

# **MUNICIPALITY OF MOROVIS**

## **Section 8** **Administrative Plan**

**Policies and Procedures**  
(Revised April, 2005)

**HON. HERIBERTO RODRIGUEZ ADORNO**  
Mayor

**Administrative Plan**  
**TABLE OF CONTENT**

	<b>Page</b>
1. Introduction .....	5
2. Goals and Objectives .....	5
3. Administrative Structure .....	5 -9
4. Administration of Program Procedures .....	9
4.1 Outreach to Families and Owners.....	9-11
4.2 Completion of Application, Determination of Eligibility and Selection of Families (24 CFR, 982).....	11-17
4.3 Initial Screening of Applications.....	17-18
4.4 Briefing of Families and Issuance of Vouchers.....	19
4.5 A Vouchers Holder Packet.....	19
4.6 Subsidy Standards.....	20-30
4.7 Housing Quality Standards and Inspections.....	31
4.8 Utility Allowances.....	31
4.9 Disapproval of Owner by HA.....	31-32
4.10 Lease Approval and Housing Assistance Payments, Contract Execution and Rent Reasonableness.....	32-34
4.11 Annual and Interim Re-certifications.....	34-35
4.12 Informal Review and Hearing for Denial, Reduction or Termination of Assistance.....	35
4.13 Repayment of Debt to the HA and Denial Assistance.....	35-36
4.14 Terminations and Evictions.....	36-37
4.15 Administration of the Voucher Program.....	37-38
4.16 Upfront Income Verification	38
5. Monitoring Program Performance.....	38-39
5.1 Program and Performance Requirements.....	39

5.2 Section 8 Office Occupancy Records.....	40
5.3 Section 8 Internal Statistical Reports.....	40
6. Local Policy for Mobility and Portability for the Section 8 Existing Voucher Program.....	40–41
7. Local Policy Concerning Verification of Documents and/or Information.	41
8. Local Policy Concerning Prohibition of Preference of Applicant was Evicted for Drug-related Criminal Activity (24 CFR 982.208) and Administrative Hearing Process/Termination Notice.....	41-42
9. Homeownership Program (Special Housing Type under Subpart M of 24 CFR 982).....	42
9.1 Options.....	42
9.2 Subsidy.....	42
9.3 Family Eligibility B.....	42
9.4 Eligible Units.....	43
9.5 Time limits.....	43
10. Code of Conduct (24 CFR 982.167).....	43-44

ATTACHMENTS

A- STATEMENT OF THE HA DECONCENTRATION AND OTHER POLICIES GOVERNING ELIGIBILITY	45
B- STATEMENT OF FINANCIAL RESOURCES	46
C- STATEMENT OF HA'S RENT DETERMINATION POLICIES	47
D- STATEMENT OF THE HA'S OPERATION AND MANAGEMENT	48
E- STATEMENT OF THE HA GRIEVANCE PROCEDURES	49
F- STATEMENT OF THE HOMEOWNERSHIP PROGRAM ADMINISTERED BY THE PHA.	50
G- CIVIL RIGHTS CERTIFICATION	51
H- STATEMENT OF THE PHA CONCERNING SAFETY AND CRIME PREVENTION	52

- I- STATEMENT OF THE PHA CONCERNING THE  
RECENT SINGLE AUDIT 53
- J- PUBLIC HEARING DOCUMENTATION
  - NEWSPAPER ANNOUNCEMENT ATTENDANCE  
SHEET SUMMARY
- K- RESIDENT ADVISORY BOARD
  - GENERAL INFORMATION

## **1. Introduction**

The Public Housing Authority of the Municipal Department of Housing of Morovis ( here in after 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 Voucher Programs. This Administrative Plan includes, exclusively, the policies concerning the functions for which has the discretion to establish local policies and procedures concerning the treatment of applicants and participants.

## **2. Goals and Objectives**

The Municipality of Morovis has established the Housing Authority for 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 Program: First, to provide families the opportunity of choice and mobility in selecting where they want to live, and second, to maintain the essential elements of a private relationship between the tenant and the landlord on matters other than the rent. As result of this philosophy the Section 8 Voucher Programs are tenant based, and not to a particular housing unit. Also, part of Section 8 is the development of strategies to coordinate the use of housing assistance under the Section 8 Rental Voucher Programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self sufficiency (*Section 984.101*). The purpose of the Municipal programs is to assist the families during financial distress and to gradually reduce the amount paid by the program.

## **3. Administrative Structure**

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

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

- Section 8 Program Coordinator - 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 meet 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 and administrative staff to perform the work required by the Section 8 Housing Voucher Programs.

### **3.1 Office of the Housing Department Coordinator**

1. Section 8 Program Coordinator
  - a. Administrative Responsibility  
Reports directly to the Federal Programs Director. Coordinates the Section 8 office. Coordinate with the accountant on financial matters. Coordinates the Program Coordinating Committee (PCC).
  - b. Functional Responsibility  
Has overall responsibility for compliance with the Administrative Plan, coordination of Section 8 Program, Tenant Policy Section 8 Office requirements, and pertinent Municipal policies. Is responsible for meeting program goals and objectives.
  - c. Specific Duties
    - Coordinates the technical and administrative work of the Section 8 Voucher Program.
    - Set Programs goals and prepare staff work plan.
    - 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.
    - Responsible for measuring the success of the Voucher Program.
    - Organize, assigns and supervise work performed by program personnel
    - Negotiate contracts with unit owners and tenants.
    - Weekly reports to the supervisor (Federal Funds Programs 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 required documentation in order to prepare additional funds proposals.

- Comply with any other duties assigned by the Federal Programs Director (Supervisor).

### **3.2 Section 8 Program Technician (this position is not available at the present time)**

Executes special investigations due to grievances for information received regarding program abuse. The technician is 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.

#### a. Administrative Responsibility

Reports to the Section 8 Program Coordinator.

#### b. 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 conditions and the lease contract and the consequences for no-compliance [section 984.302(5)].

#### c. Specific Duties

- Interview owner's applicants and complete applications for Section 8 Program assistance, including telephone contacts.
- Verify eligibility of families in order to ensure compliance with program eligibility criteria.
- Prepare case reports and maintain and adequate file of all documents.
- Prepare weekly activity reports.
- Conduct annual family reexaminations.
- Verify family income.
- Participate in 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 client concerning available housing and any other related matters.
- Visit participants and/or neighborhoods to perform any required special investigation or inspection.

### **3.3 Section 8 Program Accountant**

Fiscal unit coordination

- a. Administrative Responsibility.  
Reports to the Federal Program Director
- b. Functional (Program) Responsibility.

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

c. Specific Duties

- Inform Section 8 Program Coordinator and Federal Programs Director on the status of the program's finance.
- Prepare requisitions for program funds.
- Prepare annual Section 8 applications (especially form HUD 52672 and HUD 52673).
- 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 Coordinator and Federal Programs Director.
- Perform the accounting for the Section 8 Program needs participants.
- Verify payrolls of Section 8 Programs employees.
- Keep records of portability payments and receivables.
- Prepare monthly trial balances for the Section 8 Program.

### **3.4 Section 8 Program Housing Inspector**

a. Administrative Responsibility

Report to the Section 8 Coordinator.

b. Functional Responsibilities

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

**c. Specific Duties**

- Perform initial, annual or special inspection to proposed or under contract existing housing units.
- It will approve units with compliance with Housing Quality Standards.
- Notify owners and participants of deficiencies encountered and will give a time frame to perform 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 delivers documents to participants.
- Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program. Make and receive telephone calls 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 Section 8 Coordinator and/or the Federal Programs Director.

## **4. Administration of Program Procedures**

The Public Housing Authority has developed detailed procedures for the administration of Section 8 Voucher Program. 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 follow:

### **4.1 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 housing 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 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 of public and/or other housing may apply for the Section 8 Housing Program 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 City Hall Bulletin Board, and in 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 as the least likely to apply (e.g., handicapped families, very low-income families, large families, and homeless families, single parent families).
- Families identified in the Housing Assistance Plan.
- Owners of rental properties located outside areas of low-income or minority concentrations.
- Families identified in the Rental Rehabilitations 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 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 service and housing counseling agencies, churches, employers, unions, etc.
- Review methods for taking applications in order to ensure that adequate provisions are made for hardship cases, and review desirability of pooling application resources with other HA 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 circulated newspapers and/or other suitable means.
  - b. Supportive outreach assistance provides by other organizations like Department of the Family, Head Start program, Project Hope, etc.

## **4.2 Completion of Applications, Determination of Eligibility and Selection of Families (24 CFR, 982)**

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

The definition of family is contained in 24 CFR, 812.2. *It is defined as "a single or a group of persons living together, subject to the provisions and eligibility criteria established under the program" [Family Composition 982.201 (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, or one or more elderly or disabled persons living with one or more live-in aides.
- An elderly family (or single person) which includes a remaining member of a tenant family.

- A disabled 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 of 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 Opportunity in Housing; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975, and the American with Disabilities Act (42 U.S.C. 12101-12213). The preferences must be consistent with the HA Affirmative Fair Housing Objectives.

**A. Income Limitations (24 CFR 982.201)**

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

- a. A very low-income family; or
- b. A low-income family in any of the following categories:
  - (i) 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 any 1937 Housing Act program when the family is admitted to the certificate or voucher program.
  - (ii) A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
  - (iii) A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
  - (iv) A low-income non-purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.

- (v) A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
- (vi) A low-income family residing in a HUD-owned multifamily rental housing project when HUD sells forecloses or demolishes the project.

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 HA compares the family's Annual Income (gross) with the HUD-established very low income limit or low-income limit for the area.

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 voucher is the highest income limit for the family unit size on the applicable region.

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

#### **B. Administration of the Waiting List**

It is the 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 delayed to any family, or given to any family prematurely.

By maintaining an accurate 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 applicant pool will be maintained in accordance with the following factors:

- The application will be permanent file.
- Applications will be maintained in order of preference.

- Applications equals in preference will be maintained by 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 HA 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 Morovis decided not to include this designation due to the specific situation of Puerto Rico that the population as a whole is considered a minority.

The waiting list of the Municipality of Morovis is not merged with other waiting lists. Only one waiting list will be used for admission to its tenant-based voucher programs.

### **C. Preferences**

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

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

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Families with Handicapped Children
- Victims of domestic violence
- Substandard Housing – When the security and health of the participants are in danger.

- Working families and those unable to work because of age or disability.
- High rent burden (rent is > 50 percent of income)
- Victims of reprisal or hate crimes.
- Residents who live and work in the Municipality of Morovis.
- Family which legal custody was determined by a court (must include minors).

**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 HA will suspend at any time, the acceptance of processing of new applications, or the addition of new listing to the waiting list.

Failure to respond to PHA's request for information within 15 days of such request or updates in the time provided (15 days) will be sufficient ground for the applicant's removal from the waiting list unless a family/health/work emergency is verified by the PHA.

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 part 8. If the applicant did not respond to the PHA request for information or updates (15 days) because of the family member's disability, the PHA must reinstate the applicant in the family's former position on 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 avoid both unnecessary application processing cost and false hopes to 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 or general circulation newspaper) that families may apply for tenant-based assistance. The notice will state any limitations on who may apply for available slots, and where and when to apply. Generally, applications will be received at the HA 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 families need not to qualify for any preference. They are not counted against the limit of local preference admissions. The PHA must maintain a separate record of these admissions.

**4.2.2 Federal Selection Preferences (Section 882.219)**

- Priority I: Families with three Federal Preferences*
- Priority II: Families with two Federal Preferences*
- Priority III: Families with one Federal Preference*

The Housing Authority of Morovis applies the Federal Preferences in a manner consistent with the provisions of Section 882.219, the non-discrimination requirements as established in Section 882.111, and Section 984.104(c) of the Program.

**4.2.3 Criteria for the 10 percent Exemption Priority**

In this PHA we have applicants on the waiting list with various housing needs. They all qualify for at least one out of the three Federal Preferences.

Non-preference applicants are rare and almost null. Therefore, the 10 percent exception in this PHA will be applied to applicants without any Federal Preferences.

#### **4.2.4 Restrictions on 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.

### **4.3 Initial Screening of Applications**

#### **4.3.1 The procedures and documents required for determining family eligibility are as follows:**

- Applicant's presentation of evidence regarding all income received by the family including Social Security benefits, Social Services, pensions, child support, scholarships, assets, etc.
- Applicant's and participants are required to disclose and verify their Social Security numbers as well as their children's Social Security numbers (children over 6 years of age), and their employers business identification number (if necessary).
- Certification of employment signed by the employer.
- Affidavits for seasonal workers or for the self employed. (Prepared by the Program Coordinator)
- Eviction notices, where applicable.
- Evidence or receipt of most recently paid rent.
- Marriage certificates or divorces decree, where applicable.
- Birth certificates of all family members.
- Good Conduct Certificate issued by the Police Department (less than one year old).
- Certification of ongoing studies for all children over 18 years of age.
- Affidavit for common-law couples. (Prepared by the Program Coordinator)
- Income tax returns forms.

- Certification of Department of Labor regarding unemployment for persons who are older than 18 years of age and are not studying.
- Three (3) recommendation letters and three (3) credit letters.
- Certification of a handicap or a medical disability.
- Property Title of the location currently occupied by the applicant in order to verify that the property is not owned by the applicant.
- Family group photograph.
- These items will be required at the discretion of the agency whenever applicable (provided that it would 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., Department of the Family, Social Security Administration, etc., and to obtain verification of income.

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

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

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

#### **4.3.2 Computation of Gross Family Contribution**

Computation of Gross Family Contribution will be determined as per HUD's regulations. The computation for gross family contribution will be made 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 (GFC) is the greater of the following computations:

- a. 10% of the monthly income before any deductions.
- b. 30% of the monthly income after allowances for minors, medical (if applicable) and other eligible expenses.

#### **4.4 Briefing of Families and Issuance of Vouchers**

When the family receives a voucher, 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.
- Information Regarding the Upfront Income Verification Program Policies

The voucher issued to the family will be determined by the size of the family. The length of extension for a voucher, beyond the initial 30 days term, must be established by the PHA based on a just cause accepted by the PHA. Three (3) thirty (30) day extensions will be granted by the PHA if warranted. After the request for lease approval is submitted, the PHA will extend the voucher for a period not to exceed thirty (30) days based on a good cause. In case a voucher expires, the family may reapply and be added to the waiting list in order of priority. The family must give a progress report to the Section 8 coordinator regarding the attempts made to find a suitable housing unit.

The family may obtain the pertinent request form for lease approval. The family will be given ample opportunity 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 adequate housing.

The PHA will encourage participation of owners of suitable units located put side areas of low income or minority concentrations. Owners will be oriented in relation to this matter.

#### **4.5 A Vouchers Holders Packet will be given to the family containing the following:**

- Request for lease approval
- Required lease provisions
- Lead-based paint notices and certificate

- Fair Housing information
- Schedule of utility allowances
- Informal hearing procedures
- Information on the total tenant payment (Tenant rent)
- Portability eligibility (24 CFR 982.354 & 982.355)
- Upfront Income Verification policies

#### **4.6 Subsidy Standards**

In this Section, the HA 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 voucher issued to the family.

##### **4.6.1 Determining Family Unit Size**

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

- (1) The 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 in 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 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 subsidy 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 remaining family member, such as an exception may not override the limitation in the preceding paragraph).

- (9) The unit size on the Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size selected.

#### **4.6.2 Effect of Family Unit Size: Maximum Subsidy**

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

#### **4.6.3 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.

#### **4.6.4 Guidelines for maximum size issuance in the Voucher Program 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, should 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;
- Families will not be required to use rooms other than bedrooms for sleeping purposes in the Voucher size determination;
- A child is defined as a minor. (21 years or less)

**4.6.5 General Guidelines Used in Determining Voucher Size**

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

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

**HOUSEHOLD OCCUPANCY PER NUMBER OF BEDROOMS IN UNIT**

<b>Zero Bedrooms</b>	<b>One Bedroom</b>	<b>Two Bedrooms</b>	<b>Three Bedrooms</b>	<b>Four Bedrooms</b>	<b>Five Bedrooms</b>	<b>Six Bedrooms</b>
1 Adult	1 Adult	2 Adults – Same sex unrelated	1 Adult, 2 children opposite sex (over age 6)	1 Adult, 5 children same sex (over age 5)	1 Adult, 8 children same sex	1 Adult, 10 children same sex
	2 Adults (same sex/Husband and Wife spousal relationship)	2 Adults – Same sex but not co-habitants	1 Adult, 3 children same sex (over age 5)	1 adult, 6 children same sex (over age 5)	1 Adult, 5 children same sex, 1 child opposite sex	1 Adult, 6 children same sex, 4 children opposite sex
	1 Adult and 1 child under 5	2 Adults (same sex or espousal relationship), 1 adult either sex	1 Adult, 4 children same sex (over age 5)	1 Adult, 2 children same sex, 2 children opposite sex (over age 6)	1 Adult, 6 children same sex, 1 child opposite sex	1 Adult, 8 children same sex. 1 child opposite sex
		4 Adults same sex	1 Adult, 2 children same sex, 1 child opposite sex (over age 6)	1 Adult, 3 children same sex, 1 child opposite sex (over age 6)	1 Adult, 4 children same sex, 4 children opposite sex	1 Adult, 6 children same sex, 3 children opposite sex
		1 Adult, 1 child over age 5	1 Adult, 2 children same sex, 2 children opposite sex (over age 6)	1 Adult, 4 children same sex, 1 child opposite sex	2 Adults, 8 children same sex	2 Adults, 6 children same sex, 4 children opposite sex
		1 Adult, 2 Children same sex	2 Adults, 3 children same sex	1 Adult, 4 children same sex, 2 children opposite sex (under age 6)	2 Adults, 5 children same sex, 1 child opposite sex	2 Adults, 8 children same sex, 1 child opposite sex
		1 Adult, 1 child (under 6), 1 child (under 6 opposite sex)	2 Adults, 4 children same sex	Q Adult 7 children same sex (under age 5)	2 Adults, 6 children same sex, 1 child opposite sex	2 Adults, 6 children same sex, 3 child opposite sex
		2 Adults (same sex or espousal relationship), 1 child	2 Adults, 2 children same sex, 1 child opposite sex	1 Adult, 6 children same sex, 1 child opposite sex (under age 5)		2 Adults, 7 children same sex, 1 child opposite sex
		2 Adults (same sex or espousal relationship), 2 children same sex	2 Adults, 2 children same sex, 2 children opposite sex	2 Adults, 5 children same sex		
			3 Adults, 1 unrelated and non-espousal	2 Adults, 6 children same sex		
				2 Adults, 2 children same sex, 2 children opposite sex		
				2 Adults, 4 children same sex, 1 child opposite sex		



#### **4.6.6 Unit Sizes Other than Established Ones**

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

In the Voucher Programs, the family may request a larger size than that listed on the 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 Voucher and give the justification for the request within 10 days of the determination of unit size by the PHA listed on the Voucher at the appointment family composition reporting.
- The PHA will consider the request according to the conditions outlined in this Plan and determine whether or not 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.

#### **4.6.7 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 Voucher. If the 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 factor 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 annual re-certification or when the family moves to a new unit, in accordance with the policies established in this Chapter.

#### **4.6.8 Documentation of a Departure from the Standards:**

If any standards other than those outlined in this Chapter are used in determining 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 from the general standards.

#### **4.6.9 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 90 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 Service 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 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 90 consecutive calendar days as a guide, depending on the individual circumstances and verification provided.

If the single parent leaves the household and adult is brought in 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 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 PHA any absence from the household of more than 10 consecutive calendar days.

## **1. Spouse**

If the husband or wife leaves the household for more than 90 consecutive calendar days and the family declares him/her permanently absent in writing, they will be determined as permanently absent and will be removed from the lease.

If the husband or wife leaves the household for a period of less than 90 consecutive days, the family member will be determined as 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 in the one who will take care of the child or children and such spouse provide notice to the PHA before vacating the unit, the PHA will consider the situation and make a determination as to who will retain the 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 landlord. A notarized statement by the remaining husband or wife will be accepted if no other proof 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 child will be declared permanently absent.

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

### Family's Option.

If the adult/child leaves the household for more than 90 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 90 consecutive 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 such adult/child: 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 the adult child is incarcerated, a document from the Court or prison should be obtained as to the expected period of incarceration.

### **3. 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 90 consecutive calendar days of the re-certification 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 90 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.

#### **4. Joint Custody of Children**

In case of a child or children who are subjected 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.

#### **5. 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 she/he will return within a total of 90 consecutive calendar days.

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

#### **6. Visitors**

If an adult "visitor" stays in the unit for more than 30 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 temporarily 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 for 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.

### **7. 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.

### **8. 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 Voucher size.

### **9. 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 or not 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 War in Iraq income).

#### **4.7 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 performed with participation of the owner, the tenant and the Section 8 Program Personnel. Each person initials each page of the inspection form, and signs 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 inspections, (5% of inspections and re-inspections) will be kept in the program's files.

#### **4.8 Utility Allowances**

The HA will conduct a study on utility allowances when it is considered necessary. The schedule will be adjusted whenever rates have increased or decreased by 10% or more.

#### **4.9 Disapproval of Owner by PHA**

The HA 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 HA 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 or other federal equal opportunity requirements.

In its discretion, the PHA may deny approval to lease a unit from an owner for 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);
- (2) 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 or 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.

- (3) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- (4) The owner has engaged in drug trafficking (the illegal manufacture, sale or distribution or the possession with intent to manufacture, sell or distribute, of a controlled substance as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802);
- (5) 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;
- (6) The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- (7) 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.

#### **4.10 Lease Approval and Housing Assistance Payments, Contract 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 determine by consulting the Department of Consumer Affairs and/or by means of comparison with the rent of similar standard units in the neighboring areas.

Rent reasonableness determinations are made when units are placed under HAP Contract for the first time, and when an owner requests a rent increase for in the Voucher Program. The PHA must predetermine 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 compare with the FMR in effect one year before the contract anniversary; or

- If directed by HUD

The PHA may also predetermine the reasonable rent at any other time.

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

For the Voucher Programs, the PHA will determine and document on a 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
2. 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 the 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 neighborhoods 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 a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the HA must consider:

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

- Utilities

### **Other Housing Types**

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

The Section 8 Office informs families on the process of locating a suitable housing 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 is considered reasonable, the HA may approve the exemption rents up to 10% over the FMR, but this may not exceed 20% of the units under ACC for the PHA Voucher Program. Records and documents related to lease approval will be filed 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 deposit. The PHA prohibits security deposit in excess of private market practice.
- c. The PHA will assist the families that claim that illegal 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.

#### **4.11 Annual and Interim Re-certifications**

A systematic review of family income, composition, and exceptional medical (if applicable) or other unusual expenses shall be controlled 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 the status of the family had changed.

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

Section 8 Office procedures call for the re-examination of a family's income and circumstances, usually done annually or whenever triggered by evidence of change, or by periodically conducted investigations. Follow-up actions are taken and special examinations are conducted when circumstances and 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 re-certification with 30 days notice prior to the expiration of the contract. The PHA will notify participants and/or owners of any change(s) made due to the re-certification process within the required 30 days notice.

#### **4.12 Informal Review & Hearing for Denial, Reduction, or Termination of Assistance**

The PHA, upon determining that an applicant or participant is ineligible, will notify the applicant or participant, in writing, on the reason(s) for the ineligibility and of their right to request an informal review for applicants, or informal hearing for participants.

**4.12.1 Procedure:** When an informal review or hearing is requested by an applicant, certificate or voucher holder, or tenant, 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 or other representation, if desired, at its own expense.
- Either the family or its counsel/representative must be given the opportunity to examine the evidence and question any 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 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.

#### **4.13 Repayment of Debt to the PHA and Denial Assistance**

The PHA will offer an applicant and/or participant the opportunity to enter into an agreement for repayment of the money owed to the PHA or amounts paid to an

owner by the HA. *The agreement will be on the terms prescribed by the PHA.* The PHA may at anytime deny or terminate assistance for breaching an agreement. If the participant breaches an agreement, the HA may terminate housing assistance payments which are being made on behalf of the participant under an outstanding contract.

**4.13.1** The PHA will no longer consider the participation of a family in the Section 8 existing Housing Voucher Program, after the family has been denied assistance and they have been terminated by the program due to violations of the Program's policies and procedures.

**4.13.2** The PHA will allow the family to be absent from the dwelling unit for no more than 90 days under the following circumstances:

- Illness or hospitalization verification will be requested.
- Illness of a relative who needs care from a family member, in another location verification will be requested.
  
- Vacations for no more than 30 days.

**4.13.3** 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 a case where there are no children involved, the HA will determine who will continue to receive the assistance.

#### **4.14 Terminations and Evictions**

**4.14.1** 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 family vacates 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, eliminated the right of the owner to claim reimbursement from the PHA for damages, unpaid rents and other amount owed by the tenant under the lease. The owner must seek, from the tenant, payment of any damages.

- If the 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).

**4.14.2** 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 HA discovers program abuse and fraud.
- The owner is not in compliance 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 days prior to the termination of the contract.

**4.14.3** 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 HA 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

## **4.15 Administration of the Voucher Program**

### **4.15.1 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 Standard but will receive no additional assistance payment; conversely, if rents are lower than the standard, the assistance payment is not reduced.

#### **4.15.2 Increase Choice of Housing**

- No Fair Market Rent cap on amount of rent that can be paid for a unit leased 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 of the standard housing inventory.

#### **4.15.3 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 the choice of how much of its income it wishes to devote to housing.

### **4.16 Upfront Income Verification (UIV) System Policies**

#### **UPFRONT INCOME VERIFICATION PROCEDURES [24 CFR PART 5, SUB PARTS B, D, E, AND F; 24 CFR PART 982.158 & 982.5.617]**

HUD regulations requires that the factors of eligibility and Total Tenant Payment/Family Share are verified by the Municipality's Housing staff. The housing staff will obtain written verification from independent sources whenever possible and will document this in the tenant file. Whenever third party verifications are not possible, this will be documented in the tenant file including the reason for not be able to obtain third party verifications.

Applicants and program participants must provide true and complete information to the Municipality whenever information is requested.

The PHA's verification requirements are designed to maintain program integrity. This chapter explains the Municipality of Morovis procedures and standards for verification of preferences, income, assets, allowable deductions, family status, and changes in family composition. The Municipality will obtain the proper authorization from the family before requesting information from independent sources.

**Methods of Verification and Time Allowed F24 CFR 982.5161**

The Municipality will verify information through the four methods of verification acceptable to HUD in the following order:

- Third-party written;
- Third-party oral;
- Review of Documents;
- Certification/Self-Declaration.

The Municipality will allow 3 weeks for return of third-party verifications and 2 weeks to obtain other types of verifications before going to the next method. The Municipality will document the files as to why third party written verification was not used.

For applicants, verifications may not be more than 60 days old at the time of Voucher issuance and for participants, they are valid for 120 days from the date of receipt.

**Verification Procedures[24CFR 982.201(e)1**

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

An on-site visit will be conducted by the Section 8 staff to verify the validity of the conditions under which the family is currently living to ascertain the accuracy of the information given by the prospective family. The evaluation report as well as the one for unit will form part of the file.

After the families have completed their applications, except those that for obvious reasons will not qualify, a series of documents will be requested from them and they will be required to bring these documents within a reasonable period specified by the intake Housing Staff member. The family will be given a sheet outlining the necessary documents needed to complete their file. The Municipal staff will go over the list and inform the family that they should not be able to comply with the time set, their respective application will be

withdrawn and case considered closed. To ensure that the family understands and is in agreement, the form will be signed by the family and the Municipal staff attending the family. A copy will be given to the family.

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

### **Third party Written Verification**

Third party verification is used to verify information directly with the source. Third party forms will be sent and returned via the family in a sealed enveloped and the family will be required to sign an authorization for the information source to release the specified information.

Verifications received electronically and/or via a facsimile directly from the source are considered third party written verifications. The Municipality will accept verifications in the form of computerized printouts delivered by the family from the following agencies: Social Security Administration; Veterans Administration; Welfare Assistance; Unemployment Compensation from the Puerto Rico Department of Labor; Municipal or District Courts.

The Municipal housing staff will always verify third party verifications orally regardless of how they are received in the office.

### **Third party Oral Verification**

Oral third-party verification will be conducted when written third-party verification is delayed, not possible, or the documents look altered. The housing staff will be required to complete a Certification of Document Viewed or Person Contacted Form, noting with whom they spoke, the date of the conversation, and the facts provided. This document will form part of the certification and/or re-certification process of the family.

### **Review of Documents**

In the event that third-party written or oral verification is unavailable, or the information has been verified within the established time frame, the housing staff will make a note in the file accordingly and utilize documents provided by the family as the primary source if the documents provide complete information.

The Municipality will accept the following documents from the family provided that the document is such that tampering would be easily noted: Printed wage stubs; Computer print-cuts from the employer; Signed letters (provided that the information is confirmed by phone); Other documents noted in this chapter as acceptable verification. The Municipality will accept faxed documents and other electronic transmissions as well as photocopies.

If third-party verification is received after documents have been accepted as provisional verification, and there is a discrepancy, the PHA will utilize the third party verification. The Municipality will not delay the processing of an application beyond the time frame established simply because a third party information provider does not return the verification in a timely manner.

#### **Self-Certification/Self-Declaration**

When verification cannot be made by the established third-party method or review of documents, families will be required to submit a self-certification. The term "self-certification" means a notarized statement/affidavit/certification under the penalty of perjury punishable under the laws of the Commonwealth of Puerto Rico. This statement could be taken by program staff when there is a witness present to sign such statement.

#### **Release of Information [24 CFR 5.2301**

Adult family members will be required to sign the HUD 9886 Release of Information/Privacy Act Form. In addition, family members will be required to sign specific authorization forms when information is needed that is not covered by the HUD Form 9886. Each member requested to consent to the release of specific information will be provided with a copy of the appropriate forms for their review and signature.

Families who refuse to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information and to sign consent forms requested by the PHA and/or HUD.

#### **Items to be verified [24 CFR 982.5161**

The following items will be verified by the Municipality in accordance with established HUD regulations:

- All income not specifically excluded, by the regulation;
- Full-time student status including high school students who are 18 or over;
- Current assets including assets disposed of, for less than fair

market value in preceding two years;  
Child care expenses where it allows an *adult* family member to be employed or to further his/her education;  
Total medical expenses of all family members in households whose head or spouse is elderly or disabled;  
Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member to be employed;  
Disability for determination of preferences, allowances or deductions;  
U .S. citizenship/eligible immigrant status;  
Social security numbers for all family members, over 6 years of age or older who have been issued a social security number;  
Marital status when need for head or spouse definition;  
Verification of Reduction of Benefits for Noncompliance:

The Municipality will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance before *denying* the family's request for rent reduction.

### **Verification of Income [24 CFR 982.5161**

This section defines the methods that the Municipality of Morovis will use to verify various types of income:

#### **Employment Income**

Verification forms request the employer to specify the:

Date of employment;  
Amount and frequency of pay;  
Estimated income from overtime, tips, bonus pay expected during next 12 months.

#### **Acceptable methods of verification**

Employment verification form completed by the employer; b.  
Oral verification of employment information;  
Check stubs or earning statements, which indicate the employees gross pay, frequency of pay or year, to date earnings;  
Income tax returns and/or a certification from the State Treasury Department;  
Self-certifications and/or income tax returns signed by the family may be used for verifying self-employment income.

#### **Social Security and Pensions**

Acceptable methods of verification include:

Benefit verification form completed by agency providing

benefits;

A ward or benefit notification letters prepared and signed by the providing agency.

#### Unemployment Compensation

Acceptable methods of verification include:

Benefit verification form completed by the unemployment compensation agency;

A computer report electronically obtained or in hard copy, from unemployment office stating payment dates and amounts.

#### General Assistance

Acceptable methods of verification include:

PHA verification form completed by payment provider;

A computer generated Notice of Action;

A written statement from the payment provider indicating the amount of the grant/payment, starting date of payment, and anticipated changes in payment in the next 12 months.

#### Alimony or Child Support Payments

Acceptable methods of verification include:

Copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules;

Copy of the latest check, and/or payment stubs from Court Trustee, which in the case of Puerto Rico is " ASUME";

A notarized statement from the person paying the support. If payments are irregular, the family must provide an accurate statement of income:

A copy of the pertinent pages of the separation and/or settlement agreement, or the pertinent pages of the divorce decree stating the amount and type of support and payment schedule;

A notarized affidavit from the family indicating the amount(s) to be received;

A certification from the State Agency in charge of this which is called "ASUME".

#### Recurring Gifts

The family must furnish a notarized statement which contains the following information:

The person who provides the gifts;

The value of the gifts;

The regularity (dates) of the gifts;

The purpose of the gifts.

#### Zero Income Status

Families claiming to have no income will be required to execute verification forms to determine that forms of income such as

unemployment, TANF, SS, etc. are being received by the household.

Full-Time Student Status

Only the first \$480 of the earned income of full time students, other than head, co-head, or spouse, will be counted towards family income. This only applicable to students who are full time at an institution of higher education and the student is over the age of 18. Financial aid, scholarships and grants received by full time students are not counted towards family income. Verification of full time student status includes but not limited to:

Written verification from the registrar's office or other school official;

School records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

Verification of Allowable Deductions from income [24 CFR 982.516(1)

Child Care Expenses

Written verification from the person who receives the payments is required. If the child care provider is an individual, she/he must provide a statement of the amount that the participant family is being charged for services.

Verification must specify the child-care provider's name, the address, telephone number, the names of the children cared for, the number of hours the child-care occurs, and the rate of the pay. If the family cannot obtain the statement from the child-care provider, a self-certification will be accepted.

Medical Expenses

Families who claim medical expenses will be required to submit a certification as to whether or not any expense payments have been, or will be, reimbursed by an outside source. All expense claims will be verified by one or more of the methods listed below:

Written verification by a doctor, hospital, or clinic personnel, dentist, pharmacist, of (1) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (2) extent to which those expenses will be reimbursed by an insurance company or government agency;

Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family;

Self-certification when doctor, hospital, insurance company, social security, etc., refuse to provide written confirmation.

The PHA will use the Tenant Assessment SubSystem or any other

tools available to verify the household income of program participants. The reason for this key strategy is to reduce income and rent errors attributable to unreported income and to increase accuracy and efficiency in determining family eligibility and computing rent calculations.

## **5. Monitoring Program Performance**

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

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

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

The Director reviews the information presented by the staff 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 goals. Monitoring of the program records and files will cover the following program requirements and performance:

### **5.1 Program and Performance Requirements**

- The 100% very low-income requirement.
- The HUD-approved unit size distributions.

- The 10% exemption authority needed for more than 20% of the units, the PHA's request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.
- The utilization of the program by eligible elderly, handicapped, and disabled families.
- The annual and special re-examinations requirements.
- Accuracy of AP payments to owners.
- Leasing progress in a new increment of units.
- Occupancy rate of units in the management phase.
- Supervisory review of 5% HQS and 10% of Section 8250.058.
- Size of waiting list.
- Implementation of Federal Preferences.
- Implementation of HQS.
- Determination of rent reasonableness.
- Annual revision of utility allowance.
- Implementation of a non-discrimination policy.

## **5.2 Section 8 Office Occupancy Records**

- Tenant files
- Family service records

## **5.3 Section 8 Office Internal Statistical Reports**

- Percentage of minority participant families.
- Percentage of single-parent, female head-of household, participant families.
- Percentage of assisted families on Social Services.
- Percentage of assisted families with 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 families who leased in-place.
- Percentage of assisted families who leased units of smaller or larger sizes than those listed on their certificates.
- Number of assisted families who have been evicted with Section 8 Office authorization.

- Number of families who have left the program.
- Number of units occupied by handicapped families.
- Number of vacancy loss claims.
- Number of AP Contract terminations due to non-compliance with Housing Quality Standards.
- Number of owner who has dropped out of the program.

**6. Local Policy for Mobility and Portability for the Section 8 Existing Housing Voucher Programs**

The HA has developed the following policy concerning limitation on adjacent PHA's Vouchers 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 based on the fact that the adjacent PHA's Municipalities are within commuting distance from our Vouchers can be administered and served by the PHA's without having to assign them to, or refuse them from our PHA.

**7. 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 third party 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.

**8. Local Policy Concerning Prohibition of Preference if Applicant was Evicted for Drug-related Criminal**

## **Activity (24 CFR, 982.208) 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 (3) years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program. It's up to us, as a HA, 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 the 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 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 HA 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.

## **9. HOMEOWNERSHIP PROGRAM (SPECIAL HOUSING TYPE UNDER SUBPART M OF 24 CFR 982)**

Homeownership option allows first-time homeowner to use the voucher subsidy to meet monthly homeownership expenses, instead of using voucher subsidy to help family with rent.

### **9.1 Options:**

- Family responsible of finding eligible property they wish to purchase.
- Homeownership assistance payment is provided to help the new homeowner with monthly homeownership expenses.

- PHA may make monthly payment directly to the family or to the lender.

**9.2 Subsidy:**

- Payment standard determines maximum subsidy in voucher program.
- PHA uses the same voucher program payment standard amounts for Homeownership families.

**9.3 Family Eligibility B:**

Minimum income requirement:

- Federal minimum wage multiplied by 2000 hours (\$10,300.00 annual income)
- Except for the elderly or disabled family, welfare assistance may not be considered in determining if family meets minimum income requirement.

**9.4 Eligible units:**

- Unit under construction or already existing at the time HA determines family eligible for homeownership.
- One unit property or single dwelling unit in coop or condo (yes: townhouses, no: duplex)

**9.5 Time Limits:**

- Time limits do not apply to elderly or disables families
- Maximum term
  - 15 years if the initial mortgage has term of 20 years or longer.
  - 10 years in all other cases.
  - Time limits apply from initial purchase, regardless of whether family moves to new unit.

The Municipality of Morovis, through conversations with OCMA (Office of the Commissioner for Municipal Services) officials, is promoting the

inclusion of the homeownership program as one of the State's priorities. OCMA's participation is important, due to the fact that non-entitlement municipalities, as ours, rely greatly on OCMA's funding for this type of activity.

The Municipality of Morovis will refer prospective applicants to the OCMA Homeownership Program.

## **12. CODE OF CONDUCT**

24 CFR, Part 982.161, states the Conflict of interest provision, where:

- “(a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:
- (1) Any present or former member or officer of the HA (except a participant commissioner);
  - (2) Any employee of the PHA, or any contractor, subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs;
  - (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
  - (4) Any member of the Congress of the United States.
- (b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.
- (c) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.”

***If any person fails to comply with the regulations in regard to Influence of Federal Transactions and Disclosure of Lobbying Activities, it will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. ATTACHMENTS***

## **ATTACHMENT – A STATEMENT OF THE PHA’S DECONCENTRATION AND OTHER POLICIES GOVERNING ELIGIBILITY**

The policies and procedures that govern eligibility for the Section 8 Voucher Program are defined in the Administrative Plan. Families who have completed applications (after all required documents have been received, evaluated and accepted by the HA), and are in the application pool 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.

- A family with a child or children
- A group of persons consisting of two or more elderly persons or disabled persons living together.
- An elderly family (or single person)
- A disabled person
- A displaced person
- A single pregnant woman with no other family members.
- Unmarried couples
- A child who is temporarily away from home because of placement in foster care.

A. Federal Selection Preferences (section 882.219)

The housing authority of Morovis applies the federal preferences in a consistent manner with the provision of section 882.219 of the CFR.

B. Criteria for the 10% Exemption Priority.

To assure the integrity of the program, this HA will provide assistance only to those families, which have applied for and have been processed through the waiting list. The list will be reviewed every year with a notification in writing to the applicants to find out current status.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

**ATTACHEMENT – B STATEMENT OF FINANCIAL RESOURCES**

SOURCES:

- Federal Grants FY 2005:

1. Annual Contribution for Section 8 Voucher Program	\$235,819.00
---	--------------

TOTAL RESOURCES: \$235,819.00

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

**ATTACHMENT – C**  
**STATEMENT OF THE HA'S RENT DETERMINATION POLICIES**

The determination of rent policies and contribution is based on HUD's regulation. The computation for gross family contribution will be made once all income has been duly accounted for and properly verified, and all credits and unusual expenses have been determined eligible under the applicable factors.

Computation of Gross Family Contribution (GFC) is the greater of the following computation.

- \$25.00 minimum payment to all applicants.
- 10% of the monthly income before any deductions.

The housing unit payment standard is based on the Fair Market Rent (FMR)

concerning the location and the size of the unit.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

#### **ATTACHMENT – D STATEMENT OF THE HA’S OPERATION AND MANAGEMENT**

The Section 8 Office will have a major responsibility and authority in the implementation of the Section 8 Voucher Program. The overall responsibility of the management team is to insure compliance with the federal regulations coordinating the implementations of Tenant Policy, Affirmative Marketing Plan and directing the day to day activities designed to meet program goals and objectives.

The Section 8 Voucher Program is run by local municipal government and therefore the Executive Director of the PHA is the locally elected Mayor of the city. The HA of Morovis has developed detailed procedures for the administration of Section 8 Voucher Program. These procedures provide the framework for directing, managing, supervising and monitoring program activities In order to keep an open communication with the community and the participants of the Section 8 Voucher Program. A Resident Advisory Board was appointed to assist the Coordinator of the program with input and advice on how to improve the program and its component.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

**ATTACHEMENT – E      STATEMENT OF THE PHA GRIEVANCE  
PROCEDURES**

Informal Review & Hearing for Denial, Reduction, or Termination of Assistance:

The PHA, upon determining that an applicant or a participant is ineligible, will notify the applicant or participant, in writing, on the reason (s) for the ineligibility and their right to request an informal review for applicants, or informal hearing for participants.

Procedure:

When an informal review or hearing is requested by an applicant, Voucher holder, or tenant, said informal review or hearing would be conducted by the coordinator 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 or other representation, if desired, at its own expense.

Either the family or its counsel/representative must be given the opportunity to examine the evidence and question any 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 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. These procedures are based on the HUD regulations CFR 982.555.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

## **ATTACHMENT – F**

### **STATEMENT OF THE HOMEOWNERSHIP PROGRAM ADMINISTERED BY THE PHA**

A part of the Consultation Process regarding the State CDBG Program the Municipality of Morovis is suggesting to the Office of the Commissioner of Municipal Affairs OCMA the development of a Homeownership Program. This is as a pilot program to assist families in the process of purchase a new home and in a period of ten year maintain there own permanent house unit.

In non-entitlement communities as is the case of the Municipality of Morovis. This program would embody the true heart of our mission which is to help low-income families become self sufficient in what they truly desire, a home of their own.

If developed in the future, those participating in the Authority's Section 8 Homeownership Program would be required to make a minimum down payment of their own resources on the home and, further, must participate in both pre- and post purchase homeownership counseling program to be offered by the Housing Authority.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

**ATTACHMENT - G**

**CIVIL RIGHTS CERTIFICATION**

Under any circumstances can an agency, organization or institution, staff, violate applicant, participants, employees, civil rights by either discriminating an individual or employee due to grounds of race, color, religion, national origin, age, individuals with disabilities, or be excluded from programs participation, employment or discriminated of any federal funded program, either in whole or in part. This ruling must be obeyed and acknowledged by all Municipal employees in this and other programs.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

---

Hon. Heriberto Rodríguez Adorno  
Mayor

## **ATTACHMENT – H**

### **STATEMENT OF THE PHA CONCERNING SAFETY AND CRIME PREVENTION**

Morovis Housing Authority has been working closely with Morovis Municipal Police Department in providing crime and drug prevention programs and services to help curtail or mitigate crime activities in our neighborhoods or in any of the approved Section 8 houses.

We encourage all Section 8 participants to attend all of drug prevention activities including those held by the Program, the Municipal Police Department, and State related agencies. These are offered in order to make citizens aware and informed of all activities and matters regarding the safety of there community and its prevention measure that are being implemented in fighting crime and drugs in their neighborhood. We want a safe environment for their children and family members.

Any family who experience any drug problem will be referred to a drug rehabilitation program.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor

**ATTACHMENT – I**

**STATEMENT OF THE PHA CONCERNING THE RECENT SINGLE AUDIT**

No findings from Single Audit for fiscal year ending June 30, 2004 have been found.

The Single Audit pertaining to fiscal year ended June 30, 2004 has been contracted and is currently underway. Copy of the latest Single Audit finding is included.

Certify Correct:

Date: April 12, 2005

\_\_\_\_\_  
Mr. Jaime Varas  
Section 8 Coordinator

\_\_\_\_\_  
Mr. Eugenio Martínez Rodríguez  
Federal Program Director

\_\_\_\_\_  
Hon. Heriberto Rodríguez Adorno  
Mayor



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

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005-2006

**MUNICIPALITY OF MOROVIS**  
**RQ 024**

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

**PHA Plan  
Agency Identification**

**PHA Name: Municipality of Morovis, Puerto Rico**

**PHA Number: RQ 024**

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

**Public Access to Information**

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

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

**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: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - 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)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

**Other PHA Goals and Objectives: (list below)**

**None.**

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**The Municipality of Morovis has established the Housing Authority for Tenant Based Housing Voucher Program in order to assist financially distressed families in meeting their basic housing needs of securing decent safe and sanitary housing. The HA will provide families the opportunity of choice and mobility in selecting where they want to live and maintain the essentials elements of a private relationship between the tenant and the landlord.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Content	1
1. Housing Needs	6
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	11
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27

8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	33
12. Community Service Programs	35
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	39
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	40
18. Other Information	40

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 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
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
	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
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input type="checkbox"/> check here if included in Section 8 Administrative Plan	Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	754	5	4	3	2	3	4
Income >30% but <=50% of AMI	283	4	4	2	3	4	4
Income >50% but <80% of AMI	131	1	3	2	3	4	1
Elderly	123	4	3	3	5	5	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 2000
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	20		2
Extremely low income <=30% AMI	15	75	
Very low income (>30% but <=50% AMI)	5	25	
Low income (>50% but <80% AMI)	0	0	
Families with children	20	100	
Elderly families	0	0	
Families with Disabilities	0	0	
Race/ethnicity	NA	NA	
Characteristics by Bedroom Size	NA	NA	NA

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	NA	NA	NA
2 BR	NA	NA	NA
3 BR	NA	NA	NA
4 BR	NA	NA	NA
5 BR	NA	NA	NA
5+ BR	NA	NA	NA
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$285,819.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$285,819.00	

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

[24 CFR Part 903.7 9 (c)]

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

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

**(1) Eligibility**

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

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

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

**(4) Admissions Preferences**

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

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

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) The tenants responsibilities

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Due to the lack of available housing units in the area, the Municipality usually grants two 30 day extensions.

**(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**)

Program admission will be based upon date and time of the application. The only preferences that will be allowed for admission are the following: Victims of Natural Disasters, Homelessness and Displacement due to Government Action.

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

- 2      **Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- Families with Children with Disabilities**
- Victims of domestic violence**
- Substandard housing**
- 1      **Homelessness**
- High rent burden**

Other preferences (select all that apply)

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

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

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)

The PHA will assist tenants with disabilities procure safe housing.

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

- Through published notices
- Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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/is 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 highest 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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: 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. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	0	0
Section 8 Vouchers	53	0

Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)	0	0
	0	0
	0	0

### C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

**Program Administrative Plan**  
**HUD Handbook 7420.10 G (April 2001)**  
**Circular Letters**  
**Waivers**  
**HQS Handbook**  
**5 Year Plan**  
**PHA Annual Plan**  
**24 CFR 982**

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

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

-or-

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

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

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

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

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

[24 CFR Part 903.7 9 (j)]

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

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

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

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

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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)

Part of the development

Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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



the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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

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

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

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

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
  - Police provide crime data to housing authority staff for analysis and action
  - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - Police regularly testify in and otherwise support eviction cases
  - Police regularly meet with the PHA management and residents
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - Other activities (list below)
2. Which developments are most affected? (list below)

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

5.  Yes  No: If yes, how many unresolved findings remain? \_\_\_\_\_  
Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management - NA**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

- 1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: Commonwealth of Puerto Rico
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

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

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

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

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

