

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

Municipality of Guayama-RQ017

PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2006

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

PHA Plan Agency Identification

PHA Name: Municipality of Guayama

PHA Number: RQ017

PHA Fiscal Year Beginning: (mm/yyyy) 07/2006

Public Access to Information

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

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

PHA Plan Contact Information:

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Display Locations For PHA Plans and Supporting Documents

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

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

PHA Name: Municipality of Guayama
PHA Code: RQ017

Annual Plan for FY 2006

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) 60%
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2006 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

Furthermore, it is for this reason that the Municipality of Guayama continues to move toward the major initiatives outlined in our Five-Year Plan that was approved by HUD in 2005. The plans, statements, and policies set forth or referenced in this same plan all lead towards accomplishing Guayama's goals and objectives. It is for this purpose that the Municipality established a Section 8 Office that administers not only the Housing Choice Voucher Program as well as any other subsidized housing program in order to assist financially disadvantaged families in meeting their housing needs, namely decent safe, and sanitary. The Municipal Section 8 Office has adopted the following mission statement:

- ❖ ***The Municipality is dedicated to creating, providing, and increasing high quality housing opportunities to Guayama residents through effective and responsive management as well as responsible stewardship of public and private funds.***

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

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart - **rq017b01**
- FY 2000 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Annual Plan Supplement – rq017a01

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan - submitted to HUD local office	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan (Annual Supplement – Section VII, page 19)	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	other approved proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan (Annual Supplement – Section IV, page 3)	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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	1,046	5	5	5	5	5	4
Income >30% but <=50% of AMI	491	4	4	5	5	5	4
Income >50% but <80% of AMI	1,989+	3	4	4	4	4	4
Elderly	460	5	5	5	5	5	5
Families with Disabilities	635*	5	5	5	5	5	5
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----

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

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

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	315		50
Extremely low income <=30% AMI	158	50%	
Very low income (>30% but <=50% AMI)	94	30%	
Low income (>50% but <80% AMI)	63	20%	
Families with children	289	91.8%	
Elderly families	2	.6%	
Families with Disabilities	2	.6%	
Other	22	7.1%	
Race/ethnicity – H*	315	100%	
Race/ethnicity	N/A	N/A	
Race/ethnicity	N/A	N/A	
*H-denotes Hispanic (Puerto Rican) Origin			
Characteristics by Bedroom Size (Public Housing Only) – CN/A			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? Since 1/2005 - 13 mths	
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance

- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)	\$1,014,073.00	Rental Assistance
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$879,937.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)		
Administrative Cost	\$134,136.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	N/A
3. Public Housing Dwelling Rental Income	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	N/A	
4. Non-federal sources (list below)	N/A	
Total resources	\$1,014,073.00.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing CN/A

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

(1) Eligibility

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
 All PHA development management offices
 Management offices at developments with site-based waiting lists
 At the development to which they would like to apply
 Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (Select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

Criminal or drug-related activity

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

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

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 your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing CN/A

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (Select one)

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

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

See Required Attachment D

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. (rq017b02)
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

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

individually)		

C. Management and Maintenance Policies

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

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing CN/A

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

If yes, list additions to federal requirements below:

- 2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
 - PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs - CN/A

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition - CN/A

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing – N/A

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

C. Welfare Benefit Reductions – N/A

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

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

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

13. PHA Safety and Crime Prevention Measures - N/A

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management – CN/A

[24 CFR Part 903.7 9 (q)]

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

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) **REQUIRED ATTACHMENT B**
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

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

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

COMMONWEALTH OF PUERTO RICO

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

D. Other Information Required by HUD

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

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

A. Substantial Deviation from the 5-year Plan:

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

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Guayama and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full public process requirements including Resident Advisory Board Review:

- Changes to rent (i.e., minimum rent), admission policies and/or organization of the waiting list;
- Additions of new activities not included in the current Annual Plan;

- Any change with regard to the administration of the current tenant-based programs, including but not to the establishment of the homeownership program.
- Changes to the grievance procedures as established within our Administrative Plan.

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

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

B. Significant Amendment or Modification to the Annual Plan:

SAME AS ABOVE

Attachments

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

Required Attachment A: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The Resident Advisory Board for the Municipality of Guayama's locally administered Housing Choice Voucher Tenant-based Program was elected by the families benefiting from the Program. The Board is composed of 6 members and the term for the board is one year. Annually the families come together to vote and elect their board members. The following is a list of the members that make up the board.

President	Virgen S. Díaz Vega Calle Monserrate \$42 Norte Guayama, PR 00784
Vice-President	Grisel Vicens Torres Calle Genaro Cautino #48 Oeste Guayama, PR 00784
Secretary	Mónica Aponte Rivera Calle Retiro #185 Este Guayama, PR 00784
Vocal #1	Lucía Romero Corea PO Box 1307 Guayama, PR 00784
Vocal #2	Nilda Santiago Valentín Calle Rafael Santiago Cruz #166 Este Guayama, PR 00784
Vocal #3	Gory I. Valentin Laboy Calle Francisco G. Bruno #72 East Guayama, PR 00784

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

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

Resident's Comments:

- ✓ Residents would like to see continued efforts made to encourage more landlords to participate in the program in order to increase housing choices.
- ✓ We have reviewed the plan and after reading various times, there are still things that the RAB did not fully understand due to the terminology and the lack of understanding of the English language. The RAB does feel that with the help of the Housing staff, most of the Annual plan was understandable and that it is a valuable source of publicly accessible information. On further comment, there is nothing in the plan that the RAB could think of that needs to be added, deleted or disputed.
- ✓ One member of the RAB commented that more help is needed to offset the economic situation of the Island as well as the rise in rates for water and electricity. Be it from HUD, the Central Government or the Municipality itself. Funding for the poor is getting scarce everyday.
- ✓ Residents were encouraged that the Municipality's Informal Review Procedure is available to all Section 8 participants for their review.

Municipality's Response:

The Municipality intends to make continued efforts so as to encourage more landlords to participate in our locally administered Subsidized Housing Program. The Municipality considered the comments submitted by the RAB, but determined that no changes to the PHA Plan were warranted.

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

Required Attachment C: Statement of Progress

The Municipality of Guayama continues to move towards the major initiatives outlined its Five-Year Plan approved by HUD in 2005. The Municipality will adhere to the following adopted mission:

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

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

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

- Provide voucher mobility counseling, which is an on-going event.
- Has been actively promoting freedom of housing choice so as to achieve spatial deconcentration of extremely low-income families within our homogeneous community.
- Continue with our established goal of providing improved conditions for extremely low-income families, while maintaining their rent payments at an affordable level.
- Provide an incentive to private owners to rent their dwelling units to economically disadvantaged families by offering timely assistance.

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

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

Required Attachment D: Section 8 Homeownership Capacity Statement

The Municipality of Guayama is continuing to examine the Section 8 Homeownership Program Final Rule, 65 Fed. Reg. 55134, dated (September 12, 2000). The Municipality has serious concerns that based on the limitations of HUD's final rule as well as the economic situation of the Island; the program may not be viable in Guayama.

Moreover, the Municipality has made no determination at this time as to whether it will implement such a program during 2006-2007. Guayama will continue its review of the final rule and reserves its rights to implement the Section 8 Homeownership by the capacity statement set out in Section 11, Homeownership Programs Administered by the PHA, subpart B of this same annual plan.

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

A. Hardship Exemption

Should a family request a hardship exemption, said request will be honored upon determination of whether there is a qualifying financial hardship. The suspension of the minimum rent requirement will begin the month following the family's hardship request.

The following will be considered as financial hardship:

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

B. Request for hardship exemption

- a. If a family requests a hardship exemption, the Municipality of Guayama will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Guayama determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
- b. If the Municipality of Guayama determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Guayama will not impose a minimum rent for a period of no more than 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.
- c. If the Municipality of Guayama has determined that there is no qualifying hardship exemption, the Municipality of Guayama will reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Municipality.
- d. If the Municipality of Guayama determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent requirement in compliance with 24 CFR Part 5, Section 5.616.

C. Appeal of financial hardship

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

Required Attachment F: Statement Regarding Deconcentration Policy

The Municipality of Guayama, in accordance with our Administrative and Continued Occupancy Policy, will select and place tenants **to avoid concentration of the most economically and socially deprived families within the Housing Program using a broad range of incomes through rent ranges. Once a year the Municipality will conduct an analysis of the incomes of families residing in the Section 8 Tenant-based Housing Program which is subject to the deconcentration rule to ensure compliance.**

Required Attachment G: Required Attachments

1. **Statement of Housing Needs is located in the attached annual supplement, Section XIII, page 29.**
2. **Statement of PHA's Rent Determination is located in the attached annual supplement, Section VIII, page 19.**
3. **Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section IX, page 23.**
4. **Statement of Progress is located in the attached annual supplement, Section II, page 2.**
5. **Statement of PHA Code of Conduct is located in the attached annual supplement, Section XIX, page 41.**
6. **Statement about Screening & Eviction for Drug Abuse and Other Criminal Activity, Section XII, page 26.**
7. **Statement of PHA's Concerning Steps Taken To Further Fair Housing, Section XI, page 25.**

PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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



COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF GUAYAMA
RQ 017

ANNUAL PLAN SUPPLEMENT
FY 2006-2007



HON. HECTOR LUIS COLÓN
MENDOZA
MAYOR

MARÍA V. VICENTE
SECTION 8 DIRECTOR

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I EXECUTIVE STATEMENT

The Municipality of Guayama has been affected within the Department of Housing & Urban Development within the Department of Housing. These changes have created a challenge for Public Housing Agencies an opportunity to pursue other avenues that will provide the potential for growth and an independence from HUD appropriations.

Furthermore, it is for this reason that the Municipality is moving toward the major initiatives outlined in the plan approved by HUD in 2005. The plans, statements, and policies set forth in this same plan all referenced in this same plan all objectives. It is for this purpose that the Municipality that administers not only the Housing Choice Voucher program in order to assist financially meeting their housing needs, namely decent safe, and sanitary Section 8 Office has adopted the following mission statement:

The Municipality is dedicated to creating quality housing opportunities to Guayama residents through effective responsive management as well as responsible stewardship of public funds.

It should be noted that through continued implementation of our identified goals and objectives, our Municipality has created an organization that focuses on delivering the highest level of customer service, while providing quality affordable housing opportunities. By setting a goal to provide a vehicle for those in need, and by bringing them together in a manner beneficial to both. This is in relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Guayama is a Tenant-based (Section 8) only PHA.**

The Annual Plan of Guayama as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1990, 545, 545, where, the Municipality of Guayama has established a unified vision for community actions. This same Plan will afford Guayama community actions. This same Plan will provide the various programs presented herein strategies by involving citizens *framework for local accountability framework for local accountability framework for public housing residents, participants in the tenant-based program, and other public*

members of the public may locate basic PHA policies, rules, and requirements concerning its operations, programs, and services.

II SUMMARY OF POLICY FOR THE UPCOMING YEAR

The Municipality of Guayama does not contemplate or deviation in its policies or programs from the previous year not covered in other sections of this Municipality will be doing for the fiscal year FY 2017 a subsidized housing program.

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

Upfront Income Verification

The Municipality has established a policy to secure utilization of Upfront Income Verification (UIV) household income of program participants. This is a key strategy to reduce income and rent errors attributable to unreported income and efficiency in determining family eligibility and computing rent calculations.

MINIMUM RENT & PAYMENT STANDARD

The Municipality has determined that due to the budget cuts enacted in 2016, the Municipality has determined to be proactive and increase its payment standard from 100% with QWHRA. The Municipality retains the right to revisit the payment standard if need to be.

III HOMEOWNERSHIP PROGRAM

One of the major objectives of the present program is to maximize the opportunities for both low and first-time homeowners. Our experience has clearly demonstrated that homeowners take more pride in, and better care of their individual housing units than families who occupy rental units. This fact will clearly assist in:

Eliminating blight and blighting conditions within low income areas by preserving existing housing units;

Develop self-sufficiency by encouraging low income families to become self-sufficient, in order to become first-time homeowners;

Revitalize and stabilize existing and deteriorated low income neighborhoods.

The Municipality of Guayama has decided to implement the Section 8 Homeownership Program pursuant to Section 8 of the USHA of 1937, as implemented by CFR part 982. The Municipality utilizes State sponsored programs to become homeowners. Two such programs are *Your Home*, which provides a grant to qualifying families, which provides a grant to qualify to be used as a downpayment towards the purchase of a home and the other program is *Ley 124* or *Law 124*, which also provides a subsidy to low-income families who become first-time homebuyers. The Homebuyer Program is being utilized by low-income families is the Homebuyer Program is being utilized by the US Department of Agriculture, Rural Development Administration.

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

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

ACTIVITIES:

PROVIDE GREATER ASSISTANCE IN MEETING DOWN PAYMENT AND CLOSING COST REQUIREMENTS:

One of the greatest barriers to homeowners by potential low income purchases, are the initial down payment and closing cost requirements. The Municipality will, working with such housing agencies as previously set forth within this same submission, in order to create an environment whereby low income families have the opportunity to become homeowners.

V FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than do homeowners as it demonstrated by the 2000 U.S. Census of Population as well as our own. When renters are compared to homeowners, the percentage of renters with housing problems is higher than owners.

We have identified the need for rental housing requests made to the Municipality by the Municipal Agencies. In most cases, it was housing, since better than 80% of the population does not qualify to purchase a dwelling unit and require some type of rental assistance. It is in this regard that the Municipality of Guayama has established a goal to assist approximately 60 households with rental housing assistance.

The activities that will be undertaken to achieve these goals are:

A. HOUSING FUNDING SOURCES -

Seek out whatever available alternative housing Programs as they become available from such agencies as the Rural Economic Development, Puerto Rico Housing Department, Housing Development Agency of the Commonwealth of Puerto Rico, and local cooperatives, etc.

Additionally, work with island homebuilders interested in constructing rental housing units. Encourage such contractors to participate in the local housing market.

B. ADDITIONAL SUBSIDIZED FUNDING UNDER THE VOUCHER PROGRAM

The Municipality of Guayama will petition as well as work closely with the U.S. Department of Housing and Urban Development to obtain additional vouchers, if and when they become available. We are desirous to obtain more vouchers because of the high demand within our Municipality. Participation in a viable program within our Municipality is a priority.

mentioned mentioned will assist mentioned will assist extremely low and low income families to self-sufficient.

C. AVAILABLE FUNDING SOURCES

The Municipality of Guayama will submit for The Municipality of Guayama will Annual Plan (FY 2006-2007) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 264 In order to assist the the benefits of the Municipality of Guayama s tenants the benefits of the Municipality of program, we will be submitting for HUD approval the following budget:

TABLE I	
SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL	
PROGRAM	BUDGET ESTIMATE
Housing Choice Voucher Program	\$879,937.00
Activities: Tenant-based Housing Assistance for 264 families.	
Program Administration	\$134,136.00
Total Estimate of Budget to be submitted to HUD for Approval	<u>\$1,014,073.00</u>
Total for the Municipality of Guayama s Housing Budget (Grand Total)	<u>\$1,014,073.00</u>

VI PHA S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM

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

At the current time, the Municipality of Guayama has developed FSS Program but is striving to improve it.

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

1. Family Composition Birth, marriage and family photographs, statements, school records
2. Special Medical Needs which require larger units. Medical Special Needs
3. Income from wages Verification forms from the employer.
4. Social Security Verification from HUD s website.
5. State Disability pensions Verification forms from an employer.
6. Welfare payments Verifications form Department of the Family agency.
7. Unemployment compensation Verifications form from State Agency (Form W-5).
8. Alimony and child support Court Records. A copy of decree as well as form from the appropriate State Agency ASUME.
9. Family financial Assistance Letter form from a benefactor.
10. Family type (Elderly or Disabled) From appropriate benefits and birth certificate.
11. Full-time student (18 or older). A letter from school or college
12. Scholarships-grants A written confirmation from the source of benefits, as well as, a form from Education Institute net balance is the amount available for subsistence.
13. Income Interest Verification from bank or institution, bank passbooks, etc.

- | | |
|-------------------------|---|
| 14. Assets | Written form from appropriate financial institution or source. In case of rental income, a written statement from the person paying the rent. |
| 15. Applicant Screening | A Certificate of Good Conduct from the State Police Department this as per QHWRA of 1998. |
| 16. Other | Any other document deemed necessary for the family applicant to qualify for the subsidized housing program established HUD regulation document deemed necessary |

D. Factors that will be used to Determination Eligibility

In determining the eligibility of factors will be used for such determination:

1. Family income so as to comply with policy.
2. The health condition of the family.
3. The conditions under which the family is currently time of the application.

E. Selection and Admission of Applicants

1. Admission of a family applicant

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

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

In accordance with 24 CFR part 5, subpart not less than 75 percent of the families admitted to the Municipality subsidized housing program during

whose annual income does not exceed the following amounts:

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

3. Conversion of Assistance

Conversion of assistance for a Conversion of assistance for a Conversion of assistance for a of Guayama Certificate Program to assistance in the House of Guayama Certificate Program does not count as an admission, Program does not count as an admission forth in Part VII, section E of this policy.

4. Inapplicability of Targeting

Admission Admissions Admissions of the following categories of families subject to targeting under Part V, section E of this policy:

- A. A low-income family that is continuously as a low-income family under the 1937 Act.
- B. A low-income or moderate-income displaced as a result of the or or voluntary termination of an insurance contract or voluntary eligible low-income housing as defined in 5, section 248.101.

5. Use of Family's Income

The annual income (gross income) used both for determination of income-eligibility under 24 CFR 5.601(c) and for the Municipality of Guayama, section D of this policy.

6. Administration of Waiting List

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

7. Organization of the Waiting List

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

- a. Applicant names
- b. Family composition (adults/children, age/sex)
- c. Date and time of application
- d. Bedroom size
- e. Qualification for any ranking preference or local preference
- f. Racial or ethnic designation of the head of household

- g. Programs for which the PHA qualifies for and would be interested in participating in any special program being administered by the PHA. This will not affect the place on the waiting list.

8. Occupancy Standards

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

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

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

9. Opening the Waiting List

- a. When the Municipality decides to publish a public notice to families and homeowners of the waiting list. The public notice when to apply and/or to receive additional information on all aspects of the program.
- b. The Municipality will provide publication in a local newspaper which should also include minority media.

- c. The public notice among other limitations, if any, on who may apply.
- d. When the waiting list is open, the Municipality will accept applications from families for who accept applications open, unless there is good cause for not accepting the application.

10. Closing the Waiting List

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

11. Updating the Waiting List

The waiting list will be updated so that it is current and accurate. This will be accomplished through the following procedure:

- a. A letter will be mailed to the applicant's last known address.
- b. The notice will inform the applicant that the application has passed and information will be requested regarding their continued interest in the waiting list.
- c. A time limit will be established for the applicant to respond.

- f. Single person with a disability or any member of the family applicant with a disability except provision set forth in Section policy.
- g. Single elderly person or family applicant elderly person.
- h. Other Preferences such as:
 - 1. Working families and those unable to because of age or disability;
 - 2. Veterans and veterans families;
 - 3. Those enrolled currently in education or upward mobility programs-for part who wish to enroll in Program;
 - 4. Households that require requirements - for participation in our FSS and Home Programs, respectively.

Additionally, Regulations which state that not less than 75% of the area median income at or below 30% of the area median income other admissions generally will be at or below 50% of the area median, for families that meet eligibility criteria as set forth by the Municipality.

2. Qualifying for a local Preference

- * **Victims Domestic Violence:** An applicant qualifies for domestic violence if the domestic violence if the applicant's conditions which threaten the well being, health and safety of the family by an abusive member.
- * **Maintaining families together:** An applicant qualifies for this preference when a family Child Welfare Agency with Child Welfare due to inadequate housing or child abuse. This will ensure that the children who remain with, or who are

reunited with, their reunited with, their reunited with, the subject to neglect as a result of homelessness or inadequate housing.

* **Displacement:** An applicant qualifies for a local preference if:

1. The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing;
2. The applicant will be involuntarily displaced within no more than six (6) months of preference status certification by the PHA.

* **Substandard Housing:** An applicant qualifies for a local preference if the applicant is living in overcrowded conditions or in a shelter. An applicant will be considered as living in substandard housing.

* **Rent Burden:** An applicant qualifies for a local preference if the applicant is paying more than 50% of their income in rent.

* **Certification of Preference:** A family qualifies for a Local Preference by the Municipality, that the family qualifies for a local preference. The Municipal Section 8 office will accept this certification, unless it can be verified that the applicant is not qualified for a local preference.

* **Verification of Preference:** Before an applicant is admitted on the basis of the local preference, the applicant must provide information needed by the Municipality in order to verify that the applicant qualifies for a local preference. The current status must be determined whether there has been a change in the qualification of a local preference certification and selection for admission, including change from one local preference category to another.

* **Retention of Preference:** The PHA has agreed to the PHA has agreed to the Housing Choice Voucher Program applicant who is currently receiving tenant-based assistance under the HOME program (2 HOME program) determines whether the applicant qualifies for the Housing Choice Voucher Program based upon the situation of the applicant at the time the applicant began to receive tenant-based assistance under this same HOME program.

* **Persons with disabilities:** No individual considered to be a person with a disability of eligibility solely due to dependence.

3. Notice and Opportunity for a Meeting where the Preference is denied

If the PHA should determine that an applicant for a Local Preference, the PHA must promptly give the said determination. This notice must contain a brief statement of determination, and state that the applicant had a representative in order to review the determination.

This same meeting may be conducted by any person or designated by the PHA, who may be an officer or employee of the person who made or reviewed the determination or the person who made or reviewed the determination. Additionally, the applicant may exercise the right if he or she has been discriminated against on the basis of national origin, age, disability or family status.

VIII STATEMENT ON PHA'S DETERMINATION

A. Total Tenant Payment

Computation of the total-tenant payment will be determined in accordance with 24 CFR Part 5, Section 5.613. The computation is based on all income has been duly accounted and properly adjusted for unusual expenses have been determined.

imposition of the minimum rent requirement;

- c. When the income of the family has decreased because of a changed circumstances, of a changed circumstance employment;
- d. When a death has occurred in the family;
- e. Other circumstances as determined by the Municipality of Guayama.

E. Request for hardship exemption

1. If a family requests a hardship exemption, the Municipality of Guayama will suspend the minimum rent beginning the month following the family's hardship until the Municipality of Guayama determines there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Guayama determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Guayama will suspend the minimum rent for a period of no more than 90 days from the date of request. At the end of the request, the minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.
3. If the Municipality of Guayama has determined there is a qualifying financial hardship exemption, the Municipality of Guayama will reinstate the minimum rent for minimum rent from the time of hardship conditions established by the Municipality.
4. If the Municipality of Guayama determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent with 24 CFR Part 5, Section 5.616.

F. Appeal of financial hardship

Should the family appeal the financial hardship determination through the Municipality of Guayama grievance procedure, it will be exempt from

1. TheThe subsidy standards provide for the smallest number of bedroomsbedrooms required to house a family without bedrooms overcrowding;

2. TheThe subsidy requirements are consistent witThe subsidy requirements under the Housing Quality Standards;
3. TheThe subsidy standards have been The subsidy standards have been applied to families of like size and composition;
4. AA child who may be temporarily away from the home because of placement in foster care is considered of placement in foster care in determining the family unit size;
5. AA familyA family consisting ofA family consisting of only a pregnant woman as a two-person family;
6. AnyAny live-in aide which has been authorized by the MunicipalityMunicipality to reside within the unit to care for a family membermember who is either disabled or at least 50 years of age may be counted in determining the family unit size;
7. TheThe MunicipalityThe Municipality has agreed,The Municipality has agreed with the family,with the family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit.
8. TheThe Municipality will grant an exception tThe Municipality will grant an exception to its subsidy standards, in determining the family unit size, if it determines that the dwelling unit, if it determines that the dwelling unit, if it determines that the age, sex, health, handicapped or relationship of family members or other personal circumstances.

I. Exceptions to FMR on a Unit by Unit Basis

TheThe PHAThe PHA isThe PHA is entitled to establish its payment standard from the FMR approved for Metropolitan area of the FMR approved for Metropolitan area to approve initial gross rents on a unit by unit basis which exceed to approve initial gross payment payment standard established by the PHA for units, which by virtue of amenities or location, or in the case of expanding housing oppoamenities or location income families, or to obtain units which have been made accessible to the disabled, which which are determined which are determined to warrant exception rents. The PHA accepts the same authority will not be exercised for more than 20 percent of the units authorized by the ACC.

J. Affordability Adjustments

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

K. Rent Adjustments

Rent adjustments requested by landlords will be processed as indicated in Section 982.509 Federal Register, April 3, 2012. Participants must request said revision to the contract rent sixty (60) days prior to the contract anniversary date.

IX PHA S GRIEVANCE PROCEDURE

A. Informal Review

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

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

Furthermore, the Municipality in advising the participant of the denial, must be stated within the denial letter, a time reference that part of existing regulation that was used as a basis for denying assistance to the family participant.

B. Hearing Procedures

The following represents the Municipal procedures for conducting an informal hearing for participants:

1. The family will be given an opportunity to examine any family documents that are deemed necessary before the hearing. The PHA will permit the family to copy any such documents at the family's expense.

2. It is agreed that the PHA must be given the opportunity to examine at its office any family documents that are relevant to the hearing. The PHA is therefore permitted to examine any such documents at its own expense. It is then if the family does not make the document available for examination at the request of the PHA, the PHA is permitted to submit the document(s) at the hearing.

3. Representation of the Family

The Municipality agrees that the Municipality may be represented by legal counsel.

4. Hearing Officers

The hearing will be conducted by a member of the municipality, or by any other person of the municipality, or by any other person, other than a person who is a member of the Mayor, other than a person who is a member of the Municipality in appointing a person to the Municipality empowered to regulate the conduct of the hearing.

5. Evidence

The Municipality and the family will be given the opportunity to present evidence as well as questions to the Municipality and the family. The Municipality and the family will be considered without prejudice under the rules of evidence applicable to the hearing.

6. Issuance of Decision

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

7. Effect of Decision

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

X CIVIL RIGHTS CERTIFICATION

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

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

The Municipality of Guayama will further fair housing during the five-year period of the Consolidated Plan, the Annual Plan, and thereby benefit those families, namely - the low and very low income families achieve safe, decent and affordable housing as income families achieve sufficiency and economic independence.

ACTIVITIES:

REVIEW OF EXISTING HOUSING PROGRAM

The Municipality of Guayama will, in order to improve the community, review all existing housing projects carried out within the community, so as to assure that all housing projects are implemented in total compliance with the PHA Plans and Related Regulations.

COORDINATION BETWEEN PUBLIC/PRIVATE RESOURCES

The municipality will contact pThe municipality will contact puThe municipality including including local financial institutions located within Guayama, and prinincluding local withwith bothwith both information and descriptive materials making themwith both informati further fair housing.

COORDINATING INFORMATION/REGULATIONS

WorkingWorking closely with the housing diviWorking closely with the housing divis obtainobtain copiesobtain copies oobtain copies of regulations and other training aids in orde duringduring the course during the course oduring the course of the five-year period of the awareness of the importance of fair housing.

CREATE AWARENESS OF LEAD BASE PAINT HAZARDS

SincSinceSince many of the private homes in Guayama were constructed prior Since many o informedinformed that lead baseinformed that lead base paint represented ainformed that lead b household,household, andhousehold, and the effect this same problemhousehold, and the effect GuayamaGuayama is committed both in a shortGuayama is committed both in a short term (one toto work with the Puerto Rico Department of Housing, in orde to work with the Puerto Rico De implementimplement a viable, effective, safe, andimplemment a viable, effective, safe, and cost-eff hazardhazard.hazard. While a great many precautions currently exist, effective abatement and likewise,likewise, likewise, hazard reduction activity requires participation from providers contractors, aside from individual residents.

GuayamaGuayama feelsGuayama feels rather strongly, thatGuayama feels rather strong abatementabatement abatement sabatement services it must coordinate it s activities with other sta withwith this same problem. In cooperationwith this same problem. In cooperation withwith this have initiate the following actions in order to achieve the most desirable results:

ACTIVITIES:

COMPLYING WITH EXISTING REGULATIONS

TheThe Municipality of Guayama, has a goal of workThe Municipality of Guayama managementmanagement of the various Public Housing Projects located wimanagement of the va toto review all units in cooperation with the State Housing Department and other applicableapplicable State Agencies over the five-year period of the ConsolidaConsolidated I order to both assist and coordinate the required abatement services required.

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

A. Purpose

All federally assisted housing is to live and raise families, not a place to commit crime, to use and raise families, not a place to harm neighbors. It is the intention of the Municipality of Guayama to implement a policy designed to:

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

B. Administration

All screening and administration is to be administered fairly and in such a manner that does not discriminate on the basis of race, color, nationality, religion, familial status, disability, sex, or other legally protected groups.

To the maximum extent possible, the Municipality of Guayama will coordinate with other community and governmental entities in the implementation of this policy.

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

A. Prohibiting Admission of Drug Criminals

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

1. ThatThat the evicted household member who engaged in drug-relatedrelated criminal activity has successfully completed a supsupervisedsupervised drug rehabilitation program approsupervised dru
2. ThatThat the circumstancesThat the circumstances leading to eviction noTha
asas that the criminal household member as that the criminal hou
imprisoned.

TheThe Municipality has established the following The Municipality has prohibiting admission:

1. TheThe Municipality has determined that any household member is currently engaging in illegal use of a controlled substance;
2. TheThe Municipality has determined that isThe Municipality has determin
toto believe that a household member s ito believe that a household me
patternpattern of illegal drug use may threatpattern of illegal drug use ma
rightright to peaceful enjoyment of the premises by other residents;
3. AnyAny hAny houseAny household member has ever been convicted
relatedrelated criminrelated criminalrelated criminal activity for manu
methamphetaminemethamphetamine on the premises of fedmethamp
housing.

B. Prohibiting Admission of Other Criminals

TheThe Municipality has esThe Municipality has estabThe Municipality has esta
toto the program if any member of the householdto the program if any member of the household
requirementrequirement under a State sex offender registration program. The Municipality will
screenscreen the familyscreen the family by performing a criminal historyscreen the family by p
determinedetermine whedetermine whether adetermine whether any household member is
registrationregistration requirement in theregistration requirement in the State where the dwellin
StatesStates where theStates where the household members are known to have resided. ThisStat
toto bto be carrieto be carried-out through the Puerto Rico Police Department, which is
Certificate of Good Conduct.

C. Prohibiting Admission of Alcohol Abusers

TheThe MunicipaThe MunicipaliThe Municipality will prohibit admission to t
determineddetermined that a household member s abuse or patdetermined that a household m
threatthreaten the health, safety, or right to peaceful enjoyment of the premisesthreaten the h
residents.

D. Terminating Assistance for Drug Criminals and Other Criminals

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

1. Any household member is currently of a controlled substance;
2. A pattern of illegal use of a drug interferes with the health, safety, or right to enjoyment of the premises by other residents;
3. The Municipality will immediately terminate assistance for a family under the program if the household has ever been convicted of drug-related activity for manufacture or production of methamphetamine on the premises of federally assisted housing;
4. The Municipality will terminate assistance under the program to a family if it is determined that any family member violated the family's obligations under the program, including but not limited to the family's obligation to maintain the premises in a safe and sound condition, or if the family states that the family will not engage in criminal activity.

E. Terminating Assistance for Alcohol Abusers

The Municipality of Guayama will terminate assistance for a family under the Housing Choice Voucher Program if the family is determined to be an abuser or pattern of abuse of alcohol that interferes with the peaceful enjoyment of the premises by other residents.

F. Notice of Termination of Assistance

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

XIV HOUSING NEEDS

The following represents the estimated housing needs projected for the five-year (2005-2009) period. The data included within this portion of the plan is based upon existing available U.S. Census Bureau data.

indicates that 3,162 units were found to have some type of housing problem.

It is estimated from figures obtained from the Department of Housing, the Department of the Family, Planning Board, and our own internal figures based upon demands from housing units, and our locally administered Program, the rental housing demands will require some additional year 2004, for a total renter household size of 4,169. This is year 2004, for a total renter economic conditions will stabilize at present levels over the next five years. Should any existing social program be eliminated, the demand for renter households will then sky-rocket to levels.

It should be noted, that this same increase in units on the local housing market, will, it and low income segment of our local society and unwilling to relocate to other communities.

C. Substandard Units

Within the category of defining a substandard unit within a household group, it was determined that of these 1,260 units were deteriorating or dilapidated condition, or not facilities.

D. Other Housing Problems

According to the CHAS Data Book dated 2000 there were some or 45.3% renters occupied housing units surveyed were classified as other housing problems. CHAS defines this to mean complete kitchen or plumbing facilities.

In this regard, and based upon the statistical data presented here and from such reliable sources as the Planning Board, Housing, Social well as our local appraisal based on our locally well as our local appraisal based on program, we have identified the following program, we have identified and categories. This is shown in Table II.

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

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

E. Elderly Rental Households

According to the 2000, CHAS Data book, the renter households within the Municipality of Guayamas being of extremely low income, 130 households classified as being of extremely low income, 95 households were classified as being of extremely low income.

F. Cost Burden

Within this same income range, 24 households were within the 0-30% range, 342 households were within the 51-80% range, while 43 households were within the 81-95% range.

G. Small Family Rental Households

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

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

4. 817 units were classified as being of moderate income.

H. Cost Burden

Within this same Small Family renter s household group some of the households were classified as being of the households were classified as being of of the household of of very of very of very low of very low of very low income, of very low income, 57.6% household moderate income levels.

I. Large Family Renter Households

This This same Comprehensive Housing Affordability Strategy (CHAS) Data Data book covering Puerto Rico and dated 2000, Data book covering Puerto Rico and dated some some 580 large rental household families, of w some 580 large rental household families, of wh of of extremely of extremely low of extremely low income; 102 were classified as very low income a family family r family renter hou family renter households representing low income families, a family renter households representing moderate income.

J. Cost Burden

Within thi Within this Within this Within this same Within this same Within thi 9999 households were within 99 households were within the 0-30% range, 86 households 99 hou range, range, while 76 households were within the 51-80% range and 107 range, while 76 household within 81-95% range.

K. Homeless Persons

From From a review of available reliable statistical data avai From a review of a present present time, the Municipality of Guayama present time, the Municipality of Guayama do Perhaps Perhaps one of the reasons may be, Perhaps one of the reasons may be, that (1) Perhaps o in in terms of population and therein terms of population and therefore do in terms of popula business business dist business district with all-night bars, cafeterias, bus stations, etc., where h people people tend to people tend to congregate with total immunity, and people tend to congre proximity proximity to the metropolitan area of Humacao which posses the latter sites proximity attract attract homeless persons, they attract homeless persons, they would tend to attract homele freeing Guayama of having to deal with this same problem.

Since Since Guayama does not posses any homeless Since Guayama does not poss need for shelters or supportive services covering this same segment need for shelters population.

L. Persons with Disabilities

Utilizing various information available including both the U.S. Census (2000), the Puerto Rico and likewise numerous state and local agencies having to deal with disabilities, we likewise have estimated our needs fairly accurately.

According to the Puerto Rico Board, it is a nationally accepted fact that within the general population will have one form or another of a developmental disability. In this regard, Guayama with a 2000 total population of some 44,301 it is estimated that persons are classified as having a developmental disability.

M. Persons With Physical and Developmental Disabilities

Within Guayama the 797 persons having either a physical or developmental other family members, or residing within a rental unit.

One of the projects requested within our first year of housing rehabilitation, a part of which, will be devoted not only to correct health or safety hazards, in order to comply with standards or codes, and/or to improve general including improved accessibility by handicapped persons.

At the present time the need for developmental disabilities rendered in the metropolitan area of Humacao.

Within Guayama several persons are obtaining adequate housing:

Proper accessibility;

Centrally located housing convenient to public transportation;

The need for additional rent subsidized HUD tenant-based subsidized housing programs.

It is the intent of the present Mayor to seek out other sources in order to provide new housing for the anticipated needs within this same segment of its society.

Needless to say, any additional new units, or funds

rehabilitated units will be required for handicapped persons as required by Americans with Disabilities Act of all existing units occupied by the properly equipped to meet the special needs of this same category.

N. Estimate of Housing Needs Projected

The projected housing needs within Guayama were derived from various sources such as the 2000 Census, Puerto Rico Planning Board, Puerto Rico Department of Housing, and the local Housing Office. Housing needs in most communities of which Guayama is no different, communities of which Guayama is different, are as follows:

1. High housing costs;
2. Housing located in areas subject to landslides, or unstable terrain;
3. Physically deteriorated housing;
4. Inadequate and overcrowded units.

The Puerto Rico Planning Board defines inadequate housing as a dwelling unit which would be classified as being inadequate housing:

1. High Housing costs;
2. Being overcrowded;
3. Being in a physical deteriorated condition.

It is in this regard that these general principles required to be operational through precise definitions according to which a unit is considered overcrowded if the house has 1.5 persons or more per room.

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

1. Two or more persons, with the heads of two or more households 65 years of age paying more than 65 percent of rent.
2. Single person paying more than 35 percent of rent.

rent;

TABLE III

HOUSEHOLDS	TOTAL
AVERAGE UNIT SIZE OCCUPIED BY RENTER	2.95%

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

Because of Guayama's terrain and the scarcity of available land for development, it makes the Municipality of Guayama, and funded by the U.S. Department of Housing and Urban Development include the following categories:

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

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

The need for secure, decent and sanitary housing within the Municipality of Guayama, is the fact that there is some 260 family currently on a waiting list for housing under this same program. When an acceptable housing unit is available in Puerto Rico is 3.5 persons per family, these same 260 families would accommodate some 910 persons or 2.04% of the total Municipal population.

B. Demand for Housing

There clearly is a demand for housing in Guayama. The Municipality of Guayama is adjacent to the Humacao and is in proximity to such metropolitan areas as San Juan, as well as, the necessary major highways and infrastructure is present. The desire for housing within Guayama areas is present. The desire for housing by residents - sons and daughters of residents of the Guayama community.

However, as was stated earlier on, however, as was stated earlier, the lack of availability of land for development, along with the high cost of acquiring individual units way beyond the reach of low income families.

coupled with the high cost of construction subsidized houses, places almost 65% of the total population of Guayama in a position that would require some form of government assistance in order to purchase a home.

In this regard, the government has to deal with the following factors that are affecting the housing market, but not necessarily be limited to the following factors such as:

- A. Population growth;
- B. Economic factors;
- C. Family Incomes;
- D. Land costs;
- E. Construction cost;
- F. Financing;
- G. Interest payments;
- H. Return of investment by developer.

Guayama like so many other communities of necessity, be forced to deal with one of the basic human needs, that of housing.

While the population continues to grow, this same problem among the low and very low income group among the mortgage payment of roughly \$600 or more. By moderate and low income families that are in need of adequate, decent, and affordable housing, are lacking the capacity of paying high rents.

C. Percent of Renter Households With Incomes Below Minimum Having Any Housing Problems

It should be noted, that according to HUD's Comprehensive Housing Affordability Strategy (CHAS) Data book for Puerto Rico, the Municipality of Guayama, has a total of 45.3 percent in which renter households have housing problems. The CHAS Data Book defines as having housing problems households living in overcrowded conditions and/or households living in substandard facilities. The following Table IV provides the percent of owner households with

any housing problems.

state applicable regulations.

3. Compliance with SEMAP indicator.
4. Compliance with the Rental Housing Integrity Program (RHIP).

Once a year a physical audit will be accomplished which will not only the accountability of funds, but also an audit to carry out the mandate of the Tenant-based Housing Program. This same review will be on an on-going basis review will be on an on-going basis individual programs based upon such data as:

Families Assisted;

Subsidies granted;

Complaints resolved;

Participant families that moved on

The effectiveness of communication Municipal, State and Federal Agencies as well as with citizens.

Compliance with the Rental Housing Integrity Program (RHIP) is adhered to.

Improving deficiencies dImproving deficiencies SEMAP Certification conducted by HUD or their designee.

Furthermore, reviews will also see non-compliance with goals or non-compliance with goals were used to assist the maximum number of beneficiaries.

The use of this same data will assist the Mayor, members of the Municipal Assembly, interested citizens of the community, participants of the Housing Assistance Program recommend changes within our Municipality of Guayama.

In conclusion, the following areas will be monitored in the monitoring process:

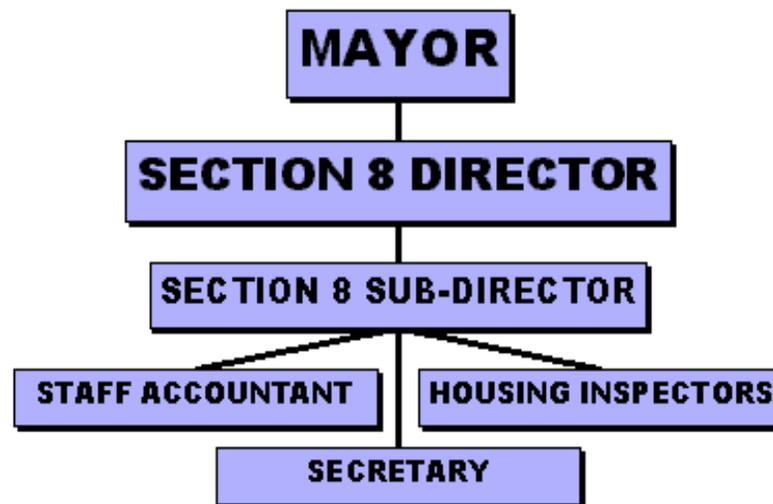
Cash/Management System;



MUNICIPALITY OF GUAYAMA

SECTION 8 SUBSIDIZED HOUSING PROGRAM

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The following programs are administered by our Municipality:

The Housing Choice Voucher Program

Special Housing Types