

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

Municipality of Corozal

PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005

PHA Plan Agency Identification

PHA Name: Municipality of Corozal

PHA Number: RQ023

PHA Fiscal Year Beginning: 01/2005

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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:
 - Improve voucher management
 - 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:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X** Provide voucher mobility counseling:
At the initial evaluation meeting portability will be explain to tenants.
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- X** Implement voucher homeownership program:
Implement the new homeownership program as soon as the final rule is approved. Combine Federal funds with State funds for deown payment and closing cost assistance.
- 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

X PHA Goal: Provide an improved living environment

Objectives:

- X** 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:
- 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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- X** Provide or attract supportive services to improve assistance recipients'

employability:

Made alliance with public and private organizations provide supportive educational services to tenants.

- 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

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

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Publishing notices indicating that housing vouchers are available regardless of race, color, religion, nationality, sex family status or 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)

- 1. Comply with (24CFR 903.3(b)) Utilization of the Upfront Income Verification (UIV) System to verify the household income of program participants. TASS**

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.12]

i. Annual Plan Type:

X **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 (optional)

[24 CFR Part 903.12 (b), 24 CFR 903.7(r)]

In order to attend to the needs of the jurisdiction, the municipality of Corozal provides eligible families with a safe, affordable housing and better quality of life. Said housing must comply with housing quality standards, as established by the Department of Housing and Urban Development (HUD). All units must be offered within equal opportunities parameter.

Mission

The PHA's mission as HUD is: To promote adequate and affordable housing, economic opportunities and a suitable living environment free of discrimination.

Objectives

- Expand the supply of assisted housing: apply for additional “vouchers”, according to availability in HUD.
- Improve the of assisted housing and increase customer satisfaction by: *Enforcing Housing Quality Standards.*
- Increase assisted housing choices and provides voucher mobility counseling: The mobility of vouchers will be explained in detail in the initial evaluation meeting with the participant.
- Implement voucher homeownership program
- Promote self-sufficiency and asset development for families in assisted housing. This will achieved by attracting and providing supportive services to improved assistance recipients' employability creating an alliance between the private and public sector for re- training programs in the work force.

- Ensure that all the cases comply with equal opportunity and fair housing objective.

In the municipality of Corozal, a total of 1,050 families have an income of less than 30% of the Annual Median Income (AMI) of Puerto Rico. In addition, 312 families have an income of between 30 to 50% of AMI, and 185 have an income between 50 to 80% of the AMI. In addition 867 elderly households were tabulated which have need for subsidized housing.

Sources of Information Used by to conduct this Analysis

- Consolidated Plan of the Jurisdiction of 2000
- U.S. Census Data: The Comprehensive Housing Affordability Strategy (CHAS)

Waiting List For Families with Housing Needs

A total of 24 families are in the waiting list, divided as follow:

16	(67%)	are of extremely low-income (<30% of the AMI)
3	(13%)	are of very low-income (> 30% nut 50% <= of the AMI)
17	(71%)	are families with Children
3	(13%)	are elderly families
2	(12%)	are families with disabilities

iii. Annual Plan Table of Contents

[24 CFR Part 903.12(b)]

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the 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 De-concentration
- FY 2005 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
- FY 2005 Capital Fund Program 5-Year Action 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)

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
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs of families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any 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 public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	23		
Extremely low income <=30% AMI	16		
Very low income (>30% but <=50% AMI)	3		
Low income (>50% but <80% AMI)	0		
Families with children	17		
Elderly families	3		
Families with Disabilities	2		

Housing Needs of Families on the Waiting List			
Race/ethnicity	N/A		
Characteristics by Bedroom Size (Public Housing Only)	N/A		
1BR	N/A		
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
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)? <u>12</u>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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			

B. 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:

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 903.12 (b), 903.7 (c)]

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)	\$542,212.00	
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	542,212.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	542.212.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

If yes, how many lists?

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

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)

(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:

(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)
- 2 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- 2 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(d)]

A. Public Housing

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)

5. Capital Improvement Needs

[24 CFR Part 903.7 (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.

Capital Fund Program

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

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

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

D. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

E. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

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:

6. Demolition and Disposition

[24 CFR Part 903.7 (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:

7. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 (k)]

A. Public Housing

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

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

2. Activity Description

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

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 8.)

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:

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

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

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

B. Criteria for Substantial Deviations and Significant Amendments

C. Other Information

[24 CFR Part 903.13]

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)

Provided below:

Resident Advisory Board endorses the plans.

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 in 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

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: (provide name here)
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)

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

10. Project-Based Voucher Program (if applicable)

If the PHA plans to use the project-based voucher program, provide a statement of the projected number of project-based units and general locations, and how project basing would be consistent with its PHA Plan.

Attachments

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annua						
I						
Statement						
Total CFP Estimated Cost			\$			\$

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

PHA Streamlined Plan*
Annual Plan for Fiscal Year:

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

*** Small PHAs must submit complete Annual Plans using the Standard Plan template when
submitting 5-Year Plans**

PHA Plan Agency Identification

PHA Name:

PHA Number:

PHA Fiscal Year Beginning: (mm/yyyy)

PHA Plan Contact Information:

Name:

Phone:

TDD:

Email (if available):

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. . Yes No.

If yes, select all that apply:

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

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

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

PHA Programs Administered:

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

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

i. Table of Contents

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

Contents	<u>Page #</u>
Annual Plan	
Streamlined PHA Plan Components	
<input type="checkbox"/> 1. Site-Based Waiting List Policies (if applicable)	
<input type="checkbox"/> 2. Capital Improvement Needs (if applicable)	
<input type="checkbox"/> 3. Section 8(y) Homeownership (if applicable)	
<input type="checkbox"/> 4. Civil Rights Certification	
(see PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the PHA Plan)	
<input type="checkbox"/> 5. Project-Based Voucher Program (if applicable)	
<input type="checkbox"/> 6. Certification <u>listing</u> the information, or policies and programs covered by §903.7(a), (b), (c), (d), (h), (k), and (r) the PHA has revised since submission of its last Annual Plan	
(see PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the PHA Plan)	
Attachments	
<input type="checkbox"/> Attachment __: Capital Fund Program Annual Statement	
<input type="checkbox"/> Attachment __: Capital Fund Program 5 Year Action Plan	
<input type="checkbox"/> Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement	
<input type="checkbox"/> Attachment __: Supporting Documents Available for Review	
<input type="checkbox"/> Other (List below, providing each attachment name)	

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.7(b)(2)]

If the PHA has operated one or more sitebased waiting lists in the previous year complete the following table; if not, skip to next component.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

1. What is the number of site based waiting list developments to which families may apply at one time? ____
2. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ____
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

2. Capital Improvement Needs

[24 CFR Part 903.7 (g)]

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

Capital Fund Program

- A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ _____
- C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of this component. If no, skip to next component.

D. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

E. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

**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.

(1). Yes No: 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)

(2). Status of HOPE VI revitalization grant(s)

HOPE VI Revitalization Grant Status

- a. Development Name:
- b. Development Number:
- c. Status of Grant:
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- d. Relocation Resources (select all that apply and fill in the blank):
 - Not necessary
 - Section 8 for ????? units
 - Transfer to public housing for ????? units
 - Other housing for ????? units (describe below):
- e. Timeline for Relocation Activities:
 - a. Actual or projected start date of relocation activities:
 - b. Projected end date of relocation activities:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.7(k)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year? ___

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(3). Capacity of the PHA to Administer a Section 8 Homeownership Program:

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Civil Rights Certification

(see PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the PHA Plan)

[24 CFR 903.12 (c)]

5. Use of Project-Based Voucher Program (if applicable)

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?
- a. If yes, check which circumstances apply:
- low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below:)
- b. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

6. Certification Listing The Information, Or Policies And Programs Covered by §903.7(A),(B), (C), (D), (H), (K), And (R) The PHA Has Revised Since Submission Of Its Last Annual Plan

(see PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the PHA Plan)

[24 CFR 903.12 (c)(1)]

(Check Any of the Following the PHA has Revised Since Submission of Last Annual Plan):

- 903.7a Housing Needs (limited to families on the PHA’s public housing and Section 8 tenant-based assistance waiting lists only)
- 903.7b Eligibility, Selection, and Admissions, including deconcentration and other policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership

903.7r Other Information (5-Year Plan progress, criteria for substantial deviations and significant amendments, statement of consistency with Consolidated Plan)

.

Attachment A

Supporting Documents Available for Review for Small PHA Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations, including required PHA certification and assurances for policy and program changes since last Annual Plan submission.	5 Year and Annual Plans
Not applicable	State/Local Government Certification of Consistency with the Consolidated Plan.	
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Housing Needs
	Most recent board-approved operating budget for the public housing program	Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and changes since submission of last Annual Plan.	Eligibility, Selection, and Admissions
	Section 8 Administrative Plan, including changes since submission of last Annual Plan.	Eligibility, Selection
	Deconcentration Income Analysis	Eligibility, Selection
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Eligibility, Selection, And Admissions
	Public housing rent determination policies, including the method for setting public housing flat rents, including changes since last Annual Plan. <input type="checkbox"/> check here if included in the public housing A & O Policy	Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Rent Determination
	Section 8 rent determination (payment standard) policies (if not included in the plan) and written analysis of Section 8 payment standard policies <input type="checkbox"/> check here if in Section 8 Administrative Plan	Rent Determination
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year	Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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	Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing, including changes since last Annual Plan.	Demolition and Disposition
	Approved or submitted public housing homeownership programs/plans, including changes since last Annual Plan.	Homeownership
	Policies governing any Section 8 Homeownership program, including changes since last Annual Plan (section _____ of the Section 8 Administrative Plan)	Homeownership
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant:
-----------	---	----------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name					<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:	
	Annual Statement					
CFP Funds Listed for 5-year planning						
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

MUNICIPALITY OF COROZAL
DEPARTMENT OF HOUSING

SECTION 8
Existing Housing Certificate and Voucher Programs
Administrative Plan

2005 Revision

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I. INTRODUCTION

The Housing Authority of the Municipality of Corozal (hereinafter referred to as the PHA) has revised this Administrative Plan in order to provide organizational and operational guidance for administering and selecting families for participation in the Section 8 Existing Housing Certificate and Vouchers Programs. This Plan includes exclusively the policies concerning the functions for which it has the discretion to establish local policies and procedures concerning the treatment of applicants and participants.

II. GOALS AND OBJETIVES

The Municipality of Corozal has established the Housing Authority for Existing Housing Certificate and Voucher Programs in order to assist financially distressed families in meeting their housing needs (Decent, Safe and Sanitary Housing). There are two major philosophy components in the Section 8: First to provide families the opportunity of choice and mobility in the selecting where they want to live, and second to maintain the essential elements of a private relationship between the tenant and tile landlord on matters other than rent. Because of these philosophy the Section 8 Existing Housing Certificate and Voucher Programs are tenant based and not to a particular Housing Units. The purpose of the Municipal programs is to assist the families during financial distress and to gradually reduce the amount paid by the program.

III. ADMINISTRATIVE STRUCTURE

The Section 8 Office will have the major responsibility and authority in the implementation of the Section 8 Existing Certificate and Voucher Housing Programs.

The duties and responsibility of the Section 8 Office may be summarized as follows:

- Overall responsibility for insuring compliance with federal regulations, coordinating the implementation of tenant policy, Affirmative Marketing Plan and for directing the day-to-day activities designed to met program goals and objectives.

Housing Inspector-is responsible for insuring that housing; units (existing) meet the Section 8 Housing Quality Standards.

Section 8 Accountant -maintain accounting books, records and reports in accordance with Municipal and HUD requirements; assures adequate funds for payment of the rental contracts.

The Section 8 Office has the following job descriptions for each technical administrative staff to perform the work required by the Section 8 Housing Certificate and Voucher Programs.

Office of the Housing Department Director:

1. Section 8 Program Director

Administrative Responsibility

Report Directly to the Housing Department Director. Supervise the Section 8 Office. Coordinate with the accountant on financial matters. Coordinate with the Program coordinating committee (PCC).

Functional Responsibility

Has overall responsibility for compliance with the Administrative Plan, coordination of the Section 8 Program, Tenant Policy Section 8 Office requirements, and pertinent Municipal policies. Is responsible for meeting program goals and objectives.

Specific Duties

- Direct technical and administrative work of the Section Existing Housing Programs.
- Set Programs goals and prepare staff work plans.
- Responsible for staff supervision.
- Prepare monthly performance reports.
- Prepare narrative and statistical reports in accordance with HUD regulations.
- Responsible for assuring compliance with HUD regulation in program implementation.
- Organize assigns and supervise work performance by program personnel.
- Negotiate contracts with unit owners and tenants.
- Submit weekly reports to the supervisor (HSA Department Director) concerning progress and problems.
- Perform quality inspections report of 5% of the total renters units.
- Analyze and report on current rent reasonableness.
- Coordinate with the consultants of the require documentation in order to prepare additional funds proposals.
- Comply with any other duty assigned by the Federal, Programs Director (Supervisor)

2. Section 8 Program Technicians

Executes special investigation due to grievances for information received regarding program abused. The technicians are responsible for ensuring that each family selected to participate in the Section 8 Program enters into a contract, which is to be signed by the head of the family.

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (program) Responsibility

Responsible for initiation and maintenance of contact with clients and applicants, verification of eligibility and follow-ups. Responsible for maintaining current, updated files on available housing units and providing information to clients. Responsible for establish the terms and condition and the lease contract and the consequences for no-compliance [section 984.302(5)].

Specific Duties

- Interview owner's applicants and complete application for Section 8 assistance, including telephone contacts.
Verify eligibility of families in order to ensure compliance with programs eligibility criteria.
Prepare case report and maintain an adequate file of all documents. Prepare weekly activity reports.
Conduct annual family re-examinations.
Verify family income.
Participate in the negotiation of contracts with owners.
Maintain files including required documents and current listing of available housing units.
Periodical contact with Realtors, owners, lessees, etc., in order to update rental housing market information in coordination with housing inspectors.
Provide individual information to clients concerning available housing and any other related matters.
Visit participants and/or neighborhoods to perform any required special investigation or inspection.

3. Section 8 Program Accountant

Fiscal unit coordination

Administrative Responsibility

Report of the Section 8 Program Director

Functional (Program) Responsibility

Overall responsibility for ensuring that all accounting books, records, and reports are maintained in accordance with HUD requirement and generally accepted accounting standards.

Specific Duties

- Inform Section 8 Program Director on the status of the program's finances.
 - Prepare requisition for programs funds.
 - Prepare annual Section 8 applications (especially form HUD 52672 and HUD52673).
 - Maintain a record of rental to the owners (HAP register).
 - Coordinate with the Section 8 Program Coordinator about changes in address, income, family composition and any other information pertaining to tenants and owners.
 - Prepare financial reports at the end of the fiscal year.
 - Perform other duties as required by the Section 8 Program Director Perform the accounting for the Section 8 Program needs.
 - Verify payrolls of Section 8 Programs employees.
 - Keep records of portability payments and receivables.
- Prepare monthly trial balances for the Section 8 Program

4. Section 8 Program Housing Inspector

Administrative Responsibility

Report to the Section 8 Program Director

Functional Responsibilities

It is responsible for ensuring that housing units (existing) meet Section 8 Housing Quality Standards.

Specific Duties

- Perform initial, annual or special inspection to proposed or under contract existing housing units.
- Approve units with compliance with Housing Quality Standards.
- Notify owners land participants of deficiencies encountered and will give a period to performance the repairs.
- Analyze and report on current rent reasonableness for each contract housing units.
- Execute the inspection Form (HUD 52580), Lead-based Pain certification, rent reasonableness and request for lease approval Forms.
- Fully document each file with the necessary documents.
- Advise clients on all matters including complaint procedure. Hand delivered documents to participant.
- Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program.
- Responsible for all the maintenance of documentation related to Housing Quality Standards inspections and of keeping then properly filled.
- Perform other duties as required by the housing Department and/or the Section 8

Program Director.

IV. ADMINISTRATION OF PROGRAM PROCEDURES

The Housing Authority has developed detailed procedures for the administration of Section 8 Existing Housing Certificate and Voucher Programs. These procedures provide the framework for directing managing supervising and monitoring program activities. They include local procedures and policies for the treatment of applicants and participants as follows:

1. Outreach to Families and Owners

The overall objective of this activity is to assure that program availability is adequately publicized in order to reach eligible families and owners of rental units. Affirmative marketing efforts are a key component, since certain groups are difficult to reach by conventional means, in order to ensure that all eligible candidates have an opportunity to participate in the program.

Each time the Section 8 office enters into an Annual Contributions Contract for new units, it makes known to the public - via publication in the Section 8 bulletin board and/or other suitable means-the availability and nature of housing assistance for very low-income families. This notice contains the following information:

- When families may apply for the program
- A brief description of the Section 8 Program, including the possibility of families receiving assistance for the units which they are currently occupying
- It states that occupants and applicants on public and/or other housing may apply for the Section 8 Housing Programs if they wish to participate.
- Special outreach for handicapped families.

The PHA will publish a notice inviting owners to make dwelling units available for leasing by participating families. This notice is published via memorandum posted in the Municipal Government Reception Bulletin Board, and the Section 8 Reception area and/or other suitable means, ,as necessary, in order to reach a maximum number of owners and real estate brokers located in all geographical sectors within the jurisdiction of the Housing Administration.

The PHA has an affirmative action marketing program to ensure that opportunities for program participation are adequately publicized in order to reach and/or accomplish the following:

- Families identified by the PHA at the least likely to apply (e.g.; handicapped families, very low income families, large families and homeless families)

Families identified in the Housing Assistance Plan

Owners of rental properties located outside areas of low income or minorities concentrations.

Families identify in the rental Rehabilitation Program
Provide area - wide housing opportunities to families

All outreach is done in accordance with the Section 8 Office's approved equal opportunity housing, Plan, Administrative Plan and HUD guidelines for fair housing using the equal housing opportunity to logotype, statement, and slogan.

The following steps are undertaken annually to assure a successful outreach program for attracting families (if necessary):

- Identify resources available! for performing outreach functions, including staff, community services and housing counseling agencies, churches, employers, unions, etc.

Review methods for order to ensure that adequate provisions are made for hardship cases, and review desirability of pooling application resources with other PHA services, in order to provide information on a wider range of housing opportunities.

Plan to implement outreach, aimed at the families least likely to apply, in advance of the date on which formal application-taking procedures are given.

Alternative means of delivering the outreach message are analyzed, including those listed below:

- a. Newspaper announcements in widely circumstance newspaper and/or other suitable means.
- b. The "Word of Mouth" approach by currently assisted and/or applicant families, encouraging them to inform their friend, relative and neighbors about the program.
- c. Supportive outreach assistance provide by other organizations

2. Completion of Application, Waiting list Administration Determination of Eligibility and Selection of Families(24 CFR 982)

Families who have completed applications (after all required documents have been received, evaluated and accepted! by the PHA) and are in the application pool, are considered according to the date and time of the application.

Family: (24 CFR 812.2) a single or a group of persons living together, subject to the provisions and eligibility criteria established under the program [Family composition 82.201(c)].

The term includes, but is not limited to:

- A family with a child or children

- A group of persons consisting of two or more elderly persons or disabled persons living with one or more live-in aides.
- An elderly family (or a single person) which includes a remaining member of a tenant family
- A dibbled person
- A displaced person
- A single pregnant woman with no other family members
- Unmarried couples and other non-related persons living as a family
- A child who is temporarily away from the home because of placement in foster care is considered a member of this family.

Applicants who certify housing needs in one the following categories are listed in order of priority within each category. Selection will be governed by Date and Time of application. Application forms must be signed. The process must comply with [24 CFR, 982.208 (1) (9)] Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-19/fair Housing Act); Executive Order 11063: on equal Opportunities in .Housing Section 504 of the rehabilitation. Act of 1973(29 U.S.C. 794); the age Discrimination Act of 1975, and the Americans with Disabilities Act (42 U.S.C.12101-12213). The preferences must be consistent with the PHA Affirmative Fair Housing Objectives.

A. Income Limitations (24 CFR)

In order to be eligible for assistance, a family must be either

a. A very low-income family: or

A low-income family in any of the following categories:

1. A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family is already receiving assistance under the 1937 Housing Act program when the family is admitted to the certificate or voucher program.

A low-income family physically displaced by rental rehabilitation activity under 24 CFR parts 511.

A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.

A low-income non-purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.

A low-income family displaced because of the prepayment of a mortgage or a voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

A low-income family residing in a HUD-owned multifamily rental housing project when HUD sells, forecloses or demolishes the project (Certificate program only)

Not less than 75% of new families must have incomes at or below 30% of the area median income.

Other admissions generally must be at or below 50% of the area median, or up to 80% for families that meet eligibility criteria specified by the PHA.

To determine if the family is income-eligible; the PHA compares the family's Annual Income (gross) with the HUD-established very low-income limit or low-income limit for the area.

To comply with (24 CFR 903.3(b) this HAP incorporated UIV Upfront Income Verification System.

Families whose annual income exceeds the income limits will be denied admission and offered an informal review.

The applicable income limit for initial issuance of a certificate or voucher is the highest income limit for the family unit size on the applicable region.

The family may only use the certificate or voucher to rent a unit in an area where the family is income eligible at admission to the program.

B. Administrative of the Waiting List

It is PHA's objective to ensure that the families are placed in the proper order on the waiting list so that an offer of assistance is not given to any family prematurely.

By maintaining an accurate waiting list, the PHA will be able to perform the activities, which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

An application pool will be maintained in accordance with the following factors:

- The application will be a permanent file.
- Applications will be maintained in order of preference.
- Applications equal in preference will be maintained by a sequence of date and time of receipt.
- When date and time sequence fails to establish a preference, a lottery method will be used to establish such preference.

The waiting list will contain the following information for each applicant listed:

- Applicant name
Family's unit size (number of bedrooms for which the family qualifies under the PHA Occupancy Standards);
Date and time of the application;

Qualification for any ranking preference or local preference.

Although the 24CFR 982.204 requires that racial or ethnic designation is included as part of the waiting list, the Municipality of Corozal has decided not to include this designation due to the specific situation of Puerto Rico that everybody is considered a minority.

The waiting list of the municipality of Corozal is not merged with other waiting lists. Only one waiting list will be used for admission of its tenant-based certificate and voucher programs.

C. Preferences

Except for Special Admissions, participants must be selected from the PHA Waiting List. Eligible applicants are entitled to be placed on the Section 8 Waiting List and receive preference in selection for Certificates and Vouchers if they certain Preferences.

Hereby some Federal Preferences are adopted, as well, as Local Preferences. The preferences adopted by the PHA are:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition);
- Substandard Housing – When the security and health of the participants are in danger.
- Residents who live in the municipality of Corozal;
- Victims of domestic violence;
- High rent burden (rent is >50 percent of income); and
- Working families and those unable to work because of age of disability.

D. Suspension of Application Taking and Closing of the Waiting List

If there is insufficient funding to admit all eligible applicants to participate in the Section 8 Program, the PHA will suspend at any time the acceptance or processing of new applications, or the addition of new listings to the waiting list.

Failure to respond to PHA's request for information or updates in the time provided will be sufficient ground for the applicant's removal from the waiting unless the PHA verifies a family/health/work emergency.

A PHA decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation in accordance with 24 CFR parts 8. If the applicant did not respond to the PHA request for information or updates because of the family's member disability, the PHA must reinstate the applicant in the family's former

position o the waiting list. An extension may be considered an accommodation if requested in advance by the applicant with disability.

When the number of applicants on the waiting list is such that new applicants would have to wait for more than one year for a certificate and/or a voucher, the PHA will suspend the taking of applications. This will void both unnecessary application processing cost and false hopes of applicant families that assistance will be public announced in the same manner as the public notice for programs availability, and once resumed, public notice will be made.

E. Opening of the Waiting List

When the PHA reopens the waiting list, they will give Public Notice (in local newspaper of general circulation and by minority media) that families may apply for tenant-based assistance. The notice will state any on who may apply for available slots, and where and when to apply. Generally, applications will be received at the PHA general office. The notice will comply with HUD fair housing requirements.

F. Special Admission (non-waiting list): Assistance Targeted by HUD

When the HUD awards funding to a PHA program, which is targeted for families living in specified units, the PHA must use the assistance for the families living in those units. The PHA must admit said families under a special Admission Procedure.

Special Admission is given to families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that a family was admitted with HUD-targeted assistance. Special admission family need not to qualify for any preference. They are not counted against the limit of local preference admissions. The PHA must maintain separate record of these admissions.

3. Initial Screening of Applications

a. The procedures and documents required for determining family eligibility areas follows:

- Applicants present evidence of all income received by the family including Social Security benefits, social services, pensions, child support, scholarships, assets, etc.

Applicants and participant are required to disclose and verify their social security numbers as well as their children's social security numbers (child over 6 years of age), and their employee's business identification number (if necessary).

Certification of employment signed by the employer.

Affidavits for seasonal workers or for the self-employed.
Eviction notices, where applicable.
Evidence of receipt of most recently paid rent.
A marriage certificate or divorce decree, where applicable.
Birth certificate of all the members of the family.
Criminal background check from the police department (Good Conduct Certificate)
Certification of ongoing studies for all children over .18 years of age.
An affidavit for common-law couples
Income tax return forms
Certification of unemployment for persons who are older than 18 years of age and are not studying
Certification of a handicap or a medical disability.
Property title of the location currently occupied by the applicant in order to verify that the applicant does not own the property.
Family group photograph.
These items will be required at the discretion of the agency whenever applicable (if it will not impose financial hardship).
Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions-e.g., the Social Services Department, the Housing Authority, the Social Security Administration, etc and to obtain verification of income.

Program personnel may also conduct interviews at their current place or residence and have their living conditions documented.

Once the family's eligibility has been determined, the family is notifying by mail of the determination taken and of the steps to follow.

Ineligible families will be offered and informal hearing on the determination of ineligibility no later than thirty (30) days after the date their application was submit

Restriction of Assistance to Non-citizens

Verification of eligible immigration status will be conducted by the PHA simultaneously with verification of other aspects of eligibility requirements for assistance under 24 CFR Section 214 (200.180 thru 200.192, Sub-part G) and Section 912.

The PHA will verify eligible immigration status in accordance with the INS procedures described in 24 CFR Section 912.8.

b. Computation of gross family contribution

Computation of gross family contribution will be determined following HUD's regulations. The computation for gross family contribution will be making once all income has been duly accounted for and properly verified, and all credits and unusual expenses have been determined eligible under the other applicable factors.

Computation of gross family contribution is the grater of the following computation:

- (i) 1% of the monthly income before any deductions.
- (ii) 30% of the monthly income after allowances for minors, medical (if applicable) and other eligible expenses.

4. Briefing of Families and Issuance of Certificates _

When the family receives a certificate, the following items will be fully explained:

- Family and owner responsibilities under the lease and HAP contracts
- How to find a suitable unit
- Housing Quality Standards
- Procedures for both the family and owner regarding dwelling unit inspections
- Fair Housing Equal opportunity and grievance procedures

The certificate or voucher issued to the family will be determined by the size of the family. The PHA based on a just cause accepted by the PHA must establish the length of extension for a certificate or voucher, beyond the initial 30 days term. The PHA if warranted will grant Three (3) day extensions. After the request for lease approval is submitted, the PHA will extend the certificate or voucher for a period not to exceed thirty (30) days based on a good cause. In case a certificate or voucher expires, the family will reapply and de added to the waiting list in order of priority.

The family may obtain the pertinent request form for lease approval. The family will be given many opportunities to discuss and raise questions with relation to the above-mentioned orientation. Personal assistance will be provided to families in an attempt to help them find an adequate housing.

The PHA will encourage participation of owner of suitable unit's located put-side areas of low income or minority concentrations. The PHA must explain the advantages of moving to an area that does not have a high concentration of poor families. Owners will be oriented in relation to this matter.

5. A Certificate Holders Packet will be given to the family containing the following:

- Request for lease approval
- Required lease provisions
- Lead-based paint notice and certificate
- Fair Housing information
- Schedule of utility allowances
- Informal hear hearing procedures
- Information on the total tenant payment (Tenant rent)
- Portability eligibility (24 CFR982.354 & 982.355)

V. SUBSIDY STANDARDS

In this section, the PHA establishes subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. For each family, the PHA will establish the number of bedrooms applicable under the subsidy standards hereby established (family unit size). The family unit size will be entered on the certificate or voucher issued to the family.

A. Determining Family Unit Size

The following requirements apply when the PHA determines family unit size:

- 1) Subsidy standards must provide for the smallest number of bedroom needed to house a family without overcrowding.
- 2) The subsidy standards must be consistent with space requirements under the housing quality standards (see 982.401 (d)).
- 3) The subsidy standards must be applied consistently for all families of like size and composition.
- 4) A child who is temporarily away from home because of placement on foster care is considered a member of the family in determining the family unit size.
- 5) A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- 6) Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size.
- 7) 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, as determined under the PHA subsidy standards.
- 8) In determining family unit size for a particular family, the PHA may grant an exception to its established unit standards if the PHA determines that the exception is justified by the age, sex, health, handicap or relationship of family members or other personal circumstances. (For a single person other than a disabled or elderly person or remaining family member, such an exception may not override the limitation in the preceding paragraph).
- 9) The unit size of the Certificate or Voucher remains the same as long as the

family composition remains the same, regardless of the actual unit size selected.

B. Effect of Family Unit Size: Maximum Subsidy

The family unit size, as determined for a family under PHA subsidy standards, is used to determine the maximum rent subsidy for the family.

C. Maximum Subsidy in a Regular Tenancy on the Certificate Program

HUD establishes Fair Market Rents by number of bedrooms.

For a Regular Tenancy under the Certificate Program, the initial gross rent (=sum of the initial rent to owner plus any utility allowance)

- i. The FMR/exception rent limit for the family unit size; or
- ii. The FMR/exception rent limit for the unit size rented by the family

D. Maximum Subsidy in Over-FMR tenancy on the Certificate Program

For an Over-FMR tenancy on the Certificate Program, the PHA establishes payment standards by number of bedrooms. The payment standard for the family must be the lower of:

- i. The payment standards for the family unit size; or
- ii. The payment standards for the unit size rented by the family

E. Maximum Subsidy on the voucher Program

For a Voucher Tenancy, the PHA establishes payment standards by number of bedrooms. The payment standards for the family must be the lower of

- i. The payment standards for the family unit size; or
- ii. The payment standards for the unit size rented by the family

F. Guidelines for maximum size issuance in the Certificate/Voucher Programs include:

- The PHA does not limit who shares a bedroom/sleeping room:
Persons of different generations (more than 10 years apart), persons of the opposite sex (other than spouses), and unrelated adults, who have separate bedrooms;
Children of the same sex should share a bedroom;
Children of opposite sex may share a bedroom until one of the children reaches age 6;
Unborn children will be included in the size of the household;

Persons with verifiable medical needs or other extenuating circumstances could be provided a larger unit.

Foster children will be included in determining unit size;

Live-in-aides will generally be provided a separate bedroom;

Space may be provided for a child who is away at school but who lives with the family during school recesses;

Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military;

Units will be assigned so that a minimum of one person will occupy each bedroom.

Family will not be required to use rooms other than bedrooms for sleeping purposes in the Certificate or Voucher size determination;

A child is defined as a minor.

G. General Guidelines Used in Determining Certificate or Voucher Size

<u>Certificate/Voucher Size</u>	<u>Minimum Number of Persons in Household</u>	<u>Maximum Number of Persons in Household</u>
0 BR	1	1
1 BR	1	2
2 BR	2	4
3 BR	3	6
4 BR	4	8
5-6 BR	6	10-12

The standards are administered to result in the pattern of issuance as showed in the table on the next page.

H. Unit size Other Than Established Ones

In the Certificate Program, the family may select a different size unit than the listed on the Certificate. In said cases, three criteria must be met:

1. Fair Market Rent Limitation - The PHA must always apply the FMR for the Certificate size approved for the family or the unit size actually selected by the family, whichever is less.
2. Utility Allowance - The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Certificate.
3. Housing Quality Standards - HQS Standards allow 2 persons per living/sleeping room and would permit the following maximum occupancy, assuring a living room is used as a living/sleeping area:

1	BR	-	4
2	BR	-	6
3	BR	-	8
4	BR	-	10
5	BR	-	12
6	BR	-	14

In the Voucher Program, the family may select a different size unit than the listed on the Voucher. The only restriction on the choice of size requires compliance with minimum requirements of the Housing Quality Standards.

In the Certificate and Voucher Programs, the family may request a larger than that listed on the Certificate or Voucher if a change in family composition occurs:

- The applicant/participant will be required to submit to the PHA in writing a request for a larger size Certificate or Voucher and give the justification for the request within 10 days of the determination of unit size by the PHA listed on the Certificate or Voucher at the appointment family composition reporting.
- The PHA will consider the request according to the conditions outlined in this Plan and determine whether the request will be granted. The necessity for an exception to unit size standards must be verified by the participant and documented by the PHA. The granting of the exception shall be at the discretion of the PHA.

Other special circumstances that may dictate a larger size than the Occupancy Standards include, but are not limited to:

- Spouses who, because of verified medical reason, cannot share a bedroom;
An elderly, handicapped or disabled person who requires a live-in attendant;
Children of the same sex, with more than 10 years of age difference;
Different generations.

I. Change in Unit Size

Availability is a factor to consider when a change in family size or composition requires the issuance of another size of Certificate or Voucher. If the Certificate or Voucher that is needed is unavailable at the time of occurrence of the change, the family will be placed on the Transfer List.

Families will be selected from the Transfer List before families are selected from the Waiting List. This assures that families who are already on the program are housed properly whenever possible.

The factors mentioned in this Chapter should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not covered in this policy, the case should be taken to the Supervisor, who will review the situation considering the individual circumstances and the verification provided by

the participant.

The Voucher Size will only be changed at an annual re-certification or when the family moves to a new unit, in accordance with the policies established in this Chapter.

J. Documentation of a Departure from the Standards

If any standards other than those outlined in this Chapter are used in determining Certificate or Voucher bedroom size issuance, the reason for the departure from the Standards will be recorded in the tenant file at the time the deviation is made, noting the special circumstances of the family, which required a deviation of the general standards.

K. Policy on Absence from the Assisted Unit

Absence means that no family member is residing in the unit.

If the family has to leave the household for more than 180 consecutive calendar days in any circumstances, the housing assistance payments to the family will be terminated. The owner must reimburse the PHA for any housing assistance payment for the period after the termination.

In case of a one-parent home, if a child or children are taken away by the Social Services Agency, the PHA will try to find out from the agency if the children will be returned to the assisted unit, and how long would it take to return them. The parent will retain his/her eligibility as a remaining member of the tenant family. She/he may have to be issued a different size Certificate or Voucher. To determine whether and when the size of the unit should be changed, the case should be taken to the Program Director, who will use an approximate time of 180 consecutive days as a guide, depending on the individual circumstances and verification procedure.

If the single parent leaves the household and an adult is brought to take care of the child or children while the parent is away, the family will not be terminated as long as it continues to meet the definition of a family. A change in family composition will take place if the stay is longer than the visitor's provision defined in the Lease (typically 14 days)

Families must report in writing to the PGA any absence from the household for more than 30 consecutive calendar days.

1. Spouse

If the husband or wife leaves the household for more than 180 consecutive calendar days and the family declares him/her permanently absent in writing, they will be declared Permanently Absent and will be removed from the lease.

If the husband or wife leaves the household for a period of less than 180

consecutive calendar days, the family member will be declared Temporarily Absent unless one of the situations below occurs (which will make it a Permanent Absence):

- a. If the husband or wife initiates and/or obtains a divorce or legal separation, the person who leaves the household will be considered permanently absent. If the spouse living is the one who will take care of the child or children and such spouse provides notice to the PHA before vacating the unit, the PHA will consider the situation and make a determination as to who will retain the certificate or Voucher.
- b. There has been a protective court order issued against the spouse who left.
- c. The remaining husband or wife declares the spouse who left permanently absent and provides proof to that effect. Such proof will consist of one or more of the following items, provided they mention the current address of the spouse who left utility and phone bills, valid driver's license, employment verification, verification by social service agency, or participant's current property owner. A notarized statement by the husband or wife will be accepted if no other evidence can be provided.

If the spouse is incarcerated, a document from the Court or prison should be obtained as to the expected period of incarceration.

2. Adult Child

If an adult child goes into the military and leaves the household, such adult will be declared Permanently Absent.

A student (other than husband or wife) who attends school away from home but lives with the family during recesses may be declared Permanently Absent (income not counted; not included on lease; not counted for determining Certificate/Voucher size) or Temporarily Absent (income counted; included on lease; counted for determining Certificate/Voucher size), at the Family's Option.

If the adult child leaves the household for more than 180 consecutive calendar days of the re-certification period and the family declares such adult/child permanently absent in writing, they will be declared Permanently Absent and will be removed from the lease.

If the adult child leaves the household for less than 180 consecutive calendar days, such adult child will be declared Temporarily Absent unless one of the situations below occurs:

- a. If a protective order has been issued by a court against the adult child who has left.
- b. The head of household declares the adult child permanently absent and provides proof to that effect, which will consist of one or more of the following items, which show the current address of the adult/child: utility and phone bills, valid driver's license, employment verification, verification by social service agency, or participant's current property owner. A notarized statement by the head of household will be accepted if no other evidence can be provided.

If the adult child is incarcerated, a document from the Court or prison should be obtained as to the expected period of incarceration.

1. Adult Family Members Other than Spouse

This includes other persons who were declared to be members of the family, such as members living in an espousal relationship. If one of such other adults leaves the household for more than 180 consecutive calendar days of the recertification period and the family declares such member permanently absent in writing, such adult will be declared permanently absent and will be removed from the lease.

If such adult leaves the household for less than 180 consecutive calendar days, he/she will be declared temporarily absent unless one of the situations below occurs:

- a. A court issued a protective order against the adult who left.
- b. The head of household declared such other adult permanently absent and provides proof to that effect, which will consist of one or more of the following items which show the current address of the adult declared permanently absent: utility and phone bills, valid driver's license, employment verification, verification by social service agency, or participant's current landlord. A notarized statement by the head of household will be accepted if no other evidence can be provided.

If such other adult is incarcerated, a document from the Court or prison should be obtained as to the expected period of incarceration.

1. Joint Custody of Children

In case of a child or children who are subject to a joint custody agreement and live in the assisted unit, a document from the court indicating the nature of the

agreement should be submitted to the PHA.

For example, the document should indicate that the child's primary domicile is with the mother, and that he/she resides there 60% of the time, residing with the father 40% of the time.

Children who are subject to a joint custody agreement but live in the assisted unit at least 60% of the time will be considered members of the household. "60% of the time" is defined as 219 days of the year, which do not have to run consecutively.

2. Sole Member of Household

If the sole member of the household has to leave the assisted unit for more than 90 days, he/she will be terminated from the program unless he/she requests an extension by submitting documentation from a reliable medical source that he/she will return within a total of 180 consecutive calendar days.

If the sole member has to leave the unit to go to a hospital or nursing home, advice from a reliable medical source will be obtained as to the likelihood and timing of their return. If such medical source determines that the sole member will be permanently confined to a nursing home, said member will be considered permanently absent.

3. Visitors

If an adult "visitor" stays in the unit for more than thirty days per year, they will be considered a member of the household. Minors may visit for up to 90 consecutive days per year without being considered a member of the household as long as they have written permission of the owner/manager to stay longer than 30 days and the head of household still claims them as temporary members.

Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit up to 150 calendar days per year without being considered a member of the household as long as they have written permission of the owner/manager to stay longer than 30 days.

In addition, in a joint custody arrangement, if the minor is in the household less than 183 days per year, the minor will be considered to be an eligible visitor and not a family member.

4. Reporting to Owner

The additional person, whether a family member or a visitor, should be reported

to the owner/manager. In the case of the minor staying longer than 30 days, as described above, written permission must be obtained from the owner, allowing them to continue in residence as a visitor.

5. Reporting to the PHA

The family will need to declare a member as permanently or temporarily absent in writing to the PHA. The PHA will advise the family at that time, or at reexamination, what the options are, and how it might affect the Total Tenant Payment or the Certificate or Voucher size.

6. Temporarily Absent Family Members' Income

Income of temporarily absent family members is counted.

If the spouse or the head of household is temporarily absent, his/her entire income is counted, whether she/he is on the lease.

If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire) is counted as income and any other military income excluded under a regulation (such as Desert Storm income).

L. Housing Quality Standards and Inspections

The Section 8 Office utilizes the inspection form HUD-52580 to perform and record the inspections of each unit.

The housing unit must comply with the Housing Quality Standards and acceptability criteria. The inspection is conducted with participation of the owner, tenant, and the Section 8 Office Housing Inspector. Each person will initialize the inspection form and signs at the last page. This procedure is used for initial inspections and re-inspections.

To assure housing quality standards, the Section 8 Program will supervise 5% of all inspections. Reports of the inspections, (5% of inspections and re-inspections) will be kept in the program's files.

M. Utility Allowances

The PHA will conduct a study on utility allowances when it is considered necessary. The schedule will be adjusted whenever rate has increased by 10% or more.

N. Disapproval of Owner by PHA

The PHA must not approve a unit if the PHA has been informed (by HUD or otherwise)

that the owner is debarred, suspended or subject to a limited denial of participation under 24 CFR part 24.

When directed by HUD, the PHA must not approve a unit if:

- 1) The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements and such action is pending; or
- 2) A court or administrative agency has determined that the owner violated the Fair Housing Act other federal equal opportunity requirements.

In its discretion, the PHA may deny approval to lease a unit from an owner fro any of the following reasons:

- 1) The owner has violated obligations under a housing assistance payment contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);
The PHA may refuse to enter into new Section 8 HAP contract with owners who refuse or have a history of refusing to evict families for drug-related problems or any violent criminal activity of for activity that threatens the health, safety or right of peaceful enjoyment of the premises by tenants, PHA employees or owner employees, or the residences by neighbors.
- 2) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- 3) The owner has engaged in drug trafficking (the illegal manufacture, sale or distribution or the possession with the intent to manufacture, sell or distribute, of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802);
- 4) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program.
- 5) The owner has a history or practice of renting units that fail to meet State or local housing codes; or
The owner has not paid State or local real estate taxes, fines or assessments.

The PHA must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family; unless the PHA determines that approving, the unit would provide reasonable accommodation for a family member who is a person with disabilities.

Nothing in this rule is intended to give any owner any right to participate in the program.

For purposes of this section, “owner” includes a principal or other interested party.

O. Lease Approval and Housing Assistance Payments, Contracts Execution and Rent Reasonableness

Prior to executing a lease contract, the Section 8 Office undertakes a study to determine the rent that is being paid for housing units in the area with the same characteristics. Each participant's file has a copy of the study conducted certifying the reasonableness of the contract rent. Reasonableness of rent will be determined by consulting the Department of Consumers affairs and/or by means of comparison with the rent of similar standard unit in the neighboring areas.

Rent reasonableness determination are made when units are placed under HAP Contract for the first time, when owner request annual or special contract rent adjustments under the Certificate Program, and when an owner requests a rent increase in the Voucher Program. The PHA must re-determine the reasonable rent:

- Before any increase in the rent to owner
- If there is a 5% decrease in the published FMR in effect 60 days before the contract anniversary as compared with the FMR in effect one year before the contract anniversary; or
- If directed by HUD

The PHA may also re-determine the reasonable rent at any time.

At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by the PHA.

For the Certificate and Voucher Programs, the PHA will determine and document on a case-by-case basis that the approved rent:

1. Does not exceed rents currently charged on new leases by the same owner for an equivalent assisted or unassisted unit in the same building or complex, and
Is reasonable in relation to rents currently charged by other owners for comparable units in the unassisted market.

At least, three comparable units will be used for each rent determination, one of which must be from the first category above if possible. All comparable must be based on the rent that the unit would command if leased in the current market. Leased in the current market means that they unit has been leased within the last 365 days.

The data for other unassisted units will be gathered from newspapers, realtors, professional associations, inquiries of owners, market surveys, and other available sources. The market areas for rent reasonableness are subdivisions or neighborhood within the PHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area.

The PHA must determine whether the rent to owner is reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the PHA must

consider:

- Size
 - Number of Bedrooms
 - Facilities
 - Location
 - Number of Bathrooms
 - Quality
- Amenities
Date Built
Unit Type
Management and Maintenance Services
Utilities

P. Other Housing Types

The PHA will use vouchers in Single Room Occupancy, Manufactured Homes, Shared Housing, Congregate Housing or Individual Group Residences, cooperative housing according to the regulation specified by HUD 24CFR 982.601 - 982.624.

The Section 8 Office informs families on the procedure of locating a suitable housing unit as well as on lease provisions. When possible, the owner is oriented about program procedures and regulations at the Section 8 Office. In case where the rent is over the fair market rent and the difference exemption rents up to 10% over the FMR, but this may not exceed 20% of the units under ACC for the PHA Certificate Program. Records and documents related to the lease approval will be field at the program's office for the life of the contract and for least 3 years after cancellation of the same.

- a. The PHA will use a model lease contract approved by HUD. The PHA will conduct a study on rent reasonableness when it is considered necessary to establish that the contract rent is not in excess of rents currently being charged by owners for comparable unassisted units.
- b. In accordance with Final. Rule 982 (7 /3/95), the PHA eliminated the imposed limit to the amount of owner security. The PHA prohibits security deposit. The PHA prohibits security deposit in excess of private market practice.
- c. The PHA will assist the families that claim that illegally discrimination has prevented the family from leasing a suitable unit: Ex., a single woman with many children.
- d. The PHA states that it will be its policy to provide non-confidential information about a family to prospective owners.

Q. Annual and Interim Re-Certification

A systematic review of family income, composition and exceptional medical (if applicable) or other unusual expenses shall be controller by means of annual re-examinations (re-certification) of all cases.

Interim reviews are triggered by requests made by the families or by any indication that status of the family had charged.

Ninety days are prior to the expiration contract; the tenants are notified by mail of the need for a re-examination of the family income, composition, unusual expenses, etc. This letter indicates the date, time, and place, and which documents ate necessary for the re-examination.

Section 8 Office procedure call for the re-examination of a family's income' and circumstances, usually done annually or whenever triggered by evidence of changes, or by periodically conducted investigations. Follow up actions are taken and special examination is conducted when circumstance sand information prevent a family's annual income from being projected with any reasonable degree of accuracy.

The family and/or owner will be notified of the outcome of the certification with 30 days prior to the expiration of the contract. The PHA will notify participants and/or owners of any changes made due to the re-certification process with the required 30 days notice.

R. Informal Review & Hearing for Denial, Reduction or Termination Assistance

The PHA, upon determining that an applicant or participant is ineligible, will notify the applicant or participant, in writing, on the reason for the ineligibility and other rights to request an informal review for applicants, or informal hearing for participants.

Procedure:

When an applicant, certificate or voucher holder or tenant requests an informal review of hearing, said informal review or hearing will be conducted by an employee of the PHA or another public official who is not directly involved in the day to day administration of the program.

In addition:

- The family may retain counsel/representative or other representation if desired, at expense.

Either the family or its counsel/representative must be given the opportunity to examine the evidence and question an adverse witness (es). The family, or its counsel/representative, must also be given the opportunity to present

testimony; and evidence in its favor. The decision of the official presiding over the hearing, and must be in writing, must be based solely on the evidence provided at the hearing, and must state the legal and evidentiary grounds for the decision.

S. Repayment of Debt to the PHA and Denial of Assistance

a. The PHA will offer an applicant and/or participant the opportunity to enter into an agreement for repaying the money owed to the PHA or amounts paid to an owner by the PHA. **The Agreement will be on the terms prescribed by the PHA.** The PHA may at anytime deny or determine assistance for breaching an agreement. If the participant breaches an agreement, the PHA may terminate housing assistance payments, which are being made on behalf of the participant under an outstanding contract.

b. The PHA will no longer consider the participation of a family in the Section 8 Existing Housing Certificate and Voucher Program's, after the family has been denied assistance and the program due to violations of the program's policies and procedures has determined them.

c. The PHA will allow the family to be absent from the dwelling unit for no more than 90 days under the following first three verified circumstances:

- Illness or hospitalization - medical history verification is requested.
Illness of a relative who needs care from a family member in another location. - medical history verification is requested.
Any other PHA approved and verified circumstances, e.g., military service (reserves)
Vacation for no more than 30 days

d. The PHA will continue giving assistance, after the break-up of a marriage, to the family member to whom the custody of the children was granted by the court. In case where there are no children involved, the PHA will determinate who will continue to receive the assistance.

T. Terminations and Evictions

Under the program, eligible families will automatically continue to receive assistance unless the contract is terminated by the PHA for reasons similar to those set forth in the HAP contract, such as:

- The families vacate the unit in violation of the lease.
- The owner terminates tenancy in accordance with regulations.
- The family moves from its unit without the owner's approval and/or without notifying the program.

Our PHA, in accordance with the Final Rule 982, dated July 3, 1995, eliminates the right of the owner to claim reimbursement from the PHA from damages, unpaid rents and any other amount owed by the tenant under the lease. The owner must seek, the tenant, payment of any damages.

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

The owner has evicted the family in accordance with state/local law (the owner must notify the Section 8 Office prior to instituting eviction procedures).

The PHA may also terminate the contract if:

- The family no longer requires assistance.
- The unit fails HQS.

The unit is overcrowded and does not meet the HQS space requirements.

The family does not comply with the obligations stated in the contract. .

The PHA discovers program abuse and fraud.

The owner does not comply with the terms of the housing contract.

The tenant does not comply with the re-certification process on time.

The family/owner will be notified, in writing, 30 day prior to the termination of the contract.

Evictions

Although the PHA does not authorize or deny eviction actions, owners are required to:

- Comply with the requirements of state/local law.
- Provide a copy of the notice to the PHA when the notice is given to the family.

The PHA must determine whether the family is eligible to receive continued assistance under the Section 8 Program.

U. Administration of the Voucher Program

Overall Approach and Objectives

The Section 8 Existing Housing Voucher Program offers expanded opportunities for rental assistance to very low-income families by utilizing existing housing units. One of the housing voucher program's principal features is its flexibility: *families will have a broader range of housing and neighborhoods to choose from*. They may select units with rents higher than the applicable Payment Standards, but will receive no additional assistance payment. Conversely, if rents are lower than the standard, the assistance payment is not reduced. This feature makes the program different from Section 8 Existing Certificate Program, specifically in the following areas:

Increased Choice of Housing

- No fair market rent cap on amount of rent that can be paid for a unit lease under the Housing Voucher Program
- Families have unlimited choice of any housing that meets the housing quality standards, and are not limited to choosing units in the bottom half on the standard housing inventory.

Greater Equity

- In place, families who do not want to move are not precluded from participation in the program because the rent for their unit exceeds the limits of fair market rent.
- All similar families (i.e., same number of household members and same income) receive identical subsidies.
- Each family has a choice of how much of its income it wishes to devote to housing.

VI. Additional Terms and Concepts

1. Voucher Program

In addition to the term and concepts used in the certificate program, for the purpose of the voucher program the following terms, definitions and concepts apply:

- *Eligible Family* - An eligible family, as defined in 24 CFR Part 887, Section 887.151 (a), that qualifies as a very low-income family at the time it initially receives assistance under the PHA Housing Voucher Program.

Lower Income Family - A family whose income does not exceed 80 percent of the Median income for that area, as determined by HUD.

Applicable Standards - The schedule applies to all families at the outset of the

Housing Voucher Program. The family size is based on the, PHA's occupancy standards. The initial payment Standards schedule is based on the fair Market rent Schedule or the HUD approved community-wide exemption rents in effect at the time of execution, by HUD of the PHA original ACC for the first increment of funding under the Housing Voucher Program.

New Family/Mover Schedule - The PHA may establish a new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the initial payment standard (or Adjustment Standard, if applicable) and the FMR in effect at the time the new family/mover schedule is adopted.

Adjustment Standard Schedule -- The PHA may, at its discretion, establish an adjustment standards schedule twice during any five-year period in order to assure continued affordability, The amounts of the adjustment. standard can be any amount between the initial payment Standards (or previous adjustment standard schedule, if applicable) and the FMR in effect at the time the adjustment standard schedule is adopted. No adjustment standard schedule may be established if less than 60 months have elapsed since the next to the last adjustment standard schedule was adopted.

Housing Voucher - A document issued by the PHA declaring a family to be eligible for participation in the housing voucher program and stating the term and conditions for the family's participation.

Housing Voucher ACC- A written agreement between HUD and a PHA to provide annual contributions to the PHA for Housing Assistance Payments, and administrative fees to the PHA, Separate from part I of the Section 8 Existing Housing Certificate ACC.

Housing Voucher Contract- A written contract between the PHA and owner on a form prescribed by HUD for the Housing Voucher Program - in which the PHA agrees to make Housing Assistance Payments to the owner on behalf family.

Gross Rent - The actual rent for the unit stated in the lease and payable to the owner, plus any utility allowances appropriate for that unit.

Utility Allowance -The allotted amount by unit size and type, for the tenant furnished utilities and services, based on the typical cost of each utility and services in that locality.

Total Tenant Payment – The portion of the monthly gross rent payable by an eligible family, including the utility allowances paid by said family.

Minimum Total Tenant Payment -The minimum amount of gross rent that an assisted family must pay toward rent, which is equivalent to 10% of the family's gross income.

Portability- *Portability* is the ability for Housing Voucher holder to move from the jurisdiction of its current, PHA to the jurisdiction of another PHA.

A PHA which administrative a Housing Voucher Program must accept or refer a Housing Voucher or Certificate holder from another PHA jurisdiction (24 CFR 982.354 & 982.355).

Unlike the Certificate Program, there will be no PHA limits of increases, which the Owner can impose. Families will make their own decisions about the reasonable of the

rent.

Owners must provide at least 60 days written notice of all proposed rent increase to the family and the Municipality.

2. Interim Re-examinations (Re-certifications)

The PHA will apply the same policies and procedures for processing interim re-examinations as are used in the certificate Program.

If the family stays in the same unit:

- The PHA will recalculate the Housing payment standard.
- No changes will Payment Standard until the next annual re-examination or until the family moves to another unit.

If the family moves at time of the interim re-certification, the new family/mover schedule will be used. If the moving family has a change in family composition, the bedroom size appropriate to the family's new circumstances will be used.

3. Enforcing Housing Quality Standards (HQS)

The PHA wills Complete HQS inspection and complaint inspections as needed.

The PHA may abate or terminate housing assistance to owners if the unit fails HQS.

The PHA understands that HUD may reduce administrative fees if it fails to enforce HQS

4. Easing pf Pressure on Fair Market Rents

Decrease the" demand for units at, fair market rents.

If a pre-program unit meets housing quality standards but exceeds the fair market rent cap, families may participate: in-place without moving to a lower costing unit.

Property owners will have to set rents at the level the market is willing to pay, rather than HUD determining the fair market rent.

5. Organization and Staffing

The Voucher Program extends the PHA's fiscal responsibility to manage subsidized funds and administrative costs. Therefore, the staff of federal programs in this PHA will be designated according to the numbers of vouchers assigned to the program and

administrative expenses as follows.

The office of the program director for the Section 8 Housing Assurances Program will have the overall responsibility for ensuring compliance with federal regulations and the implementation of policies and procedures pertaining to the voucher program.

This staff will perform the following functions:

- Prepare all the necessary documents, budgets forms and files required by the program.
- Prepare and/or adapt the necessary forms, information, instructions and material required for the organization and implementation of the program.
- Initiate the training of staff to work on the project, at the PHA.

6. Leasing Schedule and Intake Period

During this period, the PHA will coordinate, supervise, and actively participate in **the** following:

- Outreach to eligible families and contact with owners.
Determination of families eligibility and tenant selection
Verification of families and determination of total tenant payment
Briefing of family and issuance of vouchers
Housing Quality Standards inspection
Lease approval and contract execution
Payment to owners
Provisions of housing information and services to recipient families
Annual certifications, Interim certifications
Reinspection of unit under contract
Family mobility and portability of vouchers
Termination and evictions
Monitoring applicable payment standards and budgets
Security deposit and claims for Damages, Unpaid Rents and Vacancy loss
Informal hearing for denial reduction or termination of assistance

7. Additional Policies for the Voucher Program Outreach for Eligible Families

If the family refuses the form to assistance offered by the voucher program, the alternative will be for whenever appropriate, the family to remain on the waiting list for an existing certificate, or to refer the families to public housing or other resources that are available.

The maximum housing voucher subsidy the PHA may pay is the applicable payment

standard minus 30% of the family's monthly adjustment income. A family can never pay less than 10% of monthly gross income.

The subsidy to be paid will be based in the size of the unit the family is eligible to occupy, based on the following standards:

<u>FAMILY MEMBERS</u>	<u>BEDROOMS</u>
1-2	1
2-4	2
3-4	3
4-8	4

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The family may select a unit that is larger than the bedroom size authority by the PHA, but the family must pay for the increase in cost.

Therefore establishing or changing the adjustment standards schedule the PHA will notify the public by means of posting public notice regarding consultation on the impact of affordability adjustment on the number of families that can be assisted.

8. Verification of Income and Determination of Annual Income and Total Tenant Payment

Once the family has field an application and has provided the evidence required to complement it, office personnel will verify with sources and references, all basis information given by the applicant, by means of a personnel interview; telephone contact or by mail When all information is verified and the family is determined eligible, the calculation of the total Tenant's payment will be made. Annual income Adjusted income and Total Tenant Payment will be estimate based on the definitions of income as per CPR 813. Direct orientation will be given to the family on the voucher's packet they will receive.

9. Briefing of Family and Issuance of Vouchers

When the family receives a voucher the following items will by fully explained, and a holder packet, the same as in the Certificate Program, will be given to them containing the following:

- Families and owners responsibilities under the lease and contract.
- How to find a suitable unit
- Housing Quality Standards

- Procedures for family and owner dwelling unit inspections.
- Portability eligibility (24 CFR 982.354 & 982.355)

The family will obtain the pertinent forms to lease approval upon issuance of the voucher. The family will be given many opportunities to discuss and raise questions related to the abovementioned orientation. Personal assistance will be provided to families in an attempt to help them find adequate housing.

10. Annual and Interning Re-Certifications

As it does under the certificate program, the PHA must annually re-examine income and family composition for families receiving assistance in the Housing Voucher programs.

Re-examinations will be at least, on an annual basis, and will generally be scheduled to coincide with other annual activities (e.g., Annual Unit Inspection).

The same procedures used for determining total tenant payment, tenant rent, and housing assistance payment at the initial certification will be used for the re-examination. However, the PHA will first determine the applicable Payment Standard to be used for a family.

The applicable payment standard for a family continuing to receive assistance will be the same as the payment Standard used to compute the family's current housing assistance payment, unless:

- The PHA instituted an Adjustment Standard Schedule which is higher than the payment standard currently being used, or...
The family's size/ composition have changed and the family is eligible for larger or smaller unit {requiring a new standard because of the change in unit size (requiring a new standard because *of* the change in unit size), or...
The family chooses to move to a unit.

Families in both programs will be notified in the result of the re-examination.

Families determine ineligible will be informed in writing, and given an opportunity for an informal hearing.

Procedures to be followed for families eligible for continued assistance are generally the same as in the Certificate Program.

- The family and owner are notified of changes in HAP and Tenant Rent
- An annual unit in inspection is conducted.
- A new lease and Housing Voucher Contract are prepared and execute (if applicable)

Families who intend to move will be briefed and issued a new Housing Voucher briefing packet.

11. Family Mobility and Portability of Vouchers

A participant Housing Voucher family is allowed to move, from one Housing Voucher jurisdiction to another, with continued assistance. This special program feature is defined as "Portability". This PHA will implement this concept in the following manner:

General Procedures

Whenever this PHA, for portability purposes, is the Initial PHA:

A family must live in the Initial PHA's jurisdiction, hold a Housing Voucher, and be a current participant for at least one year to be eligible for portability.

The initial PHA may deny a family's request to move under the portability procedures only if the number of portable Housing Vouchers exceeds 15% of its total units under a lease in the Housing Program. **The family will be required to notify the PHA, in writing, of their desire to move with at least 60 days prior notice.**

Once a family notifies the Initial PHA that they want to move under the portability procedures the Initial PHA will contact the receiving PHA. The Initial PHA will notify, to the Receiving PHA, that:

- Family is eligible for assistance (i.e., meets the income eligibility requirement of the Initial PHA), and...
A Housing Voucher has been issued to the family.

The receiving PHA must initially re-certify the family's income in order to calculate the Housing Assistance Payment based on the Applicable Payment Standard in effect at the Receiving PHA.

The Receiving PHA will bill the Initial PHA for the Housing Assistance Payments and PHA fees, unless it has given the family one of its own certificates of Housing Vouchers. Families may move more than once under the portability procedures.

However, the Initial PHA may limit moves to one in any 12 – month period, and compliance with the rental contract. **The Housing Voucher reverts to the Initial PHA when the eligible family leaves the programs (if the Initial PHA's Housing Voucher was used).**

PHA Fees

This Municipality, as the Initial PHA

- Retains funding when the family leaves its jurisdiction.
- May be eligible to receive up to \$215.00 as a preliminary fee if the portable Housing Voucher qualifies for it (i.e., the Housing Voucher is part of a new funding increment).

A Receiving PHA, which chooses to administrate the Housing Voucher, is entitled to a \$215.00 Preliminary Fee and the \$45.00 Hard-to-House Fee from the Initial PHA for each portable Housing Voucher it accepts.

For each Housing Voucher family under lease, the Receiving PHA bills the Initial PHA for the full amount of the Housing Assistance Payment and 80 % of the on-going administrative fee (calculated by using the Initial PHA's applicable FMR).

A receiving PHA, which issues its own Certificate, or Housing Voucher to a family using the portability opportunity may claim the preliminary Fee from its Certificate ACC reserve or Housing Voucher Fee reserve at the time the Year-end Settlement.

12. Termination and Eviction

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Assistance under the Housing Voucher Program will be automatically continued for eligible families unless the Housing Voucher Contract is terminated.

Termination

The Housing Voucher Contract may be terminated by the PHA for reasons similar to those set forth in the AP Contract, such as:

- The family vacates the unit in violation of the lease.
- The owner terminates tenancy in accordance with HUD regulations.
- The family moves from its unit with the owner's approval.
- The owner has evicted the family in accordance with State/Local Law.

The PHA may also terminate the Housing Voucher Contract if:

- The family no longer requires assistance, i.e., if 30% of the adjusted income exceeds the Applicable Payment Standard (the Housing Voucher Contract remains in effect for one year after the family's assistance is terminated).
- The unit fails HQS

The units are overcrowded and does not meet the HQS space requirement.
The family's does not in compliance with the terms of the Housing Voucher.
The PHA discovers program abuse.
The owner is not in compliance with the terms of the Housing Voucher Contract.

As in the Certificate Program, the family/owner will be notified in writing prior to termination. The requirement for the PHA to conduct an informal hearing also applies to Housing Voucher families.

Evictions

Evictions procedures will be the same as in the Certificate Program. Although the PHA does not authorized or deny eviction actions, owners are required to:

- Comply with the requirements of State/Local Law
Provide a copy of the notice to the PHA when the notice continues be given to the family.

The PHA must determine whether the family is eligible to receive continue assistance under the Housing Voucher Program.

13. Monitoring Applicable Payment Standards Budgets

At least annually, the PHA will review Applicable Payment Standards and determine if any changes are appropriate.

On a continuing basis, the PHA will monitor expenditures to ensure that annual contract authority is not exceeded.

The PHA will submit end-of-year financial reconciliations.

14. Security Deposit: Amounts Owned by Tenants

In accordance with Final Rule 982 (7/3/95), the PHA eliminated the imposed limit on the amount of owner security deposit. The PHA prohibits security deposits of private market practice.

15. Elimination of Payment to Owners for Damages, Vacancy Loss and Unpaid Rents

Our PHA, in accordance with the Final Rule 982, date July 3, 1995, eliminated the right of the owner **to claim reimbursements from the PHA for damage, unpaid rents and any other amount owed by the tenant under the lease.** The owner must seek, from the tenant, payment of any damages.

If the Housing Voucher family vacates its unit in violation of its lease, the owner retains

the payments for the month in which the vacancy occurred.

VII. Monitoring Program Performance

The PHA has established an internal program and performance control system for monitoring compliance with program requirement. The objectives of the systems include the following:

- To ensure compliance with HUD program and regulatory requirements.
 - To track the performance of the Section 8 Programs against established goals and objectives.
 - To identify PHA operational areas where improvement of corrective action is required
 - To ensure effective utilization of staff and other resource in order to meet program demands.
- To provide the basis for corrective action planning where formal changes in organization, operation, or significant programs-related areas indicated.

The monitoring and control system calls for the establishment of detailed files and record keeping, and the periodic review of files records, with regular reports prepared and submitted to the Program Director.

Program personnel prepare and submit weekly reports to the Program Director. The Director reviews the information presented and summarizes the data. This summary is utilized to compare planned and actual program performance regarding the PHA's goals. Files have been established to provide the basis for monitoring and ensuring compliance with a variety of program requirements as well as fulfillment of Section 8 Program goals. Monitoring of the program records and files will cover the following program requirements and performance:

Program and Performance Requirements

- The 100% very low income requirements.
 - The HUD – approved unit size distributions.
- The 10% exemption authority. If authority is needed for more than 20% of the units, HUD must approve the PHA's request prior to the execution of any additional AP contracts units higher contract rents.
- The utilization of the program by eligible elderly, handicapped, and disables families.
- The annual and special re-examinations requirements.
- Accuracy of AP payments to the owner.
- Leasing progress in a new increment of units.
- Occupancy rates of units in the management phase.
- Supervisory review of 5% HQS and 10% of Section 8250.058
- Size of the waiting list.
- Implementation of HQS
- Implementation of Federal Preferences

Determination of reasonableness
Annual revision of utility allowance.
Implementation of a non-discriminatory policy.

Section 8 Office Occupancy Records

- Tenant files
- Family service records

Section 8 Office Internal Statistical Reports

- Percentage of minority participant families
Percentage of single parent, female head-of-household, participants families.
Percentage of assisted families of the Social Service.
Percentage of assisted families of earned income
Percentage of assisted families with unique needs for whom contract rents of up to 120% of the FMR's were authorized by the HUD field office
Percentage of the families who lease in-place
Percentage of the assisted families who lease units of smaller or larger size than those listed on their certificates
Number of assisted families who have been evicted with Section 8 Office authorization
Number of unit occupied by handicapped families
Number of vacancy loss claims
Number of AP Contract terminations due to non-compliance with Housing Quality Standards
Number of owners who have dropped out of the program

VIII. Project Based Certificate Program

The PHA unit policy will be as follows:

The PHA will take the applications and determine the eligibility of all tenants residing in Approved units who wish to apply for the program. After eligibility of all tenants has been determined, the owner must be informed any adjustment in the number of units to be assisted. In order to make the most efficient use of housing assistance funds, an agreement may not be entered into covering any unit occupied by a family that is not eligible to receive housing assistance payments. Therefore, the number of units approved by the PHA for a particular proposal must be adjusted to exclude any unit(s) determined by the PHA to be occupied by a family not eligible to receive housing assistance payments. Eligible families will be briefed at this stage as to their rights and responsibilities under the program.

IX. Local Policy for Policy fair Mobility and Portability for: the Section 8 Existing Housing Certificate and Voucher Programs

The PHA has developed the following policy concerning limitation on adjacent PHA's

Certificate and Voucher moves.

This PHA will not accept, or refer, mobility or portability of Certificates or Vouchers from, or to, any adjacent PHA's.

The determination taken to establish this policy is because the adjacent PHA's are within communicating distance from our PHA.

The Certificates and Vouchers can be administered and serviced by these PHA's Municipalities without having to assign them to, or receive them from, our PHA.

X. Local Policy Concerning Verification of Documents and/or Information

The following policy for the treatment of applicants and participants regarding verification of citizenship and/or place of birth will be executed through a third party (independent) verification. If third party verification cannot be used, the PHA will document in the file why another method was used.

This policy also applies to all other Program verification requirements.

XI. Local Policy Concerning Prohibition of Preference if Applicant Was Evicted for Drug-Related Criminal Activity (24 CFR, 982.2208) and Administrative Hearing Process / Termination Notice

This PHA may not give preference to an applicant (federal preference, ranking preference, or local preference) if any member of the family is a person who was evicted during the past three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program. It is up to us, as a PHA, the final decision to give admission preference in any of the following cases:

- If the PHA determines that, the evicted person has successfully completed a rehabilitation program approved by the PHA.
If the PHA determines that, the evicted person clearly did not participate in or know about drug-related criminal activity.
If the PHA determines that, the evicted person no longer participates in any drug-related criminal activity.

Participants of the Section 8 Existing housing Certificate and Voucher Programs who are involved in drug-related criminal activity will be oriented to the Administrative Housing Process as soon as they receive a Termination Notice.

The PHA could require evidence from any family member involved in drug-related criminal activity about the rehabilitation plan in any institution certified by the state agencies in order to approve it

XII. Merger of the Certificate and Voucher Program

On October 1, 1999, the **Section 8 Certificate and Voucher Program** were merged into one **tenant- based program called the Section *Housing Choice Voucher Program***. The new Program has features of the certificate and old voucher programs, plus new requirements. Some regulation changes were effective on that date and other will become effective during the coming years. The merger will be completed by October 1, 2001. The main changes of the merger, which are described below, will be adopted as needed. A summary of the new voucher program follows.

1. *Payment standards.* The subsidy amount is based on a payment standard set by the PHA anywhere among 90% to 110% of FMR. HUD may approve payment standards lower than 90% of FMR and payment standards higher 110% of FMR. HUD may require PHA payment standard changes because of the incidence of high rent burdens. [§545: §8(o) (1) (B), (D), & (E)]

2. *Tenant rent.* A family; renting a unit below the payment standard pays the highest of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent. There is no voucher shopping incentive. A family renting a unit above the payment standard pays the highest of 30% of monthly-adjusted income, 10% "of monthly income, or the welfare rent, plus the amount of rent above the payment standard.

3. *Maximum initial rent burdens.* A family must not pay more than 40% of income for rent when the family first t receives the subsidy in a particular unit. (This maximum rent burden requirement is not applicable at reexamination if the family stays in place.) [§545: §8(0)(3)]

4. *Income limits.* Eligibility is limited to:

- very low-income family
- low-income family previously assisted under the public housing, Section 23, or Section 8 Programs
- low-income family that is a non-purchasing tenant of certain homeownership programs
- low-income tenant displaced from certain Section 221 and 236 projects
- low-income family that meets PHA-specified eligibility criteria

5. *Optional PHA screening of applicants.* Although the screening and selection of tenants will remain a function of the owner, the PHA also may elect to screen applicants in accordance with any HUD requirements. [§545:§8(o)(6)(B)]

6. *Optional PHA disapproval of owners.* The PHA may refuse to enter into new Section 8 HAP contracts with owners who refuse (or have a history of refusing) to evict families

for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the premises by tenants, PHA employees, or the residences by neighbors. [§545: §8(o)(6)(C)]

7. *Initial lease terms.* The PHA may approve an initial lease term of 1 year if a lease of less than 1 year prevails local practices and the PHA determine that the shorter term will improve housing opportunities for the family. [§545: §8(o)(7)(A)]

8. *Lease form and content.* The lease form must be in the standard form used in the locality by the owner. The lease must contain terms that are consistent with State and local law, and that applies generally to unassisted tenants in the same property. The lease may contain the HUD prescribed lease addendum. [§545: §8(o) (7) (B) & (F)]

9. *Termination of tenancy.* "Violent criminal activity on or near the premises" is added to the statutory termination of tenancy provisions. [§545: §8(o)(7)(D)]

10. *HQS.* Units must pads the federally established HQS or substitute local housing codes or codes adopted by PHAs. Substitute local housing code or codes adopted by PHAs (1) cannot severely restrict housing choice and (2) must meet or exceed the HQS (unless HUD, approves a lower standard that does not adversely affect the health or safety' of families, and will significantly increase affordable housing access and expand housing opportunities). (§545:§8(o)(8)(B)]

11. *15 day initial HQS inspection deadline.* PHA's with 1250 or fewer tenant-based Section 8 units must conduct initial HQS inspection within 15 days of the owner's inspection request. PHA is with more that 1250 tenant-based Section 8 units must conduct initial HQS inspections within a "reasonable period" of the owner's inspection request. The PHA assessment system for tenant-based assistance (currently the Section 8 Management Assessment Program) must incorporate this PHA performance standard. [§454:§ (o) (8) (C)]

12. *PHA penalties for late payment of housing assistance to owners.* The housing assistance payment (HAP) contract may provide for PHA penalties for late payment of the housing assistance payment to the owner. **The owner in accordance with generally accepted practices in the local housing market must impose any late payment penalties. For example, an owner could charge the PHA a late fee if the housing assistance payment is not received by the 5th day of the month if it is local practice that tenants are charged a late fee when the rent has not been paid-in-full by the 5th day of each month. A late payment fee must be paid from the PHA's administrative fee unless HUD authorizes payment form another source. No late fee may be charged if HUD determines that the late payment is due to factors beyond the control of the PHA (e.g. late receipt of the Section 8 Funds form Treasury).** [§545: §8(o) (10) (D) & (E)]

13. *HQS inspections and rent reasonableness determinations for PHA-owned units.* The local government or another entity approved by HUD must conduct HQS inspections and

rent reasonableness determination for PHA-owned units leased by voucher holders. The PHA must pay any expenses associated with the performance of such inspections and rent determinations. [§545 :§(o) (11)]

14. *Subsidy amounts for manufactured homeowners leasing pads.* The subsidy mount for expenses associate with leasing the pads is revised to mirror the subsidy calculation method for families leasing “regular” units [§545: §8(o) (12)]

15. *Project-based vouchers.* Project-based assistance is authorized for up to 15% of the PHA’s certificates and vouchers. The prior exception allowing additional projects is eliminated. Initial and any annual rent adjustments are subject to a rent reasonableness determination. [545:§8(o)(16)]

16. *Witness relocation funds.* PHA’s that receive witness relocation funds must have procedures for notifying potential recipients of funding availability. [§545: §8(o)(16)]

17. *Deed restrictions.* Voucher assistance may not be used in any manner that “abrogates any local deed restriction that applies to any housing consisting of 1 to 4 units”. The Fair Housing Act explicitly applies. [§545: 8(o)(17)]

As soon as the merger is completed, it will be necessary to revise this administrative plan to ensure full compliance with its terms.