

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

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# 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 Guayanilla

**PHA Number:** RQ021

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

### PHA Plan Contact Information:

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TDD:

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### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government – **Mayor's Office**
- Main administrative office of the County government
- Main administrative office of the State government

PHA Name: Municipality of Guayanilla  
PHA Code: RQ021

Annual Plan for FY 2006

- Public library
- PHA website
- Other (list below)

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

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

## 5-YEAR PLAN PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.5]

### **A. Mission**

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

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

### **B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score) 25%
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:

- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:

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

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

- PHA Goal: Provide an improved living environment  
Objectives:

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

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

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

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

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**See attachment – rq021b01**

**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 Guayanilla's Section 8 Office has adopted the following mission statement:

- ***To provide those in need with quality, affordable housing in an economically mixed settings as well as promoting resident self-sufficiency and promoting strong neighborhoods.***

The Municipality of Guayanilla continues to move toward the major initiatives outlined in the Five-Year Plan, submitted and approved by HUD in 2005. The plans, statements, and policies set forth and/or referenced in this same Plan all lead towards accomplishing the Municipality's goals and objectives. It is for this purpose that the Municipality of Guayanilla has established a Section 8 Office to administer the Housing Choice Voucher Program, as well as any other Tenant-Based Subsidized Housing Program in order to assist financially disadvantaged families in meeting their housing needs. Guayanilla firmly believes that through partnerships with housing residents as well as other groups, the Municipality can provide opportunities for those served to become self-sufficient.

Notwithstanding, there is an undeniable need for low-income housing within the PHA jurisdiction as evidenced by the waiting list as well as the latest U.S. Census. There also exists a need for quality housing units available for program participants but there is not an abundance of affordable housing for low income families within this same Municipality. Being cognizant of this, the Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want better housing. By setting attainable goals, the PHA intends to provide quality, affordable housing and services in an efficient and creative manner. This is in direct relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **It should be noted that the Municipality of Guayanilla is a tenant-based (Section 8) only PHA.**

The Annual Plan of Guayanilla as presented herein furthers HUD's statutory goal in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, as amended. This same Plan will afford Guayanilla 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 2006 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) – *Note: HUD approves the PHA's operational budget and the distribution of the same is based on regulatory accounts and suggestions from the Executive Director, namely the Mayor.*

Optional Attachments:

- PHA Management Organizational Chart – **rq021c01**
- FY 2006 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)

<b>Annual Plan Supplement</b>	<b>rq021a01</b>
<b>Goals and Objectives</b>	<b>rq021b01</b>
<b>Troubled PHAs: MOA/Recovery Plan</b>	SUBMITTED TO HUD LOCAL OFFICE

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)  <b>SEE ABOVE</b>	(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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	510	5	5	5	5	4	5
Income >30% but <=50% of AMI	250	5	5	3	5	4	4
Income >50% but <80% of AMI	302	4	5	3	4	3	4
Income >80% but <95 of AMI	340	2	4	4	4	1	4
Elderly	140	5	5	5	5	3	5
Families with Disabilities	415*	5	5	5	5	4	5
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----
Race/Ethnicity	H	-----	-----	-----	-----	-----	-----

\*Number is based on the nationally accepted percent of 1.8 of the total renter's households in the Municipality. They are classified as having either a physical or developmental disabilities.

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 PHA's Waiting Lists			
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	81		15
Extremely low income <=30% AMI	75	93%	
Very low income (>30% but <=50% AMI)	6	7%	
Low income (>50% but <80% AMI)	0	0	
Families with children	75	92.6%	
Elderly families	2	2.5%	
Families with Disabilities	1	1.2%	
Single Families	3	3.7%	
Race/ethnicity	81	100%	
Race/ethnicity	-----	----	
Race/ethnicity	-----	----	
Race/ethnicity	-----	----	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 5			
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 type="checkbox"/> No <input checked="" 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)
  - Employ admissions preferences aimed at families with economic hardships

**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)
- The Municipality of Guayanilla sponsors an “*Owner Seminar*” providing owners with information on fair housing and how important compliance with programs rules and regulations is.
  - The Municipality also provides mobility counseling to initial participant families, which includes HUD’s regulations over fair housing and the importance of compliance’s with this by all concerned parties.

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$665,688.00*	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>Portability</b>	\$ 8,064.00+	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>Administrative Fees</b>	\$77,184.00	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$673,752.00</b>	
* 146 – HAP – HCV Units		
+ 2 – Portability – HAP Units		

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (state time)
  - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

b. How often must residents notify the PHA of changes in family composition?

(Select all that apply)

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

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (Select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

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

## **B. Section 8**

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

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

### **(1) Eligibility**

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

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

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

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

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

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

- Criminal or drug-related activity  
 Other (describe below)

- It is the position of the Municipality of Guayanilla, that if requested, to only provide prospective owners with the address of the participant and the names and addresses of current and previous owners, if known. The Municipality will make exceptions to this policy if the family's whereabouts must be protected due to domestic violence or witness protection programs. The Municipality will inform owners that this is the owner's responsibility to determine the family's suitability as a tenant.

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting lists 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:

#### **◆ Reason for Granting Extension**

If a member of the family is a disabled person, or is suffering from a serious illness, the PHA may contingent upon individual circumstances, grant the required extensions up to a maximum of 120 days. The search record is not part of the required verification.

Likewise, should there be a death or other serious impediments within the immediate family, which would preclude this same family from participating both actively and freely in the location and selection of suitable, safe, decent, and sanitary housing, the PHA may at its discretion grant extension up to a total of some 130 calendar days including the initial term of some 60 calendar days. Verification is required.

If the PHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial sixty-day period. A completed search record is not required.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 3 Homelessness
- 4 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**

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)-N/A
- 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)-N/A
- 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)

*The situation of the local housing market as well as the economical impact the program has on the Municipality.*

**(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)

• 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:

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

• Request for Hardship Exemption

1. If a family requests a hardship exemption, the Municipality of Guayanilla will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Guayanilla determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Guayanilla determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Guayanilla will not impose a minimum rent for a period of any more than 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.

3. If the Municipality of Guayanilla has determined that there is no qualifying hardship exemption, the Municipality of Guayanilla will reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Municipality.
4. If the Municipality of Guayanilla 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.

- Appeal of financial hardship

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	146	15
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list 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)

(2) Section 8 Management: (list below)

- Section 8 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

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:

**See Attachment – rq021a01 Annual Supplement**

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <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**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families

- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	N/A	

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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

[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) RQ021c01  
 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)

**Family must be in good standing**

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)

**All adult recipients in the Section 8 Tenant-based Program in good standing.**

**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.

**See Attachments**

## **Attachments**

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

## PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

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

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

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

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

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



COMMONWEALTH OF PUERTO RICO  
MUNICIPALITY OF GUAYANILLA  
TIERRA DE AGÜEYBANÁ  
RQ 021

ANNUAL PLAN SUPPLEMENT  
FY 2006-2007



HON. EDGARDO ARLEQUÍN VELÉZ  
MAYOR

JUAN A. TORRES TORRES  
FEDERAL FUNDS DIRECTOR



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# I EXECUTIVE STATEMENT

The Municipality of Guayanilla s The Municipality of Guayanilla s Section 8 Office has mission statement:

- \* □ *To provide those in need with quality, affordable housing in an economically mixed settings as well as sufficiency and promoting strong neighborhoods.*

The Municipality of Guaya The Municipality of Guayani The Municipality of C initiatives outlined in the Five-Year Plan, submitted and approved by HUD in 2005. The plans, statements, and policies set forth and/or referenced in this same Plan all lead towards accomplishing the Municipality s goals ahead towards accomplishing the M purpose that the Municipality of Guayanilla has established a Section 8 Tenant-Based Subsidized Housing Program in order to assist financially disadvantaged families in meeting their housing needs that through partnerships with housing res that through partnerships with housing res Municipality can provide opportunities for those served to Municipality can pr

Notwithstanding, there is an undeniable PHA jurisdiction as evidenced by the waiting list as well as the late PHA jurisdiction Census. There also exists a need for participants but there is not an abundance of affordable families within this same Municipality. Being cognizant of this, the Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want housing. By setting attainable goals, the PHA intends to provide housing and services in an efficient and creative manner to both the major commitments and priorities of the local and Urban and Urban Development (HUD). **It should be noted that Guayanilla is a tenant-based (Section 8) only PHA.**

The Annual Plan of Guayanilla as presented herein furthers HUD s goal in accordance with the Quality Housing and Supportive Housing Opportunity Act of 2003, 24 CFR 903, Section 545, as amended, which provides a framework for local accountability and an easily identifiable system which public housing residents, participants and other members of the public may locate basic PHA policies, rules, and requirements concerning its operations, programs and services.

## II SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR

The Municipality of Guayanilla does not contemplate any error or deviation in its policies or programs from other sections of this same Plan. The following represents what the Municipality will be doing for the fiscal year housing program.

However, the Municipality has 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) information gathered from 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

The Municipality of Guayanilla has determined to raise the minimum rent from \$25.00 to \$50.00 in accordance with the appropriations for FY 2005. This change will become effective July 1, 2006.

## III HOMEOWNERSHIP PROGRAM

One of the major objectives of the present Municipality of Guayanilla, is to assist very low income families to become first-time homeowners. Experience demonstrated that homeowners take more individual housing units, than those families who occupy them. The Municipality will clearly assist in:

1. *Eliminating blight and blighting by preserving existing housing units.*
2. *Develop self-sufficiency by encouraging other low income families to become self-sufficient, first-time homeowners.*

3. ***Revitalize and stabilize existing and deteriorated low income neighborhoods.***

The municipality has decided to delay, in implementation of the Section 8 Homeownership Program pursuant to Section 8 of the U.S.H.A. of 1937, as implemented by CFR part 982. The Municipality currently utilizes resources, which are provided as well as the Housing Development Bank, such as:

1. *Llave para tu hogar* - a program sponsored by the income families with the purchase of their first home. The family purchase of the home cannot be higher than \$70,000.00, which is the threshold established by the State.
2. Homebuyer Program administered by Rural Development Administration.

The Municipality will consider the homeownership program at some future date. The following address the obstacles that may be faced by potential buyers.

**Activities:**

**Provide Greater Assistance in Meeting both Provide Greater Assistance closing cost Requirements:**

One of the greatest barriers to home purchases, are the initial costs, such as down payment. Municipality will, working within this same submission, in order to create whereby low income families have the opportunity to homeowners.

**Objective: Create Affordable Housing Within the Community:**

Affordable housing within the Municipality of Guayaquil impacted by the following factors over time:



year and have been determined to be in good standing with the year and program.

C. Funding levels.

The Municipality of Guayanilla will make the appropriate changes in order to improve the application of programs that may have a beneficial effect on programs covered within our 5-Year Plan.

## IV STATEMENT OF PROGRESS IN MEETING THE PLAN MISSION AND GOALS

The Municipality of Guayanilla continues to monitor initiatives outlined in its Five-Year Plan and will adhere to the following adopted mission:

Assist families during financial distress as well as help the same families to become self-sufficient.

Provide affordable, quality housing, services and opportunities to low-income families, while providing opportunities for all program participants.

Provide a broad range of redevelopment activities building and strengthening communities.

Maintain an effective housing program in conformance with & Industry standards.

Establish a self-sufficiency environment for families.

Increase the affordable housing stock in Guayanilla.

Expand the supply of assisted housing of assisted housing.

Increase participant families housing choices.

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

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

Consolidate the Section 8 Voucher and Certificate Program.

Has been actively promoting freedom achieve spatial deconcentration within our homogeneous community.

Continue with our established for extremely low-income families, while maintaining the payments at an affordable level.

Provide an incentive to private owners economically disadvantaged families by offering timely assistance.

While the Municipality of Guayanilla is pleased to accomplish, the Administration is cognizant of the needs of its citizens. On an on-going basis, evaluate the goals and strategies that have been established following:

A high level of customer service;

Quality affordable housing opportunities;

Continuum of housing opportunities for all program participants;

Improving the overall Program administration more flexible and efficient.

## V PHA CODE OF CONDUCT

The public expects, and has a right to demand, that public officials maintain a high standard of ethical conduct. Maintaining means properly using government resources, information and power ensuring that the public sector



enforcement of the code of ethics enforced by the State Office of the Controller Ethics.

The Code of Conduct and Ethics is based on the Code of Conduct and Ethics outlined in the legislation and common law which establishes certain standards or general obligations applying to the relationship. The Code is a formulation of the specific actions applicable to the employees for a range of specific ethical issues, integrity and conduct.

The Municipality is a complex organization with different populations that have a different relationship to one-another. These map out relations of power and/or status. It is essential in such a society that all recognize and respect not only their own rights and responsibilities of other members of the municipal staff. Cognizant of this fact, the Municipality of Guayanilla has adopted and adopted a Code of Conduct and Ethics that will hereby apply to employees of the Municipality. The following constitutes the Code:

## **1. Introduction**

The Code of Conduct and Ethics, hereinafter referred to as a statement of the ethical principles, values and employees of the Municipality of Guayanilla. of openness, honesty, tolerance, of openness, honesty, tolerance matters are fostered by the Municipality. The Code is intended to assist employees to identify and resolve ethical issues that might arise during their time at the Municipality. Moreover, the Code puts the Municipality rather than detailed determinations. The principles of the potential act of behavior but rather, establish the obligations generally expected of the employees of the Municipality, the employees of the Municipality, executive, colleagues, and the public. replace, the rights and obligations of the staff under common law.

The first principle of the Code is obligations to Government in the performance of the first priority for public servants is to carry out the functions they are expected to act in a manner which will bear the closest public scrutiny. Employees are obliged to serve the aims and objectives of the Municipality. Government. Employees should ensure that their personal interests do not interfere with, or appear to interfere with this obligation.

## 2. Code of Conduct and Ethics

The Code of Conduct and Ethics establishes six principles which all public employees of the Municipality of Guayanilla observe and adhere to:

- A. There are a number of circumstances in which the observance of these obligations, and employee s therefore, provides guidelines for an appropriate variety of contexts.
- B. In performing their duties, Municipal employees must respect the rights of their colleagues and the public.
- C. Employees should carry out their duties in a competent manner, and avoid behavior which might compromise their effectiveness.
- D. Employees should fulfill their lawful obligations with professionalism, honesty, faithfully, efficiently, and avoid situations which might compromise their effectiveness.
- E. Develop a consciousness understanding with the Municipality employees about what constitutes just cause for disciplinary action taken.
- F. To assist those employees who are demonstrating that is contrary to these same rules as they are in chapter.

## 3. Rules of Conduct

- A. A municipal employee must behave honestly and with integrity in the course of employment with the Municipality of Guayanilla.
- B. A municipal employee must act with integrity in the course of employment with the Municipality of Guayanilla.
- C. A municipal employee must comply with lawful and reasonable directives given by the Agency who has authority to issue such directives.

In other words, the municipal employee shall be defined as not submitting to or refusing without just cause to comply with instructions.

- D. A municipal employee, when acting in employment with the Municipality of Guayanilla, must treat everyone with respect, courtesy and without harassment.
- E. A municipal employee must maintain appropriate confidentiality about dealings with the Mayor, Staff Members and the general public.
- F. A municipal employee must disclose, and take reasonable steps to avoid any and all conflict of interest in connection with their employment with the Municipality.
- G. A municipal employee must use Guayanilla resources in an efficient and proper manner.
- H. A municipal employee must not provide false or misleading information and/or testimony in response to any information that is made for official purposes with their employment with the Municipality of Guayanilla.
- I. A municipal employee with the Municipality of Guayanilla must comply with all applicable Commonwealth of Puerto Rico as well as all Federal Laws enacted by the Congress of the United States. For purposes of this Act, the terms "Commonwealth of Puerto Rico" and "Federal Laws," respectively, means:
  - 1. Any Act, or any instrument made under an Act;
  - 2. Any Law of the Commonwealth of Puerto Rico, or any Law of the United States, Federal, including any instrument made under any such law.
- J. A municipal employee must not make improper use of:
  - 1. Inside information;
  - 2. The employee's duties, status, power, or authority;

In order to gain, or seek to gain, a benefit or employee or for any other person.

- L. A municipal employee must at all times behave inA municipal employee m  
upholds the values, integrity upholds the values, integrity an  
Municipality of Guayanilla.
- M. AA municipal employee representing the Municipality of  
GuayGuayanilla,Guayanilla, within the Commonwealth of Puerto Rico  
abroad,abroad, must abroad, must at alabroad, must at all times behave  
goodgood reputation of the Municipality. good reputation of the Municipali  
aboardaboard is aboard is defined as visiting any foreignaboard is defined as  
States mainland.
- N. NoNo Municipal employee mayNo Municipal employee may accept or solicit  
serviceservice thservice that service that might reasonably tend to influen  
employeeemployee in the discharge of official dutiemployee in the dischar  
or employee knows or should know is being offered with the  
intentintent to influeintent to influence tintent to influence the indepe  
performance of the officer s or employees official duties.
- O. NoNo municipal employee maNo municipal employee may eng  
professionalprofessional activity for personalprofessional activity for perso  
ForFor purposes of this rule, business or professiFor purposes of this r  
defineddefined as selling, buying, loaning or any other particular  
activity so as to benefit and/or obtain benefit from it.
- P. FaiFailureFailure to follow instructions, inattentiveness or inability bFailu  
thethe employees the employees of thethe employees of the Municipal  
AgencyAgency headAgency head constitutes an infringementAgency head  
privileges of other employees.
- Q. NoNo employeeNo employee of the Municipality shallNo employee of the  
eithereither either veeither verbal or written communication, be that as  
official and/or private.
- R. MunicipalMunicipal employees shallMunicipal employees shall be subject  
providedprovided for in this chapter, who eitheprovided for in this chap  
aider,aider, abettor, or accomplice andaider, abettor, or accomplice and i  
rightsrights and privileges of others, or the municipal functions,  
whichwhich violates anywhich violates any provision ofwhich violates any  
anyany of the following personnel, property, or status offenses

which are hereby prohibited:

1. Property Offenses related to the work area:

- a. It shall be considered an offense by an employee who commits malicious mischief, negligent damage to, or destruction of municipal facility or any other public or private real or personal property.
- b. Employees of the Municipality of Guayanilla are expected to use all municipal facilities and equipment efficiently. Resources should be used economically against theft or misuse and waste avoided.
- c. Unauthorized use of municipal or personal and/or public property, or conversion of municipal equipment, property or supplies shall be considered an offense as well as permit that this same equipment, property or supplies are destroyed, lost and/or converted of municipal equipment or supplies for personal gain or use without proper authority is not permitted.
- d. Theft and robbery. It will be considered punishable under the Penal Code of the Commonwealth of Puerto Rico, of Common robbery and improper use of personal property, supplies, and services of the Municipality as defined in section 4272 of the Penal Code.

2. Personal Offense related to the work area:

- a. Assault, reckless endangerment, or interference upon another person.
- b. Disorderly, abusive, bothersome conduct. Disorderly or abusive behavior with the rights of others or which disrupts the work area or administrative functions.

- c. DerogatoryDerogatory statement or physical contact. EngagingEngaging in unwelcome derogatory statement, otherother verbal and/or physical contact which causescauses discomfort or humiliation and interfere with job performance.
- d. FalseFalse complaint,False complaint, defamationFalse complaint bearingbearing fbearing false witnesses. Filing a fo complaintcomplaint falsely accusing another employee or officofficialaofficialofficial of the Municipality with violating provision of this chapter.
- e. RefrainingRefraining from any conduct arising from maliRefrain or or negligenceor negligence of rulesor negligence of rules and generallygenerally accgenerally accgenerally accepted security harmharm and/or place in daharm and/or place in indirectly,indirectly, the lives of municipalindirectly, the lives of general public.
- f. MunicipalMunicipal employees may not get involved in or perpetuateperpetuate a qperpetuate a quarrperpetuate a quar during working hours.
- g. EmEmploEmployeesEmployees should refrain from utilizing publicpublic post for politicalpublic post for political purposes ootherother other purposes which are not compatible with thethe public servithe public servicethe public service municipal administration.
- h. EmploEmployeeEmployeesEmployees which have been charged criminalcriminal act which implies a moral depravation shall be dismissed.
- i. EmployeesEmployees shall refrain fromEmployees shall refrain actsacts iacts in trying to bring the downfall of the governmentsgovernments of the Commonwealth of Puerto Rico or the United States of America.

3. Status Offenses related to the work area:

- a. RefusingRefusing to disclose inRefusing to disclose infRefusing to disclose physicalphysical or contagious medical condition

affecting affecting the employee, and/or family affecting the employee of this same employee which of this same employee which could present a health hazard to other employees.

- b. Forging or alteration of records. tendering any tendering any for defined in Art. 241, 33 L.P.R.A., sect. 4437, Art. 242, 33 L.P.R.A., sect. 4438, a242, 33 L.P.R.A., sect. 4 L.P.R.A., sect. 4592 of L.P.R.A., se Commonwealth of Puerto Rico, as now hereafter amended, of any municipal instrument to an official capacity as such.
- c. To perform the work required in a negligent form or disorderly manner.
- d. Refusal to do the work assigned or not do it in the time allotted, deliberate idleness or wasting time during working hours.
- e. Departing from the job route without j or authorization.
- f. Refusing to work overtime without just cause.
- g. Reporting late to work without justification.
- h. Absent from the Absent from the authorization or consistently being absent from work or tardiness without just cause.
- i. Falling asleep on the job or Fal area without proper authorization.
- j. Forging another employee s signature on card or any assistance record.
- k. Not undertaking work, for which Not adequately trained or experienced.

- l. Employees of the Municipality of Guayanilla should avoid any activities which might bring their municipal government into disrepute, or jeopardize its relationship with clients, or the general public.
- m. Alcoholic beverages. The influence of any form of an alcoholic beverage. Possessing or consuming an alcoholic beverage on municipal property.
- n. Weapons, explosives, and illegal or unauthorized use of possession of a device or substance which causes bodily harm or to damage property.
- o. Controlled substances. Using demonstrably under the influence of, or any narcotic or controlled substance as defined by law on municipal property, except when use or possession of a drug or substance prescribed as medication by a medical doctor or dentist.
- p. Employees may distribute and post any notice, posters or printed material on municipal facilities with the consent of the Mayor.
- q. Employees may not take part in games which are prohibited on municipal facilities during working hours.

#### 4. Code of Ethics

The Code of Ethics The Code of Ethics The Code of Ethics The Code of Ethics for The universal and fundamental ethical principles. These are as follows:

A. Equity and Justice

People are to be treated fairly and will not be treated against, abused or exploited. Justice is concerned with preventing the abuse of power. In a just society, there are opportunities that allow for their full participation within the community.

B. Respect for People

Individuals should be treated as human beings with rights and be honored and defended. Individuals should be able to achieve their potential. Respect for the rights of individuals becomes a responsibility to behave with sincerity and integrity. Membership of a community means that individuals not only have rights but that they also have responsibilities to others to act openly and honestly.

C. Personal and Professional Responsibility

The main idea of taking personal and professional responsibility requires not only the exhibit courteous behavior as well as upholding the standards expected of all employees of the Municipality of Guayanilla as part of employees of the Municipality. Moreover, the employees are expected to protect and respect the diversity of all cultures and peoples. Rights have a reciprocal duty to exercise care towards others for their well being. This principle involves stewardship of assets, resources for the environment.

5. Rules of Ethics

The following principles will hereby be adhered to by the Municipality of Guayanilla. The following factors are the Code of Conduct and Ethics.

a. Fair, Equitable and Impartial Decisions and Procedures

Fairness requires that your decisions be impartial. Equity requires that each individual everyone deserves a fair chance.





F. Obligations to Government and Political Neutrality

Employees are obliged to serve the aims and objectives of the Municipal Government through its elected officials and to ensure that their personal interests or activities do not interfere with, this obligation. As public servants of the day regardless of which political party is in power, they are not only to ensure that their department maintains the confidence of its Mayor, but also able to establish the same relationship with future Mayors.

Public servants have a recognized role in assisting with development as well as the implementation of public policy. They differ in different ways and at different levels within each department. It is the responsibility of public servants to provide comprehensive advice to the Mayor, and to ensure the Mayor is following particular policies, whether or not such policies are in the Mayor's views. Essentially, the municipal employees exercise their judgement within the confines of legislative requirements, Governmental ministerial direction and considerations of efficiency. Furthermore, the final decision on policy is the Mayor's. Public servants may not withhold relevant information from the Mayor, obstruct or delay a decision, nor attempt to obstruct or delay a decision, nor attempt to undermine Government policy (for example, by the unauthorized disclosure of information).

The dilemma for public servants is recognized, but it is one that must be avoided. If a public servant's beliefs on certain issues conflict with their official duties. It is the responsibility for Government policies, and it is the role of public servants to faithfully implement those policies to the best of their abilities. If a public servant has made a decision, it is the duty of the public servant to implement that decision within the law, whether or not they personally agree with it, to the best of their ability.

6. Procedural Fairness

The Municipality of Guayanilla procedures will have due procedural fairness as called for under existing laws of the Commonwealth of Puerto Rico, namely the Municipal Act of 1954, as amended. The principles of procedural fairness require that no person be adversely affected by a decision to be given by a decision maker to act without bias or self-interest, and to base their decisions on compelling or logically probative evidence.

The application of the principles of procedure depending on the circumstances of the particular statutory power is framed. In particular, requires that:

- A. People against whom an adverse decision be informed of any allegations against them in as much detail as possible;
- B. Wherever possible people must be provided with an opportunity to put their case, and them, whether at an oral hearing or otherwise;
- C. Where a decision has to be made between competing all parties must be heard and all arguments considered;
- D. No person judges their own case or a case in which they have a direct interest;
- E. Decision makers must act fairly and without bias.

7. **Action that may be taken if breach found to have occurred**

- A. If a determination is made that a municipal employee has breached either the Code of Conduct and/or Ethics, the employee may be counseled or a sanction may be imposed.
- B. If a sanction is imposed on the employee, the employee shall be given a written statement setting out the reasons for the determination and the imposition of the sanction as called for under Article IV, Section 6, part A of this same directive.
- C. Once a scrupulous investigation has been concluded by the Agency Head as concluded by Article IV, Section 8, subsection 1 of this same directive.
- D. It shall be the responsibility of the Agency Head to recommend in the written statement what the findings and which Code did the employee violate.
- E. If a breach of the Code entails violating Article IV, part R, subparts 1-3, respectively, as described within this part of the directive, then the disciplinary

9 will be adhered to.

F. If a breach of the Code entails violating Article If a breach of the Code entails violating Article 10, subsection B and subsection B and C, respectively, as described within this part, directive, then the disciplinary directive, then the disciplinary directive, IV, Section 9 will be adhered to.

G. If a breach of the Code If a breach of the Code entails If a breach of the Code entails parts D and C, respectively, as described within this part, directive, then the following shall take place:

1. Setup of the Municipal Ethics Board

In accordance with the Government of Puerto Rico as amended, 1999, hereinafter to be known as the Municipality of Guayanilla is to implement a local Ethics Board. The board shall consist of six members as provided in section B of the Ethics Law IV, section B of the Ethics Law designated by the Mayor.

2. Ethics Board Procedures

After the Mayor and/or the Human Resources Director receives the report filled by the investigator over the alleged breach of the Code of Ethics, the municipal Ethics Board. Upon presenting the report, the veracity of the report will be determined. The board determine that there exist a violation of Ethics or any section of the Ethics Law, of all of the Ethics Board's findings, including all of the report, shall be forwarded to the Governmental Ethics (O.E.G. as it

The Puerto Rico Office of Governmental Ethics shall proceed to investigate and determine the veracity of the reports in accordance with the Ethics Law. Upon completing the investigation by the Puerto Rico Office of Governmental Ethics, a report shall be rendered which shall be forwarded to the Puerto Rico Office of Governmental Ethics for its review and referral to the appropriate authority.

for processing as well for processing as well as imp  
for for viol for violating the Ethics Law. Based on the decis  
rendered rendered by the Puerto Rico Office of Gov rendered by th  
Ethics, Ethics, the Municipality could also Ethics, the Municipality cou  
their their own s their own s their own sanctions as stipulated in  
respectively, within this same directive.

## 8. Disciplinary Procedures

### Section 1: Investigation

Agency Agency head Agency heads are hereby authorized to make an admin  
inquiry, inquiry, when it is understood that an employee has committed a brinquiry, when it  
Code Code of Conduct and Ethics and/or has observed a breach that is not writ Code of Cond  
included included in the Code that affects the image of the Municipaincluded in the Co  
investigation investigation has been concluded in investigation has been concluded in relinves  
written written record stating whether the employee has been written record stating whether the  
Code Code must be prepared and presented to the Mayor or the Human R Code must be p  
Director.

### Section 2: Procedures of the Presentation of Formal Charges

After After having been off After having been official After having been offic  
employee, employee, the Mayor has 10 days to make a determination employee, the Mayor has 1  
send send a written notification titled A Notice of Formal Charges , send a written notificati  
who committed the breach. The notice will contain the following:

1. Name and last known address of the employee;
2. AA brief detailed descriptio A brief detailed description o A brief detail  
Cod Code Code as well Code as well as specifying the grounds in which it n  
set set ou set out the find set out the findings on material questions of fact a  
the the the evidence or other material on which those findings we the evid  
based;
3. The The notification will contain the range of sanctions that The notification w  
imposed imposed should ther imposed should there be aimposed should t  
breached the Code of Conduct and Ethics;
4. The The notification will state th The notification will state that The notifi  
request request an administrative review before request an administrative re  
of of Diof Disciplinary Matters. The employee will be afforde of Discipli  
working working days after receiving working days after receiving the officia

such a review;

5. The notification will state where the employee has legal representation as well as witnesses present should any.
6. The notification will also state that the employee has legal representation as well as witnesses present should any.

### Section 3: Procedures of an Administrative Review

Any employee who has been served with a charge, which specifies the grounds for remuneration, or termination of employment will have a right to administrative review before the Official Examiner of Disciplinary Matters within 15 working days from the time that the employee was served the official notice.

The administrative review will consist of a hearing presided by the Official Examiner of Disciplinary Matters who is recognized as being competent in the field of Administrative Law and shall so be designated by the Mayor. The proceedings of the review shall be taped-recorded and maintained in a file located within the Human Resources Department.

Should the employee not so satisfy the Official Examiner, the employee has a right, within the time stipulated of 15 working days, to appeal the decision to the Mayor in his or her discretion to impose the sanctions called for within the office notice.

### Section 4: Right to Present Admissible Evidence and Right to Present Misconduct Allegations

Every employee, who has been charged with breach of the Code, will have the right to present evidence or testimony on his or her behalf and all evidence that the Municipality might have against him/her and all to the belief that the accused employee is guilty to the breach of the Code and Ethics.

### Section 5: Official Examiner of Disciplinary Matters Report

Upon conclusion of the administrative review of Disciplinary Matters shall consider all the evidence therein presented and whether to uphold the decision of the disciplinary sanction proposed or not in a written report to the Mayor or Human Resources Director.



## VI FINANCIAL RESOURCES

### OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than renters experience more housing problems evidenced by the latest U.S. Census of Population and Housing. Renters experience more housing problems under our own local housing market. When renters are compared to homeowners, income levels, the percentage of renters who are owners.

In the Municipality of Guayanilla, there is a high proportion of low and moderate income households that have not been able to afford housing because they either live in overcrowding conditions, in substandard units, or a very heavy cost burden. According to the CHAS 2000, cost burden above 30% of income affects a total of 1,721 or 24.2% of the total of 7,113 registered households. Of 7,113 registered households, 307 or 22.7% is representative of owners and 307 households, who are in the very low, low and moderate income categories, exist an urgent need to expedite housing applications in different housing assistance programs. Among the assistance programs, among the elderly renters and owners in the very low income group, respectively. It is regarded that the Municipality of Guayanilla has established a program to provide assistance of upwards to approximately 30% of the total population. If assistance, provided new funding becomes available.

The activities that will be undertaken by the Municipality to accomplish this goal are:

#### A. Housing Funding Sources -

Seek out whatever available alternative funding sources that can become available from such agencies as the Rural Economic Development, Puerto Rico Housing Department, Puerto Rico Housing Commonwealth of Puerto Rico, the U.S. Department of Housing and Urban Development, and local cooperatives.

Additionally, work with island housing contractors interested in constructing housing units within the Municipality of Guayanilla and assistance in one form or another that may be legal and encourage such contractors to participate in the local housing market (short-term and long-term).

**B. Additional Subsidized Funding under the Voucher Program**

The Municipality of Guayanilla will work with the Municipality of Guayanilla Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers, if and when they become available, to assist the extremely low and low income families to become self sufficient.

**C. Available Funding Sources**

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

In order to assist the needs of 148 families that the benefits of the Municipality of Guayanilla's tenant-based housing assistance program, we will be submitting for HUD's approval the following illustrated in Table I:

<b>TABLE I</b>	
<b>SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL</b>	
<b>PROGRAM</b>	<b>BUDGET ESTIMATE</b>
<b>Housing Choice Voucher Program</b>	\$ 588,504.00
<b>Activities: Tenant-based Housing Assistance for 146 families.</b>	
<b>Program Administration</b>	\$ 77,184.00
<b>Total Estimate of Budget to be submitted to HUD for Approval</b>	\$ 665,688.00
<b>Portability Program</b>	\$ 8,064.00
<b>Activities: Tenant-based Housing Assistance for 2 families.</b>	
<b>Total for the Municipality of Guayanilla's Housing Budget (Grand Total)</b>	<b>\$ 673,752.00</b>



status and disability, will be assured of this with the orientation which will be given to new as well as incumbent owners of a session prior to execution session prior to execution session prior to execution. Brochures will be prepared and handed out in both Spanish and English, and a participant's information packet, respectively.

2. After a thorough review of our records and programs, each staff member of our Municipality is uniquely aware of the existing Housing laws and the importance of the family, owner and staff. The applicability of these laws will provide proper orientation to a new as well as actual owner or family.
3. Where a family alleges that illegal discrimination from finding a suitable unit within the staff will provide reasonable assistance in this staff aggrieved to the necessary agencies.
4. The measures that will be undertaken to insure accessible persons with all varieties of disabilities regardless of unit follows:
  - a. The local Housing Inspector will receive the proper training so that, when a prospective home has been inspected, that, when not only with established H not only with Disabilities Act.
  - b. Brief the owner concerning established local and federal laws on how to make the prospective dwelling said laws and HQS as established by HUD.
  - c. Revise the payment standard as to assure owner acceptance as well as the incentives and make the dwelling unit an accessible unit for individuals with disabilities.

#### **COORDINATION BETWEEN PUBLIC/PRIVATE RESOURCES**

The Municipality will contact public including local financial institutions with both information and descriptive materials making further fair housing.



Since this same jurisdiction, namely the Municipality of Guayanilla, is not seeking funding on behalf of an eligible metropolitan statistical area, the needs described for the HOPWA program, the needs described for the HOPWA program, the needs described for the HOPWA program, do not address the needs of persons with HIV/AIDS and do not address the needs of persons with HIV/AIDS in an eligible metropolitan statistical area.

Furthermore, it should be noted, that the number of renter and owner-occupied units with one or more housing problems. The definition of housing units with problems included those that:

1. Occupying units having physical defects or being in poor state.
2. Classified as being overcrowded.
3. Meet the definition of having a cost burden of more than 30 percent.

Based upon the latter, housing needs were based upon the latter, major problem in terms of identifying housing problems in occupied households with more than one overcrowded, deteriorated and/or dilapidated dwelling units, or meeting the definition of housing cost burdens greater than 30 percent of family income.

#### A. Housing Characteristics

The Comprehensive Housing Affordability Strategy (The Comprehensive Housing Affordability Strategy) Book issued by the U.S. Department of Housing and Urban Development indicates that the Municipality of Guayanilla, of which some 1,911 households were classified as being low income and some 1,911 households were classified as being of moderate income.

#### B. Renter Households

According to the 2000 Census, the Municipality of Guayanilla had 7,209 occupied units, of which 7,209 or 88.49% are occupied. Of the total 7,209 units, some 1,384 units are occupied by renters on a year-round basis, some 1,384 or 11.51% of the housing inventory remain vacant for various reasons.



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

RENTER HOUSEHOLDS	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-50%)	LOW INCOME (51-80%)	MODERATE INCOME (81-95%)	TOTAL
<b>OTHER</b>	69	4	24	45	142
<b>TOTAL</b>	510	205	302	340	1,357

(CHAS Data Book 2000)

**D. Elderly Rental Households**

According to the 2000 CHAS Data Book, there was a total of 142 elderly households within the Municipality of Guayanilla. Of these, 22 were classified as being of extremely low income, 29 as being of low income, 29 as being of moderate income, and 62 as being of other income categories.

**E. Cost Burden**

Within this same income category, 37 households were within the 0-30% range, 4 households were within the 31-50% range, and 29 households were within the 51-80% range.

**F. Small Family Rental Households**

Within the small family rental household category, some 796 households, represented the following numbers:

1. 304 households were classified as being of extremely low income;
2. 130 households were classified as being of very low income;
3. 185 households were classified as being of low income;
4. 177 households were classified as being of moderate income.

G. Cost Burden

Within this same Small Family renter sWithin this same Small Family renter sWithin of the households were classified as being of extremely low incomeof the households householdshouseholds of very low income, 62.2% households of lowhouseholds of very low income represented moderate income levels.

H. Large Family Renter Households

ThisThis same Comprehensive Housing Affordability Strategy (CHAS) DataData book coveringData book covering Puerto Rico and dated 2000, indicated that there wasome 279 large rental householdsome 279 large rental household families, of which some 76 ofof extremely low income, 49of extremely low income, 49 wereof extremely low income, 49 weffamilyfamily renter households representing low income families, as well as 90 lfamily ren family renter households representing moderate income.

I. Cost Burden

WithinWithin this same large family renWithin this same large family renter sWithin some 68 households fall within the 0-30% group, 49 such households are within the 31-50%31-50% range, 49 households fall within the 51-80% rang31-50% range, 49 households fall within the above 80% range.

J. Homeless Persons

FromFrom a review of available reliable statisticalFrom a review of available r presentpresent time, the Municipality of Guayanilla does notpresent time, the Municipality of Gu PerhapsPerhaps one of the reasons may be, that (1) Guayanilla is a rathePerhaps one of the communitycommunity in terms of population and therefore does not posses a developeddeveloped central businessdeveloped central business district with all-night bars, cafe wherewhere homeless people tend to congrwhere homeless people tend to congrwhere h GuayanillaGuayanilla is adjacent to the metropolitan area of Ponce, whicGuayanilla is adjacent sitesites thatsites that tend to attract homeless persons, they would tend to relocate to thesesites th areas and thus free Guayanilla of having to deal with this same problem.

SinceSince Guayanilla doesSince Guayanilla does not posses any homeless popula needneed for shelters or suneed for shelters or supportivneed for shelters or supportive ser population.

K. Persons with Disabilities

Utilizing various information available to Utilizing various information available to Guayanilla, Guayanilla, including both the U.S. Census Guayanilla, including both the U.S. Census 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. 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. Guayanilla with a 2000 total persons are classified as having a developmental disability.

L. Persons With Physical and Developmental Disabilities

Within Guayanilla the 415 estimated persons as having either a physical or developmental disabilities are currently residing with other family members, or residing within a rental unit.

One of the projects requested within our financing housing rehabilitation, a part of which, will correct health or safety hazards, in order to comply with applicable standards or codes, and/or to improve general living conditions of including improved accessibility by handicapped persons.

At the present time there are no known or public for developmental disability within Guayanilla rendered in the adjacent Municipality of Ponce.

Within Guayanilla several obstacles prevent the disabled from obtaining adequate housing:

Proper accessibility;

Centrally located housing convenient to

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

It is the intent of the present Mayor to provide other sources in order to provide new housing for other sources in order to provide new housing for other sources. It is anticipated that the Municipality of Guayanilla

supportive units over the next five years in order to supportive units over the anticipated needs within this same segment of its society.

Needless to say, any additional new units rehabilitated units will be required among other factors, to rehabilitated units will be forfor handicapped persons asfor handicapped persons as required by Americans with Disabilities ofof all existing units occupied by the disaof all existing units occupied by the disableof all properly equipped to meet the special needs of this same category.

M. Estimate of Housing Needs Projected

TheThe projected housingThe projected housing needs withinThe projected housing on various sources such as thon various sources such as the 200on various sources such as RicoRico Department of Housing, and ourRico Department of Housing, and our local Section 8 C communities of which Guayanilla is no difcommunities of which Guayanilla is following:

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

TheThe Puerto RicoThe Puerto Rico PlanningThe Puerto Rico Planning Board clear which a dwelling unit would be classified as being inadequate housing:

- a. High Housing cost;
- b. Being overcrowded;
- c. Being in a physical deteriorated condition.

ItIt is in this regard that these general principlesIt is in this regard that th operationaloperational through precise definitionsoperational through precise definitions accor as a unit is considered overcrowded if the household consists oas a unit is considered ov persons and have 1.5 persons or more per room.

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

- a. Two or more persons, with the heads of households 65 years of age or older paying more than 35 percent of their income for rent.
- b. Single person paying more than 35 percent of their income for rent;
- c. Two or more persons, with the heads of households 65 years of age or older, which are paying more than 35 percent of their income for rent.

Furthermore, housing units lacking complete indoor plumbing facilities or kitchen facilities, as well as deteriorated/dilapidated housing units having all plumbing facilities are being reworked. The total needs for housing within Guayanilla was estimated based on sources previously noted, regarding each of the three units within the Municipality of Guayanilla. This same projection, while based on current programs, or a severe downturn in either the national or local economy.

The present municipal administration of Guayanilla is desirous of obtaining additional housing units over the next five years.

O. Barriers to Affordable Housing

Like any other community across this Nation, whether in Puerto Rico, or on the U.S. Mainland, the principles of the Municipality of Guayanilla are:

- 1. The high cost of land development due to general lack of vacant and available land;
- 2. The high cost of construction, which for the most part includes the construction of a sanitary sewer system, electrical services, within vacant lands are currently available.

These combined factors represent that better than 70% of the total population of Guayanilla requires some kind of assistance in order to solve their housing problems.

At the present time the only source of purchasing a home in Guayanilla is by securing a mortgage lending institution, which for the most part is limited to low or moderate income families. At the present time, it appears that the minimum income required to purchase a home, averages at least \$1,000 per month. This minimum income required, along with a stable credit and employment record, are required.

Bearing this in mind, if a family does not qualify to purchase a dwelling unit, then they qualify to rent a housing unit. This is the case where there exists a lack of rental properties available, and (2) those units that are available for rent, are so costly ranging from \$400 to \$600 a month, that for most families a rental subsidy, are indeed beyond the low and moderate income families. This can be verified, since some 200 families are currently awaiting placement on a waiting list, seeking assistance under our own Rental Assistance Program.

## **X HOUSING MARKET ANALYSIS**

### **A. Housing Market and Inventory Conditions**

Both the 2000 Census of Population and Housing and the Housing Affordability Strategy (CHAS) Data provide an accurate picture of the market conditions within the Municipality of Guayanilla.

Without exception of the total housing units on a year round basis. In this regard, of the total occupied units (5,820), some are occupied by the owner while the remainder 1,150 are occupied by the balance or 603 units being vacant for various reasons.

It should be noted that out of the 603 units classified as vacant, 67% of the vacant inventory of units is rentable. For the most part, due to the high cost of rent and lack of any additional subsidy programs in order to assist low, very low and moderate income families unable to make the required monthly payments, in addition to the expenses such as food, clothing, electric and water service.

B. General Characteristics

According to the 2000 US Census, the significant housing market within the Municipality of Guayanilla are depicted in Table III:

<b>Table III</b>	
<b>HOUSING MARKET AND INVENTORY CONDITIONS</b>	
<b>HOUSEHOLDS</b>	<b>TOTAL</b>
YEAR ROUND UNITS	8,147
VACANT	938
FOR RENT	80
FOR SALE	90
FOR RECREATIONAL USE, ETC.	124
FOR OTHER REASONS	644
OCCUPIED	7,209
OWNER OCCUPIED	5,825
RENTER OCCUPIED	1,384
VACANCY RATE OWNER OCCUPIED UNITS	1.50%
VACANCY RATE RENTER OCCUPIED UNITS	5.50%
AVERAGE HOUSEHOLD SIZE OF UNIT OCCUPIED BY OWNERS	3.16%
AVERAGE HOUSEHOLD SIZE OF UNIT OCCUPIED BY RENTERS	3.30%
AVERAGE HOUSEHOLD SIZE	3.19%
AVERAGE FAMILY SIZE	3.55%

It should be noted, that the total population of the Municipality of Guayanilla is only some 23,070 persons, covering only some 64.31 square miles, representing a population density of 359 persons per square mile and 192.3 dwelling units per square mile.







## XII PHA'S RENT DETERMINATION

### A. Total Tenant Payment

Computation of the total tenant payment shall be in accordance with 24 CFR Part 5, Section 5.613. The computation shall be based on the family's gross income once all income has been duly accounted for properly once all income has been duly accounted for, less any unusual expenses have been determined eligible for deduction.

The total tenant's payment will be the highest of the following amounts:

1. 30 percent of the family's monthly adjusted income.
2. 10 percent of the family's monthly income.
3. If the family is receiving payments from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, the portion of those payments specifically designated for housing.
4. Minimum rent in accordance with Section 5.616.
5. A family renting a unit above the higher of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent, and income, or the welfare payment standard but not more than 40% as the cap established by QHWRA of income established by QHWRA of income for initial leasing of any unit.

### C. Minimum Rent

The minimum rent established by the PHA will be \$50.00.

### D. Hardship exemption

1. Should a family request a hardship exemption, the family's rent will be honored upon determination of qualifying financial hardship. The rent requirement will begin the month following the determination.



4. If the Municipality of Guayanilla detelf the Municipality of Guayanilla qualifying long-term financialqualifying long-term financialqual exemptedexempted fromexempted from the minimum rent requirement in with 24 CFR Part 5, Section 5.616.

F. Appeal of financial hardship

ShouldShould the familyShould the family appShould the family appeal through the Municipality of Guayanilla grievance through the Municipality of Gu from any escrow dfrom any escrow deposit that mfrom any escrow deposit that may be Section 5.616.

G. Payment Standard

AA payment standard will be setA payment standard will be set between 90%-110% RentRent for thRent for the PHA Rent for the PHA jurisdiction as established by QWHRA Guayanilla has a payment standard of 100% of the FMR Metro Area.

TheThe following represents the subThe following represents the subsidyThe number of bedrooms required for families of various sizes and compositions:

0 BR	1 BR	2 BR	3 BR	4 BR
293	309	352	444	565

Furthermore,Furthermore, the Municipality of GuayanillFurthermore, the Mu approveapprove iniapprove initial grossapprove initial gross rents on a unit by unit basis paymentpayment standard established by the Ppayment standard established by the PHA amenitiesamenities or location, or in the case of expanding housing opportamenities or locati incomeincome families, or to obtain units which have been made accessible to the disabled, whichwhich arewhich are determined to warrant exception rents. The PHA accepts thewhich are same authority will not be exercised for more than 20 percent of the units authorized by the ACC.

TheThe local area Office of HUD, namely the EcThe local area Office of HUD AnalysisAnalysis Division (EMAD), as well as the HAnalysis Division (EMAD), as well as th consultedconsulted on an annual basis, so as to confirm that the FMR employed are both accurate and reflect the general cost of housing for our area.

InIn the case of the PHA requesting a revisionIn the case of the PHA requesting a PHAPHA will include documentation showing the current median renPHA will include doc unitsunits in our area. In this regardunits in our area. In this regard the PHA s recommendation

such analytical data such as:

Evidence that significant changes measured by used to update the Annual Housing Rent.  
Evidence that significant changes measured by the changes measured by used to update the Annual Housing Rent.  
Evidence that significant changes measured by the changes measured by used to update the Annual Housing Rent.

When convenient and/or required housing Market surveys that indicate levels for standard units of various sizes within FMR area.  
When convenient and/or required housing Market surveys that indicate levels for standard units of various sizes within FMR area.  
When convenient and/or required housing Market surveys that indicate levels for standard units of various sizes within FMR area.

#### H. Determination of Unit Size in Relation to Family Composition

The Municipality of Guayana requirements when determining the unit size under our subsidy standards:  
The Municipality of Guayana requirements when determining the unit size under our subsidy standards:  
The Municipality of Guayana requirements when determining the unit size under our subsidy standards:

1. The subsidy standards provide for the smallest number of bedrooms required to house a family without overcrowding;
2. The subsidy requirements under Housing Quality Standards;
3. The subsidy standards have been applied consistently to families of like size and composition;
4. A child who may be temporarily away from the home because of placement in foster care is counted in determining the family unit size;
5. A family consisting of only two persons as a two-person family;
6. Any live-in aide which has been authorized by the Municipality to reside within the unit to care for a family member who is either disabled or at least be counted in determining the family unit size;





of this person. The Municipality in appointing a person of this person. The Municipality in a empowered to regulate the conduct of the hearing.

5. Evidence

The Municipality and the family will present evidence as well as question any witnesses brought to the hearing. The Municipality agrees that the evidence regarding to admissibility under the rules of evidence applicable to proceedings.

6. Issuance of Decision

The Municipality has agreed that the person who will be conducting the hearing must issue a written decision within thirty (30) days of the date of the informal hearing, which states the reasons for the decision taken. The Municipality has agreed, that factual determinations relating to 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 the provisions described in section 982.555(f) of the Federal Register.

## XV SEMAP SCORE

The Municipality of Guayanilla's last SEMAP score was a *troubled* operating PHA. An updated corrective action plan has been submitted to HUD for their approval.

## XVI ADDITIONAL INFORMATION REQUIRED

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

In accordance with established HUD rules and regulations, the basic criteria that will be utilized by the Municipality to constitute a substantial deviation from its 5-Year Plan and modification to its Annual Plan that has been approved, including Resident Advisory Board Review:

Changes to rent (minimum rent), admission policies and/or organization of the waiting list;

Additions of new activities and/or 5-Year Plan;

Any change with regard to homeownership or any other subsidized housing programs administered by the Municipality of Guayanilla.

Changes to the grievance procedure as established within the Administrative Plan.

Nevertheless, the Municipality of Guayanilla constitute a substantial deviation from the HUD approved Five-Year Plan:

Any modification to the PHA's mission statement or any adjustment to the goals and/or objectives.

Changes to the current Community Self Sufficiency Program.

Changes to the current Grievance or Informal Hearing established in the Administrative Plan.

An exception to these definitions will be made for any that are adopted to reflect changes in HUD rules. Moreover, these same changes will not constitute deviations or significant amendments by the Municipality.

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

### **A. Purpose**

All federally assisted housing is intended to help live and raise families, not a place to commit crimes. It is the intention of the Municipality of Guayanilla to fully endorse and implement a policy designed to:

1. Help create and maintain a safe community.

2. Keep program participants free from threats to their personal and family safety.
3. Assist families in their vocational/educational pursuit of self-sufficiency whenever possible.

B. Administration

All screening and termination of assistance procedures administered fairly and in such a manner that no one is discriminated on the basis of race, color, nationality, religion, familial status, disability, sex, or other legally protected groups.

To the maximum extent possible, other community and governmental entities in the program shall be encouraged to cooperate in the implementation of this policy.

## **XVII POLICY CONCERNING DENIAL OF ADMISSION AND TERMINATION OF ASSISTANCE TO CRIMINALS AND ALCOHOL ABUSERS**

A. Prohibiting Admission of Drug Criminals

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

1. That the evicted household member who engaged in drug-related criminal activity had completed a supervised drug rehabilitation program approved by the State;
2. That the circumstances leading to eviction no longer exist such as that the criminal household member dies or is imprisoned.

The Municipality has established the following policy prohibiting admission:

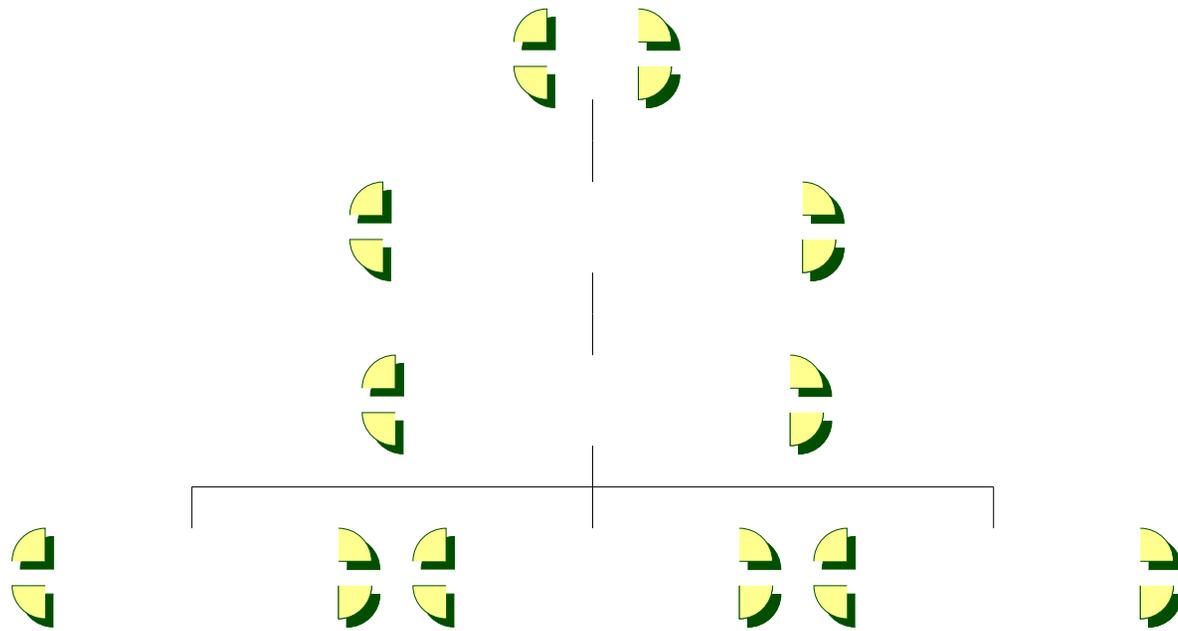








Commonwealth Department of  
Municipality of Gayani Ila  
Housing Choice Voucher Program



Commonwealth Republic of  
Municipality of Guayani Ila

Housing Choice Voucher Program

The following program is administered by the Municipality of Guayanilla:

- ' Housing Choice Voucher Program
- ' Family Self-Sufficiency Program

**PHA Plans**  
**Streamlined 5-Year/Annual**  
**Version**

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

OMB No. 2577-0226  
(exp 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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**Informational Attachment for (rq021) the:**

**Municipality of Guayanilla – RQ021**

**Annual Plan for Fiscal Year 2006**

## **PHA Plan Agency Identification**

**PHA Name:** Municipality of Guayanilla

**PHA Number:** RQ021

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

**PHA Plan Contact Information:**

Name: Hon. Edgardo Arlequin Vélez, Mayor

Phone: 787-835-2660

Address: 7 José De Diego Street  
Guayanilla, PR 00656-0550

Fax: 787-835-3713

Postal: PO Box 560550  
Guayanilla, PR 00656-0550

Name: Juan A. Torres Torres, Federal Funds Director

Phone: 787-835-3567

Name: Carmen Vázquez, Section 8 Coordinator

Fax: 787-835-3008

TDD:

Email (if available): secci8@hotmail.com

## **Mission Statement**

The mission of the Municipality of Guayanilla is to be a contributing partner with low income families by assisting them in obtaining decent, safe, and affordable housing that will enhance their self-esteem and contribute to their success in meeting life's many challenges.

The staff and the Housing Program are committed to providing quality, affordable housing in a safe environment as well as in an efficient and creative manner. Through partnerships forged with the program participants and other groups, the Municipality will provide opportunities for those served to become self-sufficient.

The Municipality will endeavor to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families served, without discrimination. Furthermore, it is the Municipality's belief that the mission will be accomplished by a fiscally responsible and creative organization committed to excellence in public service.

## **GOALS AND OBJECTIVES**

### **Management Issues:**

#### **Goals:**

1. Manage the Municipality of Guayanilla existing rental assistance program in an efficient and effective manner, thereby qualifying as standard performer.
2. Manage the Municipality's housing program in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

#### **Objectives:**

1. To obtain Section 8 Management Assessment Program (SEMAP) rating of High Performer from HUD.
2. The Municipality will make their Section 8 Rental Assistance Program more marketable to the community as evidenced by an increase in landlord participation in the program as well as one where landlords will call the Housing Office with availability of units for rent.
3. The Municipality will maintain a budget utilization rate of at least 98% for the year.
4. The Municipality will promote a motivating work environment with a capable and efficient staff to operate as a customer-friendly and fiscally prudent leader in affordable housing.

### **Tenant-Based Housing Issues:**

#### **Goals:**

1. Expand the range and quality of housing choices available to participants in the Municipal Housing Program.
2. Manage the Municipal Housing Program in an efficient and effective manner so as to qualify as a Standard performer under SEMAP.
3. Strengthen the FSS Program to make a viable option for the participating families within the Section 8 Tenant-Based Voucher Program.

**Objectives:**

1. The Housing Office shall maintain the amount of time it takes to inspect a new unit within 10 days or less at all times.
2. The Housing Office shall implement an aggressive outreach program to attract new landlords to participate in its program each year.
3. The Housing Office will reinforce all administrative aspects of its program including but not limited to supervisory control so as to improve its SEMAP score to high performer.
4. The Housing Office will reinforce all administrative aspects of its FSS Program so that it is in compliance with federal regulations and statues.

**Fiscal Responsibility Issues:**

**Goal:**

- Ensure full compliance with all applicable standards and regulations including government accepted accounting practices.

**Objectives:**

1. The Municipality will operate so that it operates within the confines of budget restrictions.
2. The Municipality will ensure full compliance with the maintenance of the FSS Escrow accounts as well as accounting records in compliance with GAAP 34.
3. The Housing Program shall strengthen its Upfront Income Verification (UIV) procedures as required by federal regulations and statues.
4. The Housing Program shall strengthen its quality control procedures so as to ensure compliance with federal regulations.
5. The Housing Program will maintain a lease-up rate of 98% as well as ensure proper monitoring of it.

## **Required Attachment A: Membership of the Resident Advisory Board**

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 Guayanilla's locally administered Housing Choice Voucher Program, was duly elected by the families participating within the program. The Board is composed of 6 members and the term of 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:

1. President

Virginia Batalla Sotero  
HC – 02 Box 7928  
Guayanilla, PR 00656

2. Vice-President

Alicia Fernández Arroyo  
HC – 02 Box 6752  
Guayanilla, PR 00656

3. Secretary

Maribel Cappas Vargas  
Urb. Santa Elena  
Calle 9 G-15  
Guayanilla, PR 00656

4. Vocal

Ángel L. Pacheco Fraticelli  
PO Box 561052  
Guayanilla, PR 00656

5. Vocal

Yamaris Vélez Feliciano  
HC – 02 Box 7970  
Guayanilla, PR 00656

6. Vocal

Jannette Bulted Sepúlveda  
HC – 02 Box 10902  
Guayanilla, PR 00656

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

The Resident Advisory Board (RAB) for the Municipality of Guayanilla 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.
- ✓ Resident participants commented that more help is needed to offset the economic situation of the Island. Be it from HUD, the Commonwealth or the Municipality itself, funding for the poor is getting scarce everyday. According to the RAB the situation is such that more aid is needed not less.
- ✓ Residents were encouraged that the Municipality's Informal Review Procedure is available to all Section 8 participants for their review.
- ✓ Various residents queried why the minimum rent had gone up from \$25.00 to \$50.00. Once explained by the housing staff, the RAB accepted, albeit begrudging, accepted the increase amount effective 7/1/06.
- ✓ One resident commented that the news coming from Washington and San Juan was disturbing to say the least and everyday it seems to get worse.
- ✓ On further review, there is nothing in the plan that the RAB could think of that needs to be added, deleted or disputed.
- ✓ No additional comments submitted.

### **Municipality's Response:**

The Municipality intends to make continued efforts so as to encourage more landlords to participate in the 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. It was decided to inform the residents that the change in minimum would be effective 7/1/06 via mass mailing.

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

## **Required Attachment C: Section 8 Homeownership Capacity Statement**

The Municipality of Guayanilla has decided to delay, indefinitely, the implementation of the Section 8 Homeownership Program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by CFR part 982. The Municipality currently utilizes State resources such as those provided by the State Housing Department as well as the Commonwealth of Puerto Rico Housing Development Bank:

1. **“Llave para tu hogar”** – which is a State sponsored program designed to assist low-income families, who are in market to purchase a new home. The program provides a grant to these qualifying families from \$3,000 to \$15,000, which is used to bring the cost of the purchase down. These monies cannot be used as part of the closing cost. It is the responsibility of the family to secure the closing cost funding. The selling price of the home cannot be more than \$70,000.00
2. Homebuyer Program sponsored by the US Department of Agriculture, Rural Development Administration.
3. The Municipality is in the planning stage of low cost housing project for low-income families within the Municipality.

The Municipality is continuing its examination of the Homeownership Program Final Rules as proposed and its feasibility of implementation in Guayanilla. The Municipality has serious concerns that based on the limitations of HUD’s final rule and the dynamics of the Guayanilla as well as the economic situation of the Island, the program may not be viable. Therefore, Guayanilla has made no determination at this time as to whether it will implement such a program during 2006-2007. The Municipality will continue to evaluate the implementation of the homeownership program and reserves its rights to implement Section 8 Homeownership by the capacity statement set out below.

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price will come from the family’s resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

## **Required Attachment D: Statement Regarding Deconcentration Policy**

The Municipality of Guayanilla, 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 E: Required Attachments**

1. Statement of Housing Needs is located in the attached annual supplement, Section IX, page 29.
2. Statement of PHA's Rent Determination is located in the attached annual supplement, Section XII, page 42.
3. Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section XIV, page 46.
4. PHA's Code of Conduct is located in the attached annual supplement, Section V, page 6.
5. Homeownership Program is located in the attached annual supplement, Section III, page 2.
6. Statement Regarding the steps the PHA will take to affirmatively further Fair Housing, Section VIII, page 28.
7. Screening and Eviction or Drug Abuse and Other Criminal Activity, Section XVII, page 49.
8. Statement concerning Additional Information Required, Section XVI, page 48.
9. Policy concerning Denial of Admission and Termination of Assistance for Criminals and Alcohol Abusers, Section XVIII, page 50.