

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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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 for certain types of 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 thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan

## for Fiscal Year: 2007

### PHA Name: *Municipality of Caguas*

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**



**Streamlined Annual PHA Plan  
 Fiscal Year 2007**  
 [24 CFR Part 903.12(c)]

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 [24 CFR 903.7(r)]

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**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA’s principal office; .....

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8. Consultation Process: Comments of the Resident Advisory Board or Boards & Explanation of PHA Response
9. Membership of the Resident Advisory Board or Boards

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

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

***DOES NOT APPLY***

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

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

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

**B. Site-Based Waiting Lists – Coming Year**

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 next component.

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)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

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

### ***DOES NOT APPLY***

#### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

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

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: 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:

5.  Yes  No: 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:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

***The Municipality has already implemented the Homeownership Program.***

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

***The Municipality has established an annual goal of 5 cases per year. Under any circumstances the total number of cases will exceed 25% of the total vouchers available.***

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:

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

***Outreach to current Section 8 participants to identify potential homebuyers. The outreach efforts will be focused on families that are currently paying \$250 or more monthly in rent.***

***Work with Realtors Association in order to promote the Homeownership Program, with the purpose of increasing the availability of affordable housing units.***

***The home loan scope was raised from \$80,000 to \$100,000 per unit. If necessary it will be increased.***

***The Municipality will require that all families enrolled in the Program successfully complete a home buyer counseling program which is conducted by a HUD certified agency or which otherwise meets the requirements of the regulations.***

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

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

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

***Previous experience through out the use and management of HOME funds and other Federal and Local Programs, as well as the previous years experiences with the current Homeownership Program.***

## **4. Use of the Project-Based Voucher Program**

### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units  
 access to neighborhoods outside of high poverty areas  
 other (describe below:)

*Lack of affordable and adequate housing for the elderly.*

#### ***Goals of the PBA Program:***

- *To increase the supply and availability of affordable housing for very low-income Elderly households in Caguas.*
- *To promote the provision of amenities or services for special needs tenants and accessibility for the physically challenged and the elderly.*
- *To promote cooperative partnerships that link support services with affordable housing.*

***HUD’s Section 8 Project-Based Voucher Program allows the Municipality of Caguas Section 8 Program to join tenant based Housing Choice Voucher Assistance to existing, rehabilitated, or newly constructed units under the Project-Based Voucher Program for a term of up to 10 years. The units to be assisted may be vacant or occupied by families who are income eligible to participate in the Housing Choice Voucher program. Projects may provide supportive services for families, if desired. Project composition and selection will comply with HUD regulations regarding the Project-Based Voucher Program. Program participants will be subject to all relevant Housing Choice Voucher Program regulations. The selection process of units/project for participation in the Section 8 Project-Based Voucher Program will be an open and competitive process. The Municipality of Caguas will follow HUD’s advertising and owner application requirements for the Program outlined in 24 CFR 983.51.***

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

***The RFP for the project will require that projects are located within the urban area of the Municipality and near transportation routes.***

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

***Municipality of Caguas Consolidated Plan***

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 on its waiting lists 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)

***Apply for additional Federal Funds.***

***Make alliances with public and private organizations to provide supportive and educational services to tenants.***

Other: (list below)

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

***Share information on Federal Programs, including NOFA's deadlines and other important data related to federal funds.***

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
N/A	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
N/A	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	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
N/A	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	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
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
NA	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section <b>XXIII and APPENDIX II</b> of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Other supporting documents (optional) (list individually; use as many lines as necessary) - <b>Administrative Plan</b> - <b>Homeownership Plan</b> - <b>Affirmative Fair Housing Program and Action Plan</b>	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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





## 8. Capital Fund Program Five-Year Action Plan

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

**8. Capital Fund Program Five-Year Action Plan**

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



**B. CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office.*

**(Attached next)**

**B. CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE**

## C. COMPLIANCE WITH §903.11(c)(3)

To comply with the requirements of 24 CFR Part 903.11(c)(3) and as established in the Federal Register of November 8, 2004 (Vol. 69, No. 215, Page 64826), the PHA lists as follows, the policies and programs on §903.11(c)(3)) that have been revised since submission of its last Annual Plan:

(Other reference: Notice PIH 2003-21 (HA))

<b>Policies/Programs on §903.11(c)(3)</b>	<b>Related Certification or Plan Component (of this template)</b>
<i>(a) A statement of housing needs.</i>	Component A ( <i>Section 5: Consistency w/Consolidated Plan + Section 6: Supporting Documents</i> ); Component B ( <i>Certification Form HUD-50076</i> ); and, Component D ( <i>Other Components: Attachment 3</i> )
<i>(b) A statement of the PHA's deconcentration and other policies that govern eligibility, selection, and admissions.</i>	Component B ( <i>Certification Form HUD-50076</i> )
<i>(c) A statement of financial resources.</i>	Component A ( <i>Section 6: Supporting Documents</i> );and, Component B ( <i>Certification Form HUD-50076</i> )
<i>(d) A statement of the PHA's rent determination policies.</i>	Component A ( <i>Section 6: Supporting Documents</i> ); Component B ( <i>Certification Form HUD-50076</i> ); and, Component D ( <i>Other Components: Attachment 1</i> )
<i>(e) A statement of the PHA's operation and management.</i>	Component A ( <i>Section 6: Supporting Documents</i> ); and, Component B ( <i>Certification Form HUD-50076</i> )
<i>(f) A statement of the PHA grievance procedures.</i>	Component A ( <i>Section 6: Supporting Documents</i> ); and, Component B ( <i>Certification Form HUD-50076</i> )
<i>(k) A statement of homeownership programs administered by the PHA.</i>	Component A ( <i>Section 3: Homeownership + Section 6: Supporting Documents</i> ); Component B ( <i>Certification Form HUD-50076</i> ); and, Component D ( <i>Other Components: Attachment 1</i> )
<i>(l) A statement of the PHA's community service and self-sufficiency programs.</i>	Component A ( <i>Section 6: Supporting Documents</i> ); and, Component B ( <i>Certification Form HUD-50076</i> )
<i>(o) Civil rights certification.</i>	Component A ( <i>Section 6: Supporting Documents</i> ); and, Component B ( <i>Certification Form HUD-50076</i> )
<i>(p) Recent results of PHA's fiscal year audit.</i>	Component A ( <i>Section 6: Supporting Documents</i> ); and, Component B ( <i>Certification Form HUD-50076</i> )
<i>(r) Additional information to be provided.</i>	Component D ( <i>Other Components: Attachments 1 to 9</i> )

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

*List of Additional Information and Attachments:*

1. Amendment from Last Annual Plan: Admission Policies and Compliance with the Violence Against Women and Department of Justice Reauthorization Act of 2005
2. Progress in meeting 5-year mission and goals
3. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
4. List of Persons assisting the meeting to designate the Participant Board and to revise the draft for Public Hearing and Review
5. Newspaper Ad Promoting and Announcing the Hearing Process
6. List of Persons Reviewing The Plan Draft Before The Public Hearing
7. List of Persons Assisting the Public Hearing
8. Consultation Process: Comments of the Resident Advisory Board or Boards & Explanation of PHA Response
9. Membership of the Resident Advisory Board or Boards

## **D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

### **Amendment from Last Annual Plan: Admission Policies**

#### **1. Homeownership**

Homeownership loan scope per unit changed and more counseling will be provided to promote economy and self sufficiency to become potential homeowners (see Section 3, Page 7, of this template).

#### **2. Admission Preferences**

The PHA revised its admission preferences, which will be established as follows (in order of ranking):

- 1 Date and Time*
- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)*
- 1 Victims of domestic violence*
- 2 Substandard housing*
- 1 Homelessness*
- 4 Veterans and veterans' families*
- 1 Victims of reprisals or hate crimes*
- 1 Mothers that are exposed to loose their children due to the lack of a proper housing unit; to prevent custody removal.*
- 3 Those unable to work because of age or disability.*

#### **3. Admission Criteria**

Applying for Admission

To be eligible for admission, an applicant must be a "family", (Family may be a single person or a group of persons), **must be at least 21 years old (or emancipated minors or legally married)**, must be income eligible, must be a citizen or a non-citizen who has eligible immigration status in accordance with 24 CFR parts 5 and 982.201, must meet additional criteria established below, including provisions on Social Security Numbers. (See section IV: Occupancy policies; below; or, applicable regulation).

Waiting List

If there are no admission preferences in the year, the applicants must be selected based on the date and time they applied. This also applies, when admission preferences are employed and there are two or more applicants with equal preferences status. If there are preferences, **some admission preferences prioritized number "1" in the PHA Annual Plan can be selected**

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**from the waiting list without considering the family's position on the waiting list. These cases will be evaluated individually and will be selected from the waiting list depending the unique and documented circumstances of each one .**

Permissive Prohibitions

The PHA may prohibit admission of a household to the program if the PHA determines that any household member is currently engaged in, **or has engaged for three (3) years before the admission:**

The PHA will only admit an eligible family to the program. To be eligible, **the applicant must be at least 21 years old (if not, must be emancipated or legally married)**, must be a "family", must be income- eligible, and must be a citizen or a noncitizen that has eligible immigration status; as determined in accordance with 24CFR Part 5.

Permissive Prohibitions

The PHA may prohibit admission of a household to the program if the PHA determines that any household member is currently engaged in, **or has engaged for 3 years before the admission:**

**4. Goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking in accordance with Notice 2006-23.**

A. The following activities, services, or programs are provided by the PHA in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking.

Case Management and Services such as psychological evaluations, support groups, counseling and agency referrals through the Caguas' Municipal Office of Women's Affairs.

B The following activities, services, or programs are provided by the PHA in partnership with the Municipal Office of Women's Affairs to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.

Child Care Program - Provides funds for child care to women who are enrolled in school and/or who are employed.

## **D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

Professional and Entrepreneurship Program – Provides assistance in developing the skills needed to enter the work force and or develop a business.

Also the PHA has an existing admissions preference to victims of domestic violence.

C. The following activities, services, or programs are provided by the PHA in partnership with the Municipal Office of Women's Affairs to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.

Provide counseling services focused on prevention of domestic violence.

In addition the Municipality has included as a preference Victims of Domestic Violence.

### **5. Sexual Offenders**

The Municipality will modify its administrative plan to include the following policies:

#### Sex Related Criminal Activity

Anyone convicted of any type of sexual offense whether subject to lifetime registration requirement under state law or not required to register shall not be admitted to the Housing Choice Voucher Program.

Also assistance will be terminated to Existing participants convicted (or previously convicted) for a sexual offense.

### **6. Housing Choice Project Based Goals**

Goals of the PBA Program:

- To increase the supply and availability of affordable housing for very low-income Elderly households in Caguas.
- To promote the provision of amenities or services for special needs tenants and accessibility for the physically challenged and the elderly.
- To promote cooperative partnerships that link support services with affordable housing.

## **D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

### **Progress in Meeting 5-Year Plan's Mission and Goals**

#### ***PHA Goal: Expand the supply of assisted housing:***

*The municipality's efforts under this goal include:*

- *The Municipality of Caguas kept searching for opportunities to apply for additional rental voucher by a Proposal to the Fair Share Allocation of Incremental Voucher Funding (NOFA) as they become available.*

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

*The municipality's efforts under this goal include:*

- *All tenants were advised about the mobility and portability options of the voucher program, as needed.*
- *The Program personnel assisted to seminars and trainings, as they become available. They are motivated to enhance their public services.*
- *With HUD and OCAM (PR's Office of the Commissioner for Municipal Affairs), the Municipality implemented the One-Stop Center, in which the community and the Section 8 participants are oriented regarding on how to find an affordable housing unit.*
- *Referrals were made to special State housing projects as "La llave para tu Hogar".*

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

*The municipality's efforts under this goal include:*

- *Newspapers ad was posted recruiting landlords for the Section 8 Program.*
- *Meeting with landlords were held to inform them about the requirements of the program.*
- *Monitoring that the housing projects endorsed by the Municipality must comply with laws regarding elderly and persons with disabilities.*
- *Supportive services are offered to the elderly and families with disabilities through out referrals to service agencies and transportation, including food supply and housekeeping; offered in the Municipal Elderly Housing Project.*
- *Coordinating services with the Municipality's Family Services Department Office (Departamento de Servicios a la Familia)*
- *Section 8 Tenants were given an awareness seminar on how to manage emergencies and how to avoid child abuse.*
- *To ensure every family has access to the education they require to match available jobs, some participants were referred to receive education services to obtain a High School Diploma.*
- *Endorsement was provided to an elderly housing development at Urb. Notre Dame*

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

*The municipality's efforts under this goal include:*

- *All tenants were oriented about job training and placement opportunities in the municipality and referrals were made to designate agencies.*
- *The Municipality conducted educational and occupational fairs; Housing and Economic development talks were provided by consultants. Among the talks provided were: "Feria de la Salud y Vivienda" in October 2006 (Health Fair) and conferences on How to obtain a house.*

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

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

*The municipality's efforts under this goal include:*

- *Equal opportunity was offered to all participants including persons with disabilities.*
- *Equal opportunity brochures and other orientation material were given to program participants.*
- *To comply with the Equal Housing Opportunities Law and regulation the general public and the Section 8 participants were oriented regarding this important subject.*

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan**

(This certification is required due to the fact that an amendment was made since the last Annual Plan.)

**(Attached next)**

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**List of Persons Assisting the Meeting to Revise the Plan Draft**

**(Attached next)**

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**Newspaper Ad Promoting and Announcing the Hearing Process**

**(Attached next)**

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**Lists of Persons Reviewing the Plan Draft before the Public Hearing**

**(Attached next)**

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**List of Persons Assisting to the Public Hearing**

**(Attached next)**

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**Consultation Process: Comments from the Residents Advisory Board or Boards & Explanation of PHA Response**

**BEFORE THE PUBLIC HEARING:**

No comments were received.

**AFTER THE PUBLIC HEARING:**

No comments were received.

**D. OTHER COMPONENTS (CERTIFICATIONS TO BE SUBMITTED TO LOCAL HUD FIELD OFFICE)**

**Membership of the Resident Advisory Board or Boards**

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

{ THERE HAVE BEEN NO CHANGES }

*All the head of the participants' families, that are model representatives of the Section 8 Program, were invited to a meeting where they were invited to become part of the Participants' Board. Those who accepted are the designated members of the Board.*

*They were appointed on January 2006 and will be appointed again by December 2008.*

*In the PHA (Municipality of Caguas) the Mayor is the Executive Director (Section 8 – HCV - Program). Governing Board is for Public Housing. In Tenant Based the Official in charged is the Section 8, Federal Affairs or Housing Department Director or Coordinator. In the Municipality of Caguas, Mrs. Nannette Solano Resto is the Section 8 Program Executive Official I (Coordinator).*

*The Participant Advisory Board's members for the PHA are:*

1. Elizabeth Luna
2. Minerva Torres
3. Vanessa Torres
4. Enid García Ayala
5. Alcibiades Santana
6. Ramonita Zayas
7. Daisy González
8. Miriam Gómez