

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)

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.

Streamlined Annual PHA Plan for Fiscal Year: 2007

PHA Name: Municipality of Guayama – RQ017

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 Agency Identification

PHA Name: MUNICIPALITY OF GUAYAMA

PHA Number: RQ017

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

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:
Number of S8 units:

Section 8 Only

Number of S8 units: 264

Public Housing Only

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Hon. Hector L. Colon Mendoza, Mayor

Phone: 787-864-0600, ext. 2202

Fax: 787-864-5070

Address: 26 Vicente Pales Street
Guayama, PR 00784

Postal Address: PO Box 360
Guayama, PR 00785-0360

Name: Maria V. Vicente Colon, Housing Director

Name: Lilliam Rodriguez Lopez, Housing Sub-Director

TDD:

Email (if available): Sec8guayama@yahoo.com

Public Access to Information

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

PHA's main administrative office

PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

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

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

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

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

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS 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;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, *Certification for a Drug-Free Workplace*;

Form HUD-50071, *Certification of Payments to Influence Federal Transactions*; and

Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.

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.

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.

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):

HOPE VI Revitalization Grant Status	
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.)

2. Program Description:

a. Size of Program

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

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

b. PHA-established eligibility criteria

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

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

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

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

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

4. 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):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

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)

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 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)
- Other: (list below)

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

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<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
	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	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
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	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
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
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
	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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	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
	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, 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
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Chapter 20, Page 176 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	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
	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
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	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
	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) Organizational Chart – rq017a01 Annual Plan Supplement – rq017b01 Annual Plan Informational Sheet – rq017c01	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> :	Joint Annual PHA Plan for

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	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 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF GUAYAMA
RQ 017

ANNUAL PLAN SUPPLEMENT
FY 2007-2008



HON. HECTOR LUIS COLÓN
MENDOZA
MAYOR

MARÍA V. VICENTE
SECTION 8 DIRECTOR



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I EXECUTIVE STATEMENT

The Municipality of Guayama continues to move toward the major initiatives outlined in our Five-Year Plan that was approved by HUD. The plans, statements, and policies set forth or referenced in this same plan all lead towards accomplishing Guayama's goals and objectives. The Municipal Section 8 Office has adopted the following mission statement:

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

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

II SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR

The Municipality of Guayama does not contemplate any significant changes or deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan. The following represents what the Municipality will be doing for the fiscal year FY 2007-2008 in relation to its subsidized housing program.

The Municipality of Guayama has adopted the following policy changes and has incorporated them into the revised administrative plan presented to HUD.

1. To amend Part G. Selection Preferences

1. Local Preference

Part a: Victims of Domestic Violence:

In order to implement “Violence Against Women Act (VAMA)” as per “Public Law 109-162 Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1)” to include within the Five Year and Annual PHA plans to contain information that is intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. In this regard, once a “Certification of Domestic Violence, dating violence, or stalking [Form HUD-50066] is completed by an alleged victim, that person shall be entitled to preference in securing assisted housing under the Section 8 Program.

2. To amend Chapter 2: Eligibility for Admission

Part A: Eligibility Factors - Reasons for denial of admission

“Screening and Tenant Selection Criteria - E - 2b - tenant(s) will be terminated or denied admission if any member of the family has ever been convicted for sexual offense or who is subject to the lifetime registration with federal, state or local law enforcement agencies.”

3. Mandatory Language & Statements Incorporated into the Administrative Plan:

The Municipality of Guayama has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24 CFR 982.533(2)). The Municipality of Guayama (RQ017) will screen the family by carrying out a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which is empowered by Law to issue Certificate of Conduct.

Furthermore, the Municipality will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex

offenders.

III HOMEOWNERSHIP PROGRAM

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

- ✓ **Eliminating blight and blighting conditions within low income areas by preserving existing housing units;**
- ✓ **Develop self-sufficiency by encouraging other low and very low income families to become self-sufficient, in order to qualify as first-time homeowners;**
- ✓ **Revitalize and stabilize existing and deteriorated low income neighborhoods.**

The Municipality of Guayama has decided to delay, until further notice, the implementation of the Section 8 Homeownership Program pursuant to Section 8(y) of the USHA of 1937, as implemented by CFR part 982. At the current time, the Municipality utilizes State sponsored programs to assist low-income families become homeowners. Two such programs are "*Llave para tu hogar*" or "*A Key For Your Home*", which provides a grant to qualifying families from \$3,000 up to \$15,000 to be used as a downpayment towards the purchase of a home no more than \$70,000 and the other program is "*Ley 124*" or "*Law 124*", which also provides a subsidy to low-income families who become first-time homebuyers. Another program which is being utilized by low-income families is the Homebuyer Program sponsored by the US Department of Agriculture, Rural Development Administration.

The Municipality does intend to implement a viable Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 as well as the necessary procedures so as to promote a Homeownership Program within its Housing Program at some future time.

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

Representative in the House of Representatives and our State Senator, in order to study existing applicable regulations and their impact upon the local housing market. Additionally, both the Mayor and representatives of the municipality will be working with their counterparts within the Planning Board in reviewing existing land policies.

❑ PROVIDING FOR THE COORDINATION OF FUNDING:

In order to achieve any degree of success in creating affordable housing for households classified as being either low or very low income, requires funding for multiple funding sources. The Municipality will take into account and consider the appropriate changes in order to implement the Homeownership Program, whereby, it will consider the following:

1. Assistance will be provided for:
 - a. First time homeowner
 - b. Family that owns or is acquiring shares in cooperative.
2. The Program will become available to families participating in our Housing Choice Voucher Program and have been fully employed for well over a year as well as in good standing with the Section 8 Office.
3. The total family that will be serviced through this program will be limited to approximately 15 families.
4. Funding levels.

The Municipality of Guayama will take into account and consider the appropriate changes in order to improve the application process for all federal programs that may have a beneficial impact upon the local housing market and affect programs covered within the 5-Year Plan.

IV STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN, MISSION, AND GOALS

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

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

- ◆ Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient.
- ◆ Provide affordable, quality housing, services and opportunities to low-income families, while ensuring a continuum of housing opportunities for all program participants.
- ◆ Provide a broad range of redevelopment activities directed toward building and strengthening communities.
- ◆ Create alliances to nurture self-sufficiency.
- ◆ The PHA continues its goal to ensure equal access to assisted housing.
- ◆ The PHA continues to ensure Equal Opportunity in housing for all applicants regardless of their needs.
- ◆ The Housing Authority has adopted new policies and procedures to comply with current regulations.
- ◆ The PHA continues to operate its program in an efficient manner and in compliance with all required regulations.
- ◆ Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient.

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

- ✓ A high level of customer service;
- ✓ Quality affordable housing opportunities;
- ✓ Continuum of housing opportunities for all program participants;

- ✓ Improving the overall Program administration, whereby making it more flexible and efficient.

V FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

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

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

The activities that will be undertaken by the Municipality to accomplish these goals are:

A. HOUSING FUNDING SOURCES -

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

Additionally, work with island housing contractors that may be interested in constructing housing units within Guayama, by offering incentives and assistance in one form or another that may be legally acceptable, in order to encourage such contractors to participate in the local housing market.

B. ADDITIONAL SUBSIDIZED FUNDING UNDER THE VOUCHER PROGRAM

The Municipality of Guayama will petition as well as work closely with the U.S. Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers, if and, when they become available. The Municipality is desirous to obtain more vouchers because that would alleviate the housing need within our Municipality. Participation in a viable program such as the one we have mentioned will assist extremely low and low income families to ultimately become self-sufficient.

C. AVAILABLE FUNDING SOURCES

The Municipality of Guayama will submit for HUD’s consideration its Annual Plan (FY 2007-2008) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 264 families that are currently enjoying the benefits of the Municipality of Guayama’s tenant-based housing assistance program, we will be submitting for HUD approval the following budget:

TABLE I	
SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL	
PROGRAM	BUDGET ESTIMATE
Housing Choice Voucher Program	\$886,680.00
Activities: Tenant-based Housing Assistance for 264 families.	
Program Administration	\$131,760.00
Total Estimate of Budget to be submitted to HUD for Approval	<u>\$1,018,440.00</u>
Total for the Municipality of Guayama’s Housing Budget (Grand Total)	<u>\$1,018,440.00</u>

VI PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM

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

At the current time, the Municipality of Guayama does not have a fully developed FSS Program but is striving to assist families who are participants in the Housing Choice Voucher Program to achieve economic independence as well as become self-sufficient. This is accomplished by motivating the families to become fully employed or assist them in seeking the proper training so that they may acquire the necessary marketable skills to become fully employed.

VII PHA'S POLICIES GOVERNING ELIGIBILITY, SELECTION, AND ADMISSIONS

A. Determination of Family Eligibility

Persons that are both interested and qualify under the subsidized housing program will be provided with the necessary applications, and will receive a briefing on the programs offered by the Municipality. Specific days of the week will be established to receive applications, so as to permit sufficient time to properly carry out the administrative requirements of the program in an acceptable manner.

If during the application stage it can be determined that a family will not be eligible because of exceeding income limits in accordance with federal incomes limits as established by HUD then no additional documents and materials will be requested from the family so as avoid unnecessary waste of time and expenses. The family will be so advised, while at the sametime a written notification will be sent indicating the reasons as well as affording them an opportunity to request, within a reasonable amount of time, an informal hearing. However, the family will be encouraged to reapply should the circumstances change.

All information requested within this same form will be obtained at the interview with the applicant, and that which must be verified, will be verified by the appropriate Section 8 official assigned to the case.

People with applications not expected to be awarded vouchers upon completion of their files because their number in the waiting list is far higher than the number of available vouchers as per the ACC and number of bedrooms which may be available will be so advised. If a date can be determined as to when the voucher can be issued they will in fact be told, otherwise, they will be advised that based on the date and time of the completed application, if the family was found to be eligible, and once there are additional vouchers, they will be notified. The families will be informed that their applications are valid for one year only and in order to maintain their case file opened they must renew their application on a yearly basis. The PHA will inform the families accordingly in writing.

The records of cases where families have been determined ineligible or their contracts have been terminated, the PHA will retain these documents for three (3) years such as: (1) copy of the application, (2) notification letters, if applicable, (3) the applicant's response, if any, the record of any informal hearing, and statement of final disposition. Furthermore, records pertaining to eligible families and those under a lease, will be maintained within the active file unless the family becomes ineligible or terminates its contract.

The application forms will contain both date and time of filling, and will be signed by the applicant or applicant's spouse and by the interviewer from the Municipal Staff which processed the family. Application forms will be reviewed by the Section 8 Director and properly identified with the Director's initials.

B. Verification Procedures

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

An on-site visit will be conducted by the Inspector to verify the conditions under which the family is currently living to ascertain the accuracy of the information given by the prospective family. An evaluation of the housing unit will be accompanied by pictures. This will form part of the file.

After families complete their applications, except those that for obvious reasons will not qualify, a series of documents will be requested from them and they will be required to bring these documents within a period of 30 days. The family will be given a sheet outlining the necessary documents needed to complete their file. The municipal staff will go over the list and inform the family that, should they not be able to comply with the established time frame then their respective

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

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

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

- | | | |
|-----|---|--|
| 1. | Family Composition | Birth, marriage and birth certificates, a family photograph, sworn statements, school records |
| 2. | Special Medical Needs which require larger units. | Medical Certificates |
| 3. | Income from wages | Verification forms from the employer. |
| 4. | Social Security | Verification from the S.S. office or through HUD's website. |
| 5. | State Disability and other pensions | Verification forms from an employer. |
| 6. | Welfare payments | Verifications form from State Department of the Family agency. |
| 7. | U n e m p l o y m e n t compensation | Verifications form from State Agency (Form W-5). |
| 8. | Alimony and child support | Court Records. A copy of the divorce decree as well as form from the appropriate State Agency "ASUME." |
| 9. | Family financial Assistance | Letter form from a benefactor. |
| 10. | Family type (Elderly or Disabled) | From appropriate agency granting benefits and birth certificate. |

- | | | |
|-----|---|---|
| 11. | Full-time student status (18 or older). | A letter from school or college |
| 12. | Scholarships-grants | A written confirmation from the source of benefits, as well as, a written confirmation from Education Institution as to cost. The net balance is the amount available for subsistence. |
| 13. | Income Interest and Dividends | Verification from bank, or financial institution, bank passbooks, etc.

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

D. Factors that will be used to Determination Eligibility

In determining the eligibility of the applicant family, the following factors will be used for such determination:

1. Family income so as to comply with Part VI, Section B of this policy.
2. The health condition of the family.
3. The conditions under which the family is currently living at the time of the application.

E. Selection and Admission of Applicants

1. Admission of a family applicant

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

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

2. Targeting

In accordance with 24 CFR part 5, subpart F, section 5.607(b), not less than 75 percent of the families admitted to the Municipality of Guayama's subsidized housing program during the Municipality's fiscal year will be families whose annual income does not exceed the following amounts:

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

3. Conversion of Assistance

Conversion of assistance for a participant in the Municipality of Guayama Certificate Program to assistance in the Housing Choice Voucher Program does not count as an "admission," and is not subject to targeting as set forth in Part VII, section E of this policy.

4. Inapplicability of Targeting

Admissions of the following categories of families are not subject to targeting under Part V, section E of this policy:

- A. A low-income family that is continuously assisted under the 1937 Act.
- B. A low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in 24 CFR part 5, section 248.101.

5. Use of Family's Income

The annual income (gross income) of an applicant family is used both for determination of income-eligibility under 24 CFR part 5, section 5.601(c) and for the Municipality of Guayama income targeting as set forth in Part VII, section D of this policy.

6. Administration of Waiting List

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

7. Organization of the Waiting List

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

- a. Applicant names
- b. Family composition (adults/children, age/sex)
- c. Date and time of application
- d. Bedroom size
- e. Qualification for any ranking preference or local preference
- f. Racial or ethnic designation of the head of household
- g. Programs for which the PHA feels that the family qualifies for and would be interested in participating in under the umbrella of the subsidized housing program being administered by the PHA. Should the family not be interested in participating in any special program, this will not affect the place and position of the family on the waiting list.

8. Occupancy Standards

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

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

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

9. Opening the Waiting List

- a. When the Municipality decides to open the waiting list, it will publish a public notice informing all interested families and homeowners of the opening of a new waiting list. The public notice will state where and when to apply and/or to receive additional information on all aspects of the program.
- b. The Municipality will provide the public notice publication in a local newspaper of general circulation, which should also include minority media.
- c. The public notice among other things must state any limitations, if any, on who may apply.
- d. When the waiting list is open, the Municipality will accept applications from families for whom the list is open, unless there is good cause for not accepting the application.

10. Closing the Waiting List

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

11. Updating the Waiting List

The waiting list will be updated on an annual basis to ensure that it is current and accurate. This will be accomplished by the following procedure:

- a. A letter will be mailed to the applicant's last known address.
- b. The notice will inform the applicant family that a year has passed and information will be requested regarding their continued interest in maintaining a place on the waiting list.
- c. A time limit will be established in the notice, whereby, the applicant will be requested to pass by the Municipality's Section 8 Office to file an updated application. By visiting the Section 8 Office, the family has demonstrated interest as well as assured itself of continuing their position for one year on the waiting list.
- d. If the PHA fails to receive the applicant notice or renewed application of continuance within the time frame established by the Municipality for this purpose, the applicant's name will be removed from the waiting list.
- e. The applicant family will have 15 days to respond to the notice upon receipt of said notice. The PHA does not accept responsibility for any mail delay or non-deliverance by the US Post Office.

E. Selection Preferences

1. Local Preferences

According to the Quality Housing and Work Responsibility Act of 1998, federal preferences as we know them have been eliminated and in its place the local preferences based on the needs of the people will prevail.

In order to comply with the Federal law, the Municipality has agreed to give preference for selection of families on the waiting based on the following:

- a. Victims of Domestic violence;
- b. Families that will be broken up due to removal of young children by the State Family Department or families that will be united by the return of the children but do have decent housing;
- c. Involuntarily displaced;
- d. Homeless or living in substandard housing;
- e. Paying more than 50 percent of income for rent
- f. Single person with a disability or any member of the family applicant with a disability except under the provision set forth in Section VII, subsection E(2) of this policy.
- g. Single elderly person or family applicants with an elderly person.
- h. Other Preferences such as:
 - 1. Working families and those unable to work because of age or disability;
 - 2. Veterans and veterans' families;
 - 3. Those enrolled currently in educational, training, or upward mobility programs-for participants who wish to enroll in a Family Self Sufficiency Program;
 - 4. Households that contribute to meeting income requirements - for participants who wish to enroll in our FSS and Homeownership Programs, respectively.

Additionally, the Municipality will further comply with Federal Regulations which state that not less than 75% of new families must have incomes at or below 30% of the area median income within the Municipality's fiscal year. All other admissions generally will be at or below 50% of the area median, or up to 80% for families that meet eligibility criteria as set forth by the Municipality.

2. Qualifying for a local Preference

- **Victims Domestic Violence:** An applicant qualifies for domestic violence if the applicant is living under conditions which threaten the well being, health and safety of the family by an abusive member.
- **Maintaining families together:** An applicant qualifies for this preference when a family is threaten by a State Child Welfare Agency with the removal of the children due to inadequate housing or child abuse. This will ensure that the children who remain with, or who are reunited with, their families are safe, secure and not subject to neglect as a result of homelessness or inadequate housing.
- **Displacement:** An applicant qualifies for this preference if:
 1. The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing;
 2. The applicant will be involuntarily displaced within no more than six (6) months from the date of preference status certification by the family or verification by the PHA.
- **Substandard Housing:** An applicant qualifies for this preference if the applicant is living in substandard housing. An applicant that is homeless, living in overcrowded conditions or in a shelter for the homeless will be considered as living in substandard housing.
- **Rent Burden:** An applicant qualifies for this preference if the applicant is paying more than 50 percent of family income in rent.
- **Certification of Preference:** An applicant may claim qualification for a Local Preference by certifying to the Municipality, that the family qualifies for a local preference. The Municipal Section 8 office agrees to

accept this certification, unless it can be verified that the applicant is not qualified for a local preference.

- **Verification of Preference:** Before an applicant is admitted on the basis of the local preference, the applicant must provide information needed by the Municipality in order to verify that the applicant qualifies for a local preference because of the applicant's current status. It is further agreed, that the applicant's current status must be determined without regard as to whether there has been a change in the applicant's qualification of a local preference between the certification and selection for admission, including a change from one local preference category to another.
- **Retention of Preference:** The PHA has agreed, that if a Housing Choice Voucher Program applicant is currently receiving tenant-based assistance under the "HOME" program (24 CFR part 92), the PHA determines whether the applicant qualifies for the Housing Choice Voucher Program local preference based upon the situation of the applicant at the time the applicant began to receive tenant-based assistance under this same "HOME" program.
- **Persons with disabilities:** No individual will be considered to be a person with disabilities for purposes of eligibility solely due to their drug or alcohol dependence.

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

If the PHA should determine that an applicant does not qualify for a Local Preference, the PHA must promptly give the applicant written notice of said determination. This notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with a PHA representative in order to review the determination.

This same meeting may be conducted by any person or persons designated by the PHA, who may be an officer or employee of the PHA, including the person who made or reviewed the determination or a subordinate employee. Additionally, the applicant may exercise other rights if the applicant believes that

he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age, disability or family status.

VIII STATEMENT ON PHA'S RENT DETERMINATION

A. Total Tenant Payment

Computation of the total-tenant payment will be determined in accordance with 24 CFR Part 5, Section 5.613. The computation of TTP will be made once all income has been duly accounted and properly verified and all credits and unusual expenses have been determined eligible under the other applicable factors.

B. 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 for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of those payment's which is designated for housing;
4. Minimum rent in accordance with applicable provisions of Section 5.616.
5. A family renting a unit above the payment standard pays the higher of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent, and the amount of rent above the payment standard but not more than 40% as the cap established by QHWRA of income on the family share of rent 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, 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.
2. The following will be considered as financial hardship:
 - a. When the family has lost eligibility for, or is waiting an eligibility determination for a Federal, State or, local assistance;
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of a changed circumstances, including loss of employment;
 - d. When a death has occurred in the family;
 - e. Other circumstances as determined by the Municipality of Guayama.

E. Request for hardship exemption

1. If a family requests a hardship exemption, the Municipality of Guayama will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Guayama determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Guayama determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Guayama will not impose a minimum rent for a period of no more than 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.

3. If the Municipality of Guayama has determined that there is no qualifying hardship exemption, the Municipality of Guayama will reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Municipality.
4. If the Municipality of Guayama determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent requirement in compliance with 24 CFR Part 5, Section 5.616.

F. Appeal of financial hardship

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

G. Payment Standard

A payment standard will be set between 90%-110% of the Fair Market Rent for the PHA jurisdiction as established by QWHRA. The Municipality of Guayama has a payment standard of 110% of the FMR for the Guayama Metro Area.

The following represents the subsidy standards that determine the number of bedrooms required for families of various sizes and compositions:

0 BR	1 BR	2 BR	3 BR	4 BR
329	355	395	561	695

The local area Office of HUD, namely the Economic and Market Analysis Division (EMAD), as well as the HUD Public Housing Director will be consulted 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.

In the case of the PHA requesting a revision to the existing FMR, the PHA will include documentation showing the current median rent for standard units in our area. In this regard the PHA’s recommendations will be supported by such analytical data such as:

- ❑ Evidence that significant changes in rents have been experienced in the rental market, which differ from those changes measured by the Consumer Price Index (CPI) factors used to update the Annual Housing Services' based Median Rent.
- ❑ When convenient and/or required the PHA will provide local housing Market surveys that indicate the current median rent levels for standard units of various sizes within our designated FMR area.

H. Determination of Unit Size in Relation to Family Composition

The Municipality of Guayama has applied the following requirements when determining the unit size in relation to the family composition under our subsidy standards:

1. The subsidy standards provide for the smallest number of bedrooms required to house a family without causing overcrowding;
2. The subsidy requirements are consistent with space requirements under the Housing Quality Standards;
3. The subsidy standards have been applied consistently for all families of like size and composition;
4. A child who may be temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size;
5. A family consisting of only a pregnant woman will be treated 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 50 years of age will be counted in determining the family unit size;
7. The Municipality has agreed, that unless a live-in-aide resides with the family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit.

8. The Municipality will grant an exception to its established subsidy standards, in determining the family unit size for a dwelling unit, if it determines that the exception is justified by the age, sex, health, handicapped or relationship of family members or other personal circumstances.

I. Exceptions to FMR on a Unit by Unit Basis

The PHA is entitled to establish its payment standard from 90%-110% of the FMR approved for Metropolitan area of the PHA. The PHA will be allowed to approve initial gross rents on a unit by unit basis which exceed the FMR's or payment standard established by the PHA for units, which by virtue of size, amenities or location, or in the case of expanding housing opportunities for low income families, or to obtain units which have been made accessible to the disabled, which are determined to warrant exception rents. The PHA accepts the fact that this same authority will not be exercised for more than 20 percent of the units authorized by the ACC.

J. Affordability Adjustments

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

K. Rent Adjustments

Rent adjustments requested by landlords will be processed as indicated in Section 982.509 Federal Register, April 30, 1998, page 23863. The owner must request said revision to the contract rent sixty (60) days prior to the HAP contract anniversary date.

IX PHA'S GRIEVANCE PROCEDURE

A. Informal Review

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

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

Furthermore, the Municipality in advising the participant of his rights, must be stated within the denial letter the reason for the decision and at the same time reference that part of existing law, regulation and more specifically HUD regulation that was used a basis for denying assistance to the family participant.

B. Hearing Procedures

The following represents the Municipality of Guayama established procedures for conducting an informal hearing for participants:

1. The family will be given an opportunity to review any HA documents that are deemed necessary before the hearing. The PHA will permit the family to copy any such document at the family's expense.
2. It is agreed that the PHA must be given the opportunity to examine at its office any family documents that are directly relevant to the hearing. The PHA is therefore allowed to copy any such documents at its own expense. It is then agreed, that if the family does not make the document available for examination at the request of the PHA, the family will not be permitted to submit the document(s) at the hearing.

3. Representation of the Family

The Municipality agrees that the family, at its own expense, may be represented by legal counsel or other representative(s).

4. Hearing Officers

The hearing will be conducted by a member of the legal staff of the municipality, or by any other person so designated by the Mayor, other than a person who made or approved the decision under review or a subordinate of this person. The

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

5. Evidence

The Municipality and the family will be given the opportunity to present evidence as well as question any witnesses brought forth by either party. The Municipality agrees that the evidence presented will be considered without regard to admissibility under the rules of evidence applicable to judicial 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 the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

7. Effect of Decision

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

X CIVIL RIGHTS CERTIFICATION

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

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

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

ACTIVITIES:

REVIEW OF EXISTING HOUSING PROGRAM

The Municipality of Guayama will, in order to further fair housing within the community, review all existing housing and housing programs currently being carried out within the community, so as to assure, that these same programs and/or projects are implemented in total compliance within existing applicable regulations.

COORDINATION BETWEEN PUBLIC/PRIVATE RESOURCES

The municipality will contact public and private operators of housing, including local financial institutions located within Guayama, and provide them with both information and descriptive materials making them aware of the need to further fair housing.

COORDINATING INFORMATION/REGULATIONS

Working closely with the housing division of HUD, the municipality will obtain copies of regulations and other training aids in order to provide seminars during the course of the five-year period of the Plan, in order to create a public awareness of the importance of fair housing.

CREATE AWARENESS OF LEAD BASE PAINT HAZARDS

Since many of the private homes in Guayama were constructed prior to being informed that lead base paint represented a health hazard to all the members of the household, and the effect this same problem has upon children, the Municipality of Guayama is committed both in a short term (one-year), as well as in the long-term, to work with the Puerto Rico Department of Housing, in order to both develop and implement a viable, effective, safe, and cost-effective method of reducing this same hazard. While a great many precautions currently exist, effective abatement and likewise, hazard reduction activity requires participation from providers and contractors, aside from individual residents.

Guayama feels rather strongly, that in order to create an effective system of abatement services it must coordinate it's activities with other state agencies dealing with this same problem. In cooperation with both the public and private sectors, we have initiate the following actions in order to achieve the most desirable results:

ACTIVITIES:

COMPLYING WITH EXISTING REGULATIONS

The Municipality of Guayama, has a goal of working with the existing management of the various Public Housing Projects located within the Community, to review all units in cooperation with the State Housing Department and other applicable State Agencies over the five-year period of the Consolidated Plan, in order to both assist and coordinate the required abatement services required.

XII Domestic Violence Statement - Housing Choice Voucher Program

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) which requires PHA's five-year and annual plans to contain a Domestic Violence Policy Statement regarding any 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. Sections 606 and 607, respectively, amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking, as well as members of the victims' immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA, the Municipality of Guayama has adopted the following goals and objectives as part of its Domestic Violence Policy:

- A. VAWA applies to the Housing Choice Voucher Program as well as any other Subsidized Housing Program administered by the Municipality.
- B. The applicant/tenant/victim will be treated with respect and dignity.
- C. The Municipality of Guayama will notify the Housing Choice Voucher owners and managers of VAWA.
- D. The Municipality of Guayama will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdiction to escape an imminent threat of further domestic violence or stalking.

- E. VAWA will be incorporated into the landlord and tenant briefing process, respectively.
- F. Necessary confirming amendments to the Housing Choice Voucher Program rules, regulations and paperwork will be further addressed upon receipt of guidelines from the Department of Housing and Urban Development.

XIII 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 provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Municipality of Guayama to fully endorse and implement a policy designed to:

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

B. Administration

All screening and termination of assistance procedures shall be administered fairly and in such a manner so as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, sex, or other legally protected groups.

To the maximum extent possible, the Municipality will involve other community and governmental entities in the promotion and enforcement of this policy.

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

A. Prohibiting Admission of Drug Criminals

The Municipality of Guayama will prohibit admission to the program of an applicant for five years from the date of conviction if a household member has been evicted from federally assisted housing for drug-related criminal 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 has successfully 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 has died or is imprisoned.

The Municipality has established the following standards for prohibiting admission:

1. The Municipality has determined that any household member is currently engaging in illegal use of a controlled substance;
2. The Municipality has determined that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
3. Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

B. Prohibiting Admission of Other Criminals

The Municipality has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. The Municipality will screen the family by performing a criminal history background check necessary to

determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. This screening is to be carried-out through the Puerto Rico Police Department, which issues' *Certificate of Good Conduct*.

C. Prohibiting Admission of Alcohol Abusers

The Municipality will prohibit admission to the program, if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

D. Terminating Assistance for Drug Criminals and Other Criminals

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

1. Any household member is currently engaged in any illegal use of a controlled substance;
2. A pattern of illegal use of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
3. The Municipality will immediately terminate assistance for a family under the program if it determined that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing;
4. The Municipality will terminate assistance under the program to a family if it is determined that any family member has violated the family's obligation under Section 982.551 which states that the family will not engage in any drug-related criminal activity.

E. Terminating Assistance for Alcohol Abusers

The Municipality of Guayama will terminate assistance under the Housing Choice Voucher Program if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to a peaceful enjoyment of the premises by other residents.

F. Notice of Termination of Assistance

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

XV RECENT RESULTS OF PHA'S AUDIT

The Municipality of Guayama has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit which clearly demonstrated that the Municipality of Guayama was in full compliance with existing HUD regulations and there was no findings in the report.

XVI SEMAP SCORE

The Municipality of Guayama's last SEMAP score was 95%, which is a high performer.

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

- ◆ Changes to rent (i.e., minimum rent), admission policies and/or organization of the waiting list;
- ◆ Additions of new activities not included in the current Annual Plan;
- ◆ Any change with regard to the administration of the current tenant-based programs, including but not to the establishment of the homeownership program.
- ◆ Changes to the grievance procedures as established within our Administrative Plan.

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

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

XVIII SUMMARY

In order to comply with 24 CFR Part 903, PIH Notice 2003-34 dated December 19, 2003, which outlines the implementation of RIM, the Rental Housing Integrity Improvement Project (RHIIP), and the Improper Payments Information Act of 2002 as mandated by HUD, the Municipality of Guayama has established the following standards and procedures to be carried out in furtherance of this same objective.

Moreover, these same standards and procedures will ensure long-term compliance with the requirements of the programs involved, including but not necessarily limited to:

1. To provide low and very low income families the opportunity of choice and mobility in selecting where they want to live.
2. To maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.
3. To develop strategies to coordinate the use of housing assistance under the Housing Choice Voucher Program with public and private resources, to enable families eligible to receive assistance under this same program to achieve economic independence and self-sufficiency.
4. To develop and implement a strong financial management system to ensure that HUD’s goal of improving efficiency as well as the oversight to make certain that the correct amount of assistance goes to the people who need it the most.

It should be noted, that the Section 8 Office within the Municipality of Guayama will implement the necessary management systems and oversight controls, so as to assure, that the individual programs included within this same Plan are:

1. Completed within a timely manner in compliance with HUD's requirements.
2. That they are indeed in total compliance with existing federal and state applicable regulations.
3. Compliance with SEMAP indicator.
4. Compliance with the Rental Housing Integrity Improvement Project (RHIIP).

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

- ◆ Families Assisted;
- ◆ Subsidies granted;
- ◆ Complaints resolved;
- ◆ Participant families that moved onto become first-time homeowners.
- ◆ The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.
- ◆ Compliance with the Rental Housing Integrity Improvement Project (RHIIP) is adhered to.
- ◆ Improving deficiencies detected during the RIM Reviews and/or SEMAP Certification conducted by HUD or their designee.

Furthermore, reviews will also serve to identify implementation problems or non-compliance with goals and objectives of the Plan, and how the resources were used to assist the maximum number of beneficiaries.

The use of this same data will assist the Mayor, members of the Municipal Assembly, interested citizens of the community, participants of the Tenant-based Housing Assistance Program recommend changes within our strategy due to perhaps changes in the population characteristics and housing market within the Municipality of Guayama.

In conclusion, the following areas will at a minimum, be reviewed in the monitoring process:

- ✓ Cash/Management System;
- ✓ Preparing the necessary financial data to report to HUD;
- ✓ Timely, accurate and complete information for management forecasting and policy decision making;
- ✓ Effective Internal Control System so as to reduce administrative errors;
- ✓ Budget Controls;
- ✓ Compliance with HQS, Quality control and Targeting as set forth in HUD regulations;
- ✓ Identify weakness and problem areas;
- ✓ Staff resources and performance;

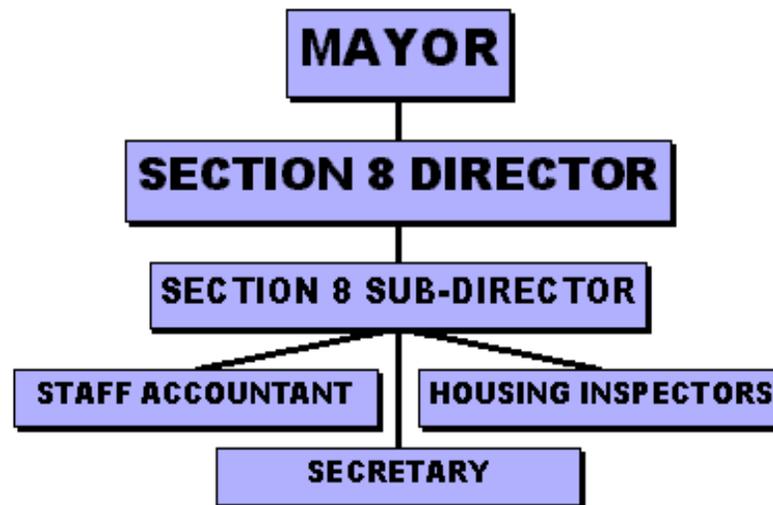
The Municipality of Guayama feels rather strongly that procedures contained herein will effectively perform the necessary monitoring of all programs so as to assure that these same programs both initiated and developed are in total compliance with the applicable regulations promulgated by HUD.



MUNICIPALITY OF GUAYAMA

SECTION 8 SUBSIDIZED HOUSING PROGRAM

Hon. Hector Luis Colón Mendoza
Mayor





MUNICIPALITY OF GUAYAMA

SECTION 8 SUBSIDIZED HOUSING PROGRAM

**Hon. Hector Luis Colón Mendoza
Mayor**

The following programs are administered by our Municipality:

- ✓ **The Housing Choice Voucher Program**
- ✓ **Special Housing Types**

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)

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.

Informational Sheet Attachment (rq017c01) for:

Municipality of Guayama – RQ 017

Streamlined Annual Plan for Fiscal-Year 2007

PHA Plan Agency Identification

PHA Name: Municipality of Guayama

PHA Number: RQ017

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

PHA Plan Contact Information:

Name: Hon. Hector L. Colon Mendoza, Mayor

Phone: 787-864-0600, ext. 2202

Fax: 787-864-5070

Address: 26 Vicente Pales Street
Guayama, PR 00784

Postal Address: PO Box 360
Guayama, PR 00785-0360

Name: Maria V. Vicente Colon, Housing Director

Name: Lilliam Rodriguez Lopez, Housing Sub-Director

TDD: Email (if available): Sec8guayama@yahoo.com

Mission Statement

The mission of the Municipality of Guayama is to be a contributing partner with low income individuals and 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 Municipality will endeavor to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families served, without discrimination.

The staff and the Housing Program are committed to providing quality and 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.

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.

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 Guayama'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

Grisel Viceris Torres
Calle Genaro Caltiano #48 Oeste
Guayama, Puerto Rico

2. Vice-President

Yalmica Nieves Melendez
Bo. Olimpo Ext. Las Margaritas #7
Guayama, Puerto Rico

3. Secretary

Norma Alicia Santiago
Calle Genaro Caltiano #48 Oeste
Guayama, Puerto Rico

4. Vocal

Irma Martínez Quiles
Calle Genaro Caltiano #62 Oeste
Guayama, Puerto Rico

5. Vocal

José H. Collazo Pedraza
Valle de Guayama Calle #9 J-18
Guayama, Puerto Rico

6. Vocal

Mary L. Colón Casiano
Calle Derkis #84 Oeste
Guayama, Puerto Rico

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

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

Resident's Comments:

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

Municipality's Response:

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

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

Required Attachment C: Statement Regarding Deconcentration Policy

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

Required Attachment D: Progress Statement Missions and Goals Described in the 5-Year Plan

- **The PHA continues its goal to ensure equal access to assisted housing.**
- **The PHA continues to ensure Equal Opportunity in housing for all applicants regardless of their needs.**
- **The Housing Authority has adopted new policies and procedures to comply with current regulations.**
- **The PHA continues to operate its program in an efficient manner and in compliance with all required regulations.**
- **The PHA will continue to adopt new policies and procedures to comply with current regulations.**

Required Attachment E: Policy Changes Adopted and Implemented in the Housing Choice Voucher Program

The Municipality has adopted the following policy changes and has incorporated them into the revised administrative plan presented to HUD.

1. Amendment to the Administrative Plan

To amend Chapter 9, Part 15 -Contract Execution Process: In the first paragraph we have included: As stated on the HAP Contract, Form HUD-22641, Pat A (7) the amount of the monthly Housing Assistance Payment (HAP) by the PHA to the owner is subject to change during the HAP contract term in accordance with HUD requirements, our local Section 8 Program has decided that any changes made to the Housing Assistance Payment (HAP) will be reflected in the next contract.

2. To amend Part G. Selection Preferences

1. Local Preference

Part a: Victims of Domestic Violence:

In order to implement "Violence Against Women Act (VAMA)" as per "Public Law 109-162 Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1)" to include within the Five Year and Annual PHA plans to contain information that is intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. In this regard, once a "Certification of Domestic Violence, dating violence, or stalking [Form HUD-50066] is completed by an alleged victim, that person shall be entitled to preference in securing assisted housing under the Section 8 Program.

3. To amend Chapter 2: Eligibility for Admission

Part A: Eligibility Factors - Reasons for denial of admission

"Screening and Tenant Selection Criteria - E - 2b - tenant(s) will be terminated or denied admission if any member of the family has ever been convicted for sexual offense or who is subject to the lifetime registration with federal, state or local law enforcement agencies."

4. **Mandatory Language & Statements Incorporated into the Administrative Plan:**

The Municipality of Guayama has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24 CFR 982.533(2)). The Municipality of Guayama (RQ017) will screen the family by carrying out a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which is entrusted by Law to issue Certificate of Conduct.

Furthermore, the Municipality will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

Required Attachment F: Domestic Violence Statement - Housing Choice Voucher Program

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) which requires PHA's five-year and annual plans to contain a Domestic Violence Policy Statement regarding any 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. Sections 606 and 607, respectively, amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking, as well as members of the victims' immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA, the Municipality of Guayama has adopted the following goals and objectives as part of its Domestic Violence Policy:

- a. VAWA applies to the Housing Choice Voucher Program as well as any other Subsidized Housing Program administered by the Municipality.
- b. The applicant/tenant/victim will be treated with respect and dignity.
- c. The Municipality of Guayama will notify the Housing Choice Voucher owners and managers of VAWA.
- d. The Municipality of Guayama will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking.
- e. VAWA will be incorporated into the landlord and tenant briefing process, respectively.
- f. Necessary confirming amendments to the Housing Choice Voucher Program rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development.

Required Attachment G: Required Attachments (all are found in the Annual Plan Supplement – rq017a01)

- 1. Summary of Policy or Program Changes For the Upcoming Year including a Policy Statement concerning Upfront Income Verification, Section II, page 1.**
- 2. Homeownership Program is located in the attached annual supplement, Section III, page 3.**
- 3. Statement of Progress is located in the attached annual supplement, Section IV, page 5.**
- 4. Statement of PHA's Rent Determination is located in the attached annual supplement, Section VIII, page 21.**
- 5. Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section IX, page 25.**
- 6. Statement Regarding the steps the PHA will take to affirmatively further Fair Housing, Section XI, page 27.**
- 7. Domestic Violence Statement – Housing Choice Voucher, Section XII, page 28.**
- 8. Screening and Eviction or Drug Abuse and Other Criminal Activity, Section XIII, page 30.**
- 9. Policy concerning Denial of Admission and Termination of Assistance for Criminals and Alcohol Abusers, Section XIV, page 30.**
- 10. Statement concerning Additional Information Required, Section XVII, page 33.**