualification of a local preference between the certification and selection for admission, including a change from one local preference category to another.

- **Retention of Preference:** The PHA has agreed, that if a Housing Choice Voucher Program applicant is currently receiving tenant-based assistance under the "HOME" program (24 CFR part 92), the PHA determines whether the applicant qualifies for the Housing Choice Voucher Program local preference based upon the situation of the applicant at the time the applicant began to receive tenant-based assistance under this same "HOME" program.
 - **Persons with disabilities:** No individual will be considered to be a person with disabilities for purposes of eligibility solely due to their drug or alcohol dependence.
3. Notice and Opportunity for a Meeting where the Local Preference is denied

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

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

VIII STATEMENT ON PHA'S RENT DETERMINATION

A. Total Tenant Payment

Computation of the total-tenant payment will be determined in accordance with 24 CFR Part 5, Section 5.613. The computation of TTP will be made once all income has been duly accounted and properly verified and all credits and unusual expenses have been determined eligible under the other applicable factors.

B. The total tenant's 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 then 40% as the cap established by QHWRA of income on the family share of rent for initial leasing of any unit.

C. Minimum Rent

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

D. Hardship exemption

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 a changed circumstances, including loss of employment;
- d. When a death has occurred in the family;
- e. Other circumstances as determined by the Municipality of Guayama.

E. Request for hardship exemption

1. If a family requests a hardship exemption, the Municipality of Guayama will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Guayama determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Guayama determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Guayama 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 Guayama has determined that there is no qualifying hardship exemption, the Municipality of Guayama 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 Guayama determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent requirement in compliance with 24 CFR Part 5, Section 5.616.

F. Appeal of financial hardship

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

G. Payment Standard

A payment standard will be set between 90%-110% of the Fair Market Rent for the PHA jurisdiction as established by QWHRA. The Municipality of Guayama has a payment standard of 100% 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
255	276	307	404	448

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

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

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

H. Determination of Unit Size in Relation to Family Composition

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

1. The subsidy standards provide for the smallest number of bedrooms required to house a family without causing overcrowding;
2. The subsidy requirements are consistent with space requirements under the Housing Quality Standards;
3. The subsidy standards have been applied consistently for all families of like size and composition;
4. A child who may be temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size;
5. A family consisting of only a pregnant woman will be treated as a two-person family;
6. Any live-in aide which has been authorized by the Municipality to reside within the unit to care for a family member who is either disabled or at least 50 years of age will be counted in determining the family unit size;
7. The Municipality has agreed, that unless a live-in-aide resides with the family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit.
8. The Municipality will grant an exception to its established subsidy standards, in determining the family unit size for a dwelling unit, if it determines that the exception is justified by the age, sex, health, handicapped or relationship of family members or other personal circumstances.

I. Exceptions to FMR on a Unit by Unit Basis

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

J. Affordability Adjustments

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

K. Rent Adjustments

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

IX PHA'S GRIEVANCE PROCEDURE

A. 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.

B. Hearing Procedures

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

1. 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.

2. 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.

3. Representation of the Family

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

4. 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.

5. 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.

6. 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.

7. Effect of Decision

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

X CIVIL RIGHTS CERTIFICATION

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

XI PHA POLICY STATEMENT CONCERNING STEPS TO BE TAKEN TO FURTHER FAIR HOUSING

The Municipality of Guayama expects that the following activities will 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 Guayama 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 Guayama, 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 Guayama were constructed prior to being informed that lead base paint represented a health hazard to all the members of the household, and the effect this same problem has upon children, the Municipality of Guayama 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.

Guayama 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. In cooperation with both the public and private sectors, we have initiate the following actions in order to achieve the most desirable results:

ACTIVITIES:

COMPLYING WITH EXISTING REGULATIONS

The Municipality of Guayama, 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.

XII POLICY CONCERNING SCREENING AND EVICTION FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY [24 CFR 982.553]

A. Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Municipality of Guayama to fully endorse and implement a policy designed to:

1. Help create and maintain a safe and drug-free community.
2. Keep program participants free from threats to their personal and family safety.
3. Assist families in their vocational/educational goals in pursuit of self-sufficiency whenever possible.

B. Administration

All screening and termination of assistance procedures shall be administered fairly and in such a manner so as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, sex, or other legally protected groups.

To the maximum extent possible, the Municipality will involve other community and governmental entities in the promotion and enforcement of this policy.

XIII POLICY CONCERNING DENIAL OF ADMISSION AND TERMINATION OF ASSISTANCE FOR CRIMINALS AND ALCOHOL ABUSERS

A. Prohibiting Admission of Drug Criminals

The Municipality of Guayama will prohibit admission to the program of an applicant for five years from the date of conviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. However, the Municipality may admit the household if it is determined:

1. That the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the

State;

2. That the circumstances leading to eviction no longer exist such as that the criminal household member has died or is imprisoned.

The Municipality has established the following standards for prohibiting admission:

1. The Municipality has determined that any household member is currently engaging in illegal use of a controlled substance;

2. The Municipality has determined that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
3. Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

B. Prohibiting Admission of Other Criminals

The Municipality has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. The Municipality will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. This screening is to be carried-out through the Puerto Rico Police Department, which issues' **Certificate of Good Conduct**.

C. Prohibiting Admission of Alcohol Abusers

The Municipality will prohibit admission to the program, if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

D. Terminating Assistance for Drug Criminals and Other Criminals

The Municipality will terminate assistance for a family under the program if it is determined that:

1. Any household member is currently engaged in any illegal use of a controlled substance;

2. A pattern of illegal use of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
3. The Municipality will immediately terminate assistance for a family under the program if it determined that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing;
4. The Municipality will terminate assistance under the program to a family if it is determined that any family member has violated the family's obligation under Section 982.551 which states that the family will not engage in any drug-related criminal activity.

E. Terminating Assistance for Alcohol Abusers

The Municipality of Guayama will terminate assistance under the Housing Choice Voucher Program if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to a peaceful enjoyment of the premises by other residents.

F. Notice of Termination of Assistance

If the Municipality decides to terminate the assistance to the family, the provisions and procedures set forth in Section XVII, subpart E of this chapter shall be adhered to.

XIV HOUSING NEEDS

The following represents the estimated housing needs projected for the next five-year (2005-2009) period. The data included within this portion of the plan is based upon existing available U.S. Census data, as well as the Puerto Rico Housing Planning Board statistical data, and 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 Guayama 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.

A. 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 Guayama, has a total of some 11,965 housing units, of which some 8,623 units are occupied by very low income families, 1,697 units by low income families, 433 units by moderate income families and some 1,212 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:

1. Occupying units having physical defects or being in deteriorated state;
2. Classified as being overcrowded;
3. Meet the definition of having a cost burden of more than 30 percent;
4. Lacking a complete kitchen or sanitary facilities.

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.

B. Renter Households

According to the US Census of Population, there exist a total of 16,368 year-round housing units within the Municipality of Guayama, of which some 3,869 units are occupied by renter's on a year-round basis. Furthermore, this same survey indicates that 3,162 units were found to have some type of housing problem.

It is estimated from figures obtained from such sources as the Department of Housing, the Department of the Family, Planning Board, and our own internal figures based upon demands from the public at large upon local public housing units, and our locally administered Tenant-Based Subsidized Housing Program, the rental housing demands will require some additional 300 units by the year 2004, for a total renter household size of 4,169. 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 800 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.

C. Substandard Units

Within the category of defining a substandard unit within the rental household group, it was determined that of these 1,260 units were found to be in deteriorating or dilapidated condition, or not having a complete kitchen or sanitary facilities.

D. Other Housing Problems

According to the CHAS Data Book dated 2000 there were some 3,526 or 45.3% renters occupied housing units surveyed were classified as experiencing other housing problems. CHAS defines this to mean overcrowding and/or without complete kitchen or plumbing facilities.

In this regard, and based upon the statistical data presented herein and from such reliable sources as the Planning Board, Housing, Social Services, as well as our local appraisal based on our locally administered Tenant-based program, we have identified the following Renter Households by Income Groups and categories. This is shown in Table II.

**TABLE II
MUNICIPALITY OF GUAYAMA
RENTER HOUSEHOLDS BY INCOME GROUPS: 2000**

RENTER HOUSEHOLDS	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-51%)	LOW INCOME (51-80%)	MODERATE INCOME (81-95%)	TOTAL
ELDERLY	107	130	95	128	460
SMALL FAMILIES	628	239	342	817	2,026
LARGE FAMILIES	127	102	132	219	580
OTHER	184	20	42	214	460
TOTAL	1,046	491	611	1,378	3,526

E. Elderly Rental Households

According to the 2000, CHAS Data book, there was a total of some 460 renter households within the Municipality of Guayama of which 107 were classified as being of extremely low income, 130 households classified as being very low income, 95 households were classified as low income and 128 as being moderate income.

F. Cost Burden

Within this same income category involving elderly households, some 24 households were within the 0-30% range, 34 households fell within the 31-51% range, while 43 households were within the 51-80% range and 30 households were within 81-95% range.

G. Small Family Rental Households

The small family rental household category, some 2,026 households, represented the following numbers:

1. 628 units were classified as being of extremely low income;
2. 239 units were classified as being of very low income;
3. 342 units were classified as being of low income;
4. 817 units were classified as being of moderate income.

H. Cost Burden

Within this same Small Family renter's household group some 63.1% of the households were classified as being of extremely low income, 59% households of very low income, 57.6% households of low income, and finally, 21.9% represented moderate income levels.

I. Large Family Renter Households

This same Comprehensive Housing Affordability Strategy (CHAS)

Data book covering Puerto Rico and dated 2000, indicated that there was a total of some 580 large rental household families, of which some 127 were classified as being of extremely low income; 102 were classified as very low income and some 132 large family renter households representing low income families, as well as 219 large family renter households representing moderate income.

J. Cost Burden

Within this same income category involving elderly households, some 99 households were within the 0-30% range, 86 households fell within the 31-51% range, while 76 households were within the 51-80% range and 107 households were within 81-95% range.

K. Homeless Persons

From a review of available reliable statistical data available at the present time, the Municipality of Guayama does not possess any homeless persons. Perhaps one of the reasons may be, that (1) Guayama 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 Guayama is in close proximity to the metropolitan area of Humacao which possesses the latter sites which attract homeless persons, they would tend to relocate to these other areas and thus freeing Guayama of having to deal with this same problem.

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

L. Persons with Disabilities

Utilizing various information available to the Municipality of Guayama including both the U.S. Census (2000), 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, Guayama with a 2000 total population of some 44,301 it is estimated that 797 persons are classified as having a developmental disability.

M. Persons With Physical and Developmental Disabilities

Within Guayama the 797 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 Guayama. These same services are rendered in the metropolitan area of Humacao.

Within Guayama 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 Guayama will require some 250 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.

N. Estimate of Housing Needs Projected

The projected housing needs within Guayama were estimated based on various sources such as the 2000 Census, Puerto Rico Planning Board, Puerto Rico Department of Housing, and the local Housing Office. Housing needs in most communities of which Guayama is no different, come about as a result of the following:

1. High housing costs;

2. Housing located in areas subject to landslides, or unstable terrain;
3. Physically deteriorated housing;
4. 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:

1. High Housing costs;
2. Being overcrowded;
3. 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:

1. 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.
2. Single person paying more than 35 percent of their income for rent;
3. 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 complete kitchen 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 Guayama was based on the various sources previously noted, regarding each of the three components of housing need. The 2000 U. S. Census indicated that a total of 1,260 units lacked these same aforementioned facilities.

The present municipal administration of Guayama is desirous in

obtaining additional housing units over the next five years and preserving existing housing stock.

O. Barriers to Affordable Housing

Like any other community across this Nation, whether in Puerto Rico or on the U.S. Mainland, the principle barriers to affordable housing within the Municipality of Guayama 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 Guayama 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 Guayama 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 \$400 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 260 families are currently awaiting placement on a waiting list, seeking assistance under our own Tenant-based Subsidized Housing Assistance Program.

XV HOUSING MARKET ANALYSIS

A. General Characteristics

The significant characteristics of the housing market within the Municipality of Guayama area according to the 2000 U.S. Census are illustrated in Table III.

TABLE III

HOUSEHOLDS	TOTAL
YEAR ROUND UNITS	16,368
TOTAL VACANT UNITS	2,143
FOR RENT	328
FOR SALE	274
FOR RECREATIONAL USE, ETC.	253
FOR OTHER REASONS	1,288
TOTAL OCCUPIED UNITS	14,225
RENTER OCCUPIED	3,869
OWNER OCCUPIED	10,356
UNITS LACKING COMPLETE KITCHEN FACILITIES	224
UNITS LACKING COMPLETE PLUMBING FACILITIES	1,036
AVERAGE UNIT SIZE	3.01%
AVERAGE FAMILY SIZE	3.45%
AVERAGE UNIT SIZE OCCUPIED BY OWNER	3.03%
AVERAGE UNIT SIZE OCCUPIED BY RENTER	2.95%

It should be noted, that the total population or some 44,301 persons reside on only some 65.07 square miles, representing a population density of some 680.8 persons per square mile and 251.5 dwelling units per square mile.

Because of Guayama's 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 Guayama, and funded by the U.S. Department of Housing and Urban Development include the following categories:

Housing Choice Vouchers	264
Total Tenant-based units	<u>264</u>
Administered by the Municipality	264

The need for secure, decent and sanitary housing within the Municipality of Guayama, is the fact that there is some 260 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 260 families requesting housing under the Tenant-based Subsidized Housing Program which is representative of some 910 persons or 2.04% of the total Municipal population.

B. Demand for Housing

There clearly is a demand for housing within Guayama, due primarily to its location. The Municipality of Guayama is adjacent to the metropolitan area of Humacao and is in proximity to such metropolitan areas such as Ponce and San Juan, as well as, the necessary major highways connecting with each of these same areas is present. The desire for housing within Guayama is primarily among the residents - sons and daughters of residents of Guayama, 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 65% of the total population of Guayama 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:

A. Population growth;

- B. Economic factors;
- C. Family Incomes;
- D. Land costs;
- E. Construction cost;
- F. Financing;
- G. Interest payments;
- H. Return of investment by either a financial institution and/or developer.

Guayama 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.

C. 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 Guayama, has a total of 45.3 percent in which renter households have any housing problems. The CHAS Data Book defines as having any housing problems as the households living in overcrowded conditions and/or without kitchen or plumbing facilities. The following Table IV provides the percent of owner households with any housing problems.

TABLE I V				
PERCENT OF RENTER HOUSEHOLDS WITH ANY HOUSING PROBLEMS: 2000				
ALL HOUSEHOLDS - PERCENT OF INCIDENCE BY INCOME GROUP				
TOTAL	Elderly	Small Households	Large Households	All Other Households
45.3%	28.5%	46.9%	63.4%	32.0%

Source: CHAS Data Book (2000)

D. Housing Market and Inventory Conditions

The 2000 Census of Population provides an accurate picture of the market conditions of within the Guayama. Without exception of the total housing units (16,368), some 14,225 are occupied on a year round basis. In this regard, of the total occupied units (14,225), some 10,356 are occupied by the owner while the remainder 3,869 are occupied by renters, with the balance or 2,143 units being vacant.

It should be noted again, that the 2,143 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.

E. Identification of Concentrations of Low Income Areas/Racial-Ethnic Minorities

Due to Guayama'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".

XVI RECENT RESULTS OF PHA'S AUDIT

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

XVII SEMAP SCORE

The Municipality of Guayama's last SEMAP score was 83%.

XVIII ADDITIONAL INFORMATION REQUIRED

SUBSTANTIAL DEVIATION FROM 5-YEAR PLAN OR AMENDMENT AND/OR MODIFICATION TO ANNUAL PLAN

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Guayama 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 (i.e., 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 the administration of the current tenant-based programs, including but not to the establishment of the homeownership program.

- ? Changes to the grievance procedures as established within our Administrative Plan.

Notwithstanding, the Municipality of Guayama will consider the following to constitute a "substantial deviation" from the HUD approved Five-Year Plan:

- ? Any modification to the PHA's Mission Statement or any substantial modification to the Municipality's goals and/or objectives.
- ? An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Moreover, these same changes will not be considered substantial deviations or significant amendments by the Municipality.

XIX SUMMARY

In order to comply with 24 CFR Part 903, PIH Notice 2003-34 dated December 19, 2003, which outlines the implementation of RIM, the Rental Housing Integrity Improvement Project (RHIIP), and the Improper Payments Information Act of 2002 as mandated by HUD, the Municipality of Guayama has established the following standards and procedures to be carried out in furtherance of this same objective.

Moreover, 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.
4. To develop and implement a strong financial management system to ensure that HUD's goal of improving efficiency as well as the oversight to make certain that the correct amount of assistance goes to the people who need it the most.

It should be noted, that the Section 8 Office within the Municipality of Guayama 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.
3. Compliance with SEMAP indicator.
4. Compliance with the Rental Housing Integrity Improvement Project (RHIIP).

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 will be on an on-going basis will serve to determine the effectiveness of individual programs based upon such data as:

- ? Families Assisted;
- ? Subsidies granted;

- ? Complaints resolved;
- ? Participant families that moved onto become first-time homeowners.
- ? The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.
- ? Compliance with the Rental Housing Integrity Improvement Project (RHIIP) is adhered to.
- ? Improving deficiencies detected during the RIM Reviews and/or SEMAP Certification conducted by HUD or their designee.

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

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

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

- ? Cash/Management System;
- ? Preparing the necessary financial data to report to HUD;
- ? Timely, accurate and complete information for management forecasting and policy decision making;
- ? Effective Internal Control System so as to reduce administrative errors;
- ? Budget Controls;

- ? Compliance with HQS, Quality control and Targeting as set forth in HUD regulations;
- ? Identify weakness and problem areas;
- ? Staff resources and performance;

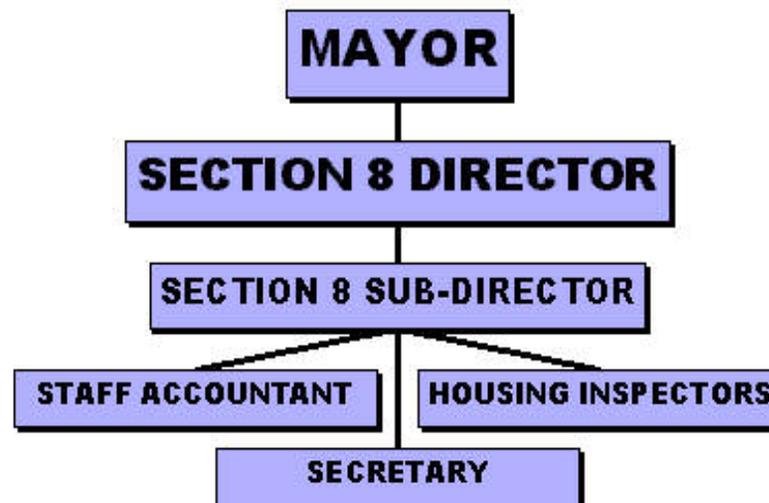
The Municipality of Guayama feels rather strongly that procedures contained herein will effectively perform the necessary monitoring of all programs so as to assure that these same programs both initiated and developed are in total compliance with the applicable regulations promulgated by HUD.



MUNICIPALITY OF GUAYAMA

SECTION 8 SUBSIDIZED HOUSING PROGRAM

Hon. Hector Luis Colón Mendoza
Mayor





MUNICIPALITY OF GUAYAMA

SECTION 8 SUBSIDIZED HOUSING PROGRAM

**Hon. Hector Luis Colón Mendoza
Mayor**

The following programs are administered by our Municipality:

- ✓ **The Housing Choice Voucher Program**
- ✓ **Special Housing Types**