

PHA Plans
Streamlined Annual
Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHA's to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHA's. 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.

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Streamlined Annual PHA Plan
for Fiscal Year: 2007-2008
PHA Name: *MUNICIPALITY OF*
SABANA GRANDE

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 SABANA GRANDE*

PHA Number: *RQ048*

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

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units:

Number of S8 units:

Number of public housing units:

Number of S8 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: *Carmen M. Ortiz Felix*

Phone: *787-804-2013*

TDD:

Email (if available): *msgpgsc8@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)]

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[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.

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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 PHA's 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 PHA's 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 PHA's 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 PHA's 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

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? **The Total family that will be served throught this Program will be limited to a maximun of 25% inically.**

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)?

The Municipality of Sabana Grande has the goal to establishing a Homeownership Program in accordance with the Quality Housing and Work Responsibility Act of 1998 and will attempt the necessary procedures to promote it. The Municipality of Sabana Grande will work

with the Puerto Rico Department of Housing, The Rural Development Bank and other similar public agencies in order to accomplish the goal.

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 down payment 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: ***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)

Our agency is part of the entire effort undertaken by the city and county to address our jurisdictions affordable housing needs. While we cannot ourselves meet the entire need identified here, in accordance with our goals included in this Plan, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to help and to the affordable housing available in our community. We will continue to work to try to meet these identifies needs.

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

PHA's 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
X	<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
X	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
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	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-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Any policies governing any Section 8 special housing types <input 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	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

Municipality of Sabana Grande
Annual Plan 2007-2008

Operational Budget

The Municipality of Sabana Grande in order to assist the needs of 156 families that are currently enjoying the benefits of the Municipality of Sabana Grande Tenant-Based housing assistance, as the following budget for CY 2007:

SUBSIDED HOUSING BUDGET FOR HUD APPROVAL	
PROGRAM	BUDGET ESTIMATE
Housing Choice Voucher Program	\$ 655,336.00
Estimated Ongoing	\$ 74,337.00
TOTAL	\$729,673.00

MUNICIPALITY OF SABANA GRANDE ANNUAL PLAN 2007-2008

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

Within the THIRD year of its 5-Year Plan, the Municipality of Sabana Grande has achieved the following:

Has been actively promoting freedom of housing choice so as to achieve spatial Deconcentration of extremely low-income families within our homogeneous community.

Continue with our established goal of providing improved conditions for extremely low-income families while maintaining their rent payments at an affordable level.

In order to start with the Homeownership Program the Municipality has been promoting it to the tenants.

While the Municipality of Sabana Grande is pleased with what has been accomplished so far, Sabana Grande is very much cognizant of the long road ahead so as to meet the needs of its citizens. On an on going basis, the Municipality of Sabana Grande continues to evaluate the goals and strategies that have been established so that it can better meet the demand of housing.

Municipality of Sabana Grande

Annual Plan 2007-2008

Attachment:

Membership of the Resident Advisory Board or Boards

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

1- María I. Vázquez – Presidenta
Bo. La Pica Carr. 121 Km. 2.9
Sabana Grande, P.R. 00637

2- Sandra Lugo Morales - Secretaria
Calle San Miguel #2
Sabana Grande, P.R. 00637

3- Luis I. Martínez Pacheco – Vocal
P.O. Box 943
Sabana Grande, P.R. 00637

Municipality of Sabana Grande Annual Plan 2007-2008

Attachment:

RAB Comments and Explanation of PHA Response

The Resident Advisory Board and the entire participant assisting the Public Hearing commented and asked questions regarding the overall Section 8 Program policies and requirements. These had an effective participation and represent the assisted families under the Section 8 Program and in the process of preparation, implementation and evaluation of the Annual Plans.

The RAB participated in the revision of the Annual Plan for fiscal year 2007-2008. A notice was prepared and published in a newspaper with wide circulation to notify about the availability of the Plan and to extend an invitation to a Public Hearing.

Each participant had the opportunity to revise and submit comments about the Annual Plan because it had already been available for revision and comments by the citizens for a period of 45 days.

Due to the fact that all the comments were answered the Participants Advisory Board endorses the plan.

MUNICIPALITY OF SABANA GRANDE **Statement of Housing Needs**

The data included within this portion of the plan is based upon existing available U.S. Census data, as well as Puerto Rico Housing Planning Board statistical data, and other reliable sources such as the local housing authority, and other similar agencies such as the Commonwealth Department of the Family.

Since this same jurisdiction, namely the Municipality of Sabana Grande is not seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the needs described for housing and supportive services does not address the needs of persons with HIV/AIDS and their families throughout the eligible metropolitan statistical area.

A. Housing Needs

The Comprehensive Housing Affordability Strategy (CHAS) Data Book issued by the U.S. Department of Housing and Urban Development, indicates that the Municipality of Sabana Grande, has a total of some 7,166 housing units, of which some 4,655 units are occupied by very low income families, 1,308 units by low income families, 400 units by moderate income families and some 803 housing units are being occupied by above income families.

It should be noted, that the housing needs were based upon the number of renter and owner-occupied units with one or more housing problems. The definition of housing units with problems included those that:

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

Based upon the latter, housing needs were determined to represent a major problem in terms of identifying housing problems in both renter and owner-occupied households with more than one problem, such as residing within overcrowded, deteriorated and/or dilapidated swelling units, or meeting the definition of housing cost burdens greater than 30 percent of family's income.

B. Renter Households

Of the total 7,166 year-round housing units within the Municipality of Sabana Grande, renters on a year-round basis, of which 1,092 units have some type of housing problem, occupy some 1,388 units.

It is estimated from figures obtained from such sources as the Department of Housing; Social Services; the Family; Planning Board, and our own internal figures based upon demands from the public at large upon local public housing units, and upon our locally administered Tenant-Based Subsidized Housing Program, that rental housing demands will require some additional 300 units by the year 2004, for a total renter household size of 1,688. This is assuming that the present economic conditions will stabilize at present levels, and that all social programs currently in place, will continue to be funded at present levels over the next five years. Should any existing social program be eliminated and/or receive severe cutbacks; the demand for renter households will then skyrocket at unpredictable levels.

It should be noted, that this same increase of 300 additional rental units on the local housing market, will it is estimated, be among the extremely low and low income segment of our local society who are either unable and/or unwilling to relocate to other communities.

C. Cost Burden

There were out of a total of 1,388, some 387-rental households bearing a cost burden in excess of 30% of income, while at the same time some 212 rental households suffered from a cost burden above the 50% of income level.

D. Substandard Units

Within the category of defining a substandard unit within the rental household group, it was determined that of these 1,388; 250 units were found to be in deteriorating or dilapidated condition.

E. Overcrowded Units

According to the CHAS Data book dated 1990 there were some 189 renters occupied housing units, which were classified as being in an overcrowded condition. Additionally, some 55.7% of large family renter households likewise, represented overcrowded conditions.

In this regard, and based upon the statistical data presented herein and from such reliable sources as the Planning Board, Housing, Social Services, and our own local appraisal based upon our locally administered Tenant-Based program we have identified the following Renter Households by income Groups and categories:

**MUNICIPALITY OF SABANA GRANDE
 RENTER HOUSEHOLD BY INCOME GROUPS:**

RENTER HOUSEHOLDS	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-50%)	LOW INCOME (51-80%)	MODERATE INCOME (81-95%)	TOTAL
Elderly	183	13	25	0	221
Small Families	427	139	94	34	694
Large Families	127	84	19	16	246
Other	96	13	30	0	139
Total	833	249	168	50	1,300

F. Elderly Rental Households

According to the 1990, CHAS Data book, there was a total of some 221 renter households within the Municipality of Sabana Grande of which 183 were classified as being very low income, 25 households that were classified as being of moderate income and 7 as being above income levels.

G. Cost Burden

Within this same income category involving elderly households, some 62 were within the 0-30% and 51 households were within 31-50% range.

H. Small Family Rental Households

The small family rental household category, some 1,244 households, represented the following numbers:

- 1. 427 units were classified as being of extremely low income;***
- 2. 139 units were classified as being of very low income;***
- 3. 94 units were classified as being of low income;***
- 4. 34 units were classified as being of moderate income.***

I. Cost Burden

Within this same Small Family renter's household group some 61.53% of the households of the households were classified as being of extremely low-income, 20.03% households of very low income, 13.54% households of low income, and finally, 4.90% represented moderate-income levels.

J. Large Family Renter Households

This same comprehensive Housing Affordability Strategy (CHAS) Data book covering Puerto Rico and dated 1990, indicated that there was a total of some 246 large rental household families, of which some 127 were classified as being of extremely low income; 84 were classified as very low income and some 19 large family renter households representing low income families, as well as 16 large family renter households representing moderate income.

K. Cost Burden

Within this same large family renter's household income group of some 92 households fall within the 0-30 % group and 34 such households are within the 31-50% range.

L. Homeless Persons

From a review of available reliable statistical data available at the present time, the Municipality of Sabana Grande does not possess any homeless persons. Perhaps one of the reasons may be, that (1) Sabana Grande is a rather small college community as well as a tight-knit community that in terms of population and therefore does not possess a highly developed central business district with all-night bars, cafeterias, bus stations, etc., where homeless people tend to congregate with total immunity, and (2) Since Sabana Grande is adjacent to the metropolitan area of Mayagüez and not far from the metropolitan area of Ponce which does possess the latter sites that tend to attract homeless persons, they would tend to relocate to these other areas and thus free Sabana Grande of having to deal with this same problem.

Since Sabana Grande does not possess any homeless population it has no need for shelters or supportive services covering this same segment of its local population.

M. Persons with Disability

Utilizing various information available to the Municipality of Sabana Grande including both the U.S. Census (1990), the Puerto Rico

Planning Board, and likewise numerous state and local agencies having to deal with disabilities, we likewise have estimated our needs fairly accurately.

According to the Puerto Rico Development Disabilities Planning Board, it is a nationally accepted fact that within the general population, 1.8 percent will have one form or another of a developmental disability. In this respect, Sabana Grande with a 1990 total population of some 25,843, it is estimated that 411 persons are classified as giving a developmental disability.

N. Persons With Physical and Development Disabilities

Within Sabana Grande the 411 estimated persons as having been classified as having either a physical or development disabilities are currently residing with other family members, or residing within a rental unit.

One of the projects requested within our first year of activities is housing rehabilitation, a part of which, will be devoted not only to remove or correct health or safety hazards, in order to comply with applicable development standards or codes, and/or to improve general living conditions of the resident (s), including improved accessibility by handicapped persons.

At the present time there are no known day care centers, either private or public for developmental disability within Sabana Grande. These same services are rendered in the adjacent municipality of Mayagüez.

Within Sabana Grande several obstacles prevent the disabled from obtaining adequate housing:

- Proper accessibility;***
- Centrally located housing convenient to public transportation;***
- The need for additional rent subsidies as those afforded under HUD's tenant-based subsidized housing programs.***

It is the intent of the percent Mayor to seek out and obtain funds from other sourced in order to provide new housing for this segment of the population. It is anticipated that the Municipality of Sabana Grande will require some 200 additional supportive units over the next five years in order to serve both existing and anticipated needs within this same segment of its society.

Needless to say, any additional new units, or for that matter any rehabilitated units will be required among other factors, to meet the

requirements for handicapped persons as required by Americans with Disabilities Act, since most of all existing units occupied by the disabled were not designed and/or are not properly equipment to meet the special needs of this same category.

O. Estimate of Housing Needs Projected

The projected housing needs within Sabana Grande were estimated based on various sourced such as the 1990 Census, Puerto Rico Planning Board, Puerto Rico Department of Housing, and the local Section 8 Office. Housing needs in most communities of which Sabana Grande is no different, come about as a result of the following:

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

The Puerto Rico Planning Board clearly indicated three (3) reasons for which a dwelling unit would be classified as being inadequate housing:

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

It is in this regard that these general principals required being operational through precise definitions according to the U.S. Census Bureau, such as a unit is considered overcrowded if the household consists of at least three persons and have 1.5 persons or more per room.

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

- a. Two or more persons, with the heads of households less than 65 years of age paying more than 25 percent of their income for rent.**
- b. Single person paying more than 35 percent of their income for rent;**
- c. Two or more persons, with the heads of households over the age of 65, which are paying more than 35 percent of their income for rent.**

Further housing units lacking complete indoor plumbing facilities or deteriorated/dilapidated housing units having all plumbing facilities

are regarded as being inadequate. In this regard, estimating the total needs for housing within Sabana Grande was based on the various sourced previously noted, regarding each of the three components of housing need.

From this analysis it was concluded that there exist housing needs for 3,667 housing units within the Municipality of Sabana Grande covering extremely low and low-income families. This same projection while based upon available data sources does not take into consideration any change and/or elimination of any existing housing programs, or a severe downturn in either the national or local economy.

The present municipal administration of Sabana Grande is desirous in obtaining additional housing units over the next five years and preserving existing housing stock.

P. Barriers to Affordable Housing

Like any other community across this Nation, whether it is in Puerto Rico, or on the U.S. Mainland, the principle barriers to affordable housing within the Municipality of Sabana Grande are:

- 1. The high cost of land development due to general lack of both vacant and available land;***
 - i. The high cost of construction, which for the most part includes the construction of a sanitary sewer system, water lines, electrical services, within distant rural communities where vacant lands are currently available.***

These combined factors representing the high cost, clearly indicates that better than 80% of the total population of Sabana Grande would indeed require some kind of assistance in order to solve their housing problems.

At the present time the only sources of purchasing a home within Sabana Grande is by securing a private mortgage through a banking institution or mortgage through a banking institution or mortgage lending institution, which for the most part is not approving mortgage to low or moderate income families. At the present time, it appears that the minimum income required o purchase a home, averages at least \$40,000. This same requisite along with a stable credit and employment recorded are required.

Bearing this in mind, if a family does not qualify to purchase a dwelling unit, then they qualify to rent a housing unit. This is more acute, since (1) there exists a lack of rental properties available, and (2) those units that are available for rent, are so costly ranging from \$400 to \$650 a month, that without some form of a rental subsidy, are indeed beyond the low and moderate income families. This can be verified, since some 100 families are currently awaiting placement on a waiting list, seeking assistance under our own Tenant-based subsidized Housing Assistance Program.

Housing Needs of Families in the Jurisdiction By Family Type							
Family type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <=30% of AMI	833	4	4	3	2	5	5
Income <30% but <=50% of AMI	345	5	5	3	5	3	5
Income >50% but 80% of AMI	168	3	4	4	2	4	2
Elderly	221						

ADMINISTRATIVE PLAN SECTION 3

APPLYING FOR ADMISSION

General [24 CFR 982.204]

The policy of MSGHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but MSGHA will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be pulled from the waiting list in accordance with this Plan.

Opening and Closing the Waiting List

The Municipality of Sabana Grande Housing Authority will open the waiting list at periodic intervals as determined based on need to assure that an adequate pool of application is available to maintain full program utilization and assist the maximum number of families based on available program funding.

When MSGHA determines that the waiting list should be opened, a notice will be published in a local newspaper of general circulation and in any other suitable media. The notice will state the limitations on who may apply for any available slots and provide information on where and when families may apply for the program. MSGHA may determine that applications will only be accepted from families who qualify for specific preferences under the local preference criteria stated further in this plan.

The PHA may open the waiting list for a specific time period or may choose to accept applications on certain days and times. The public notice will specify the time period in which applications will be accepted. Under no circumstances will applications be accepted when the waiting list is closed unless the public notice indicates that MSGHA will continuously accept applications for specific identified preferences.

Local Preferences [CFR982.207]

The Municipality of Sabana Grande shall utilize local preferences in the selection of applicants from the waiting list. Preferences shall be ranked in the order listed below.

1. The following preferences are considered equal and applicants with one or more of these preferences shall be ranked highest on the waiting list and shall be selected prior to other applicants on the waiting list. Applicants that certify to any of these preferences shall receive a ranking of 1.

- ***Victims of Domestic Violence*** – An applicant vacated a unit because of domestic violence or the applicant currently resides in a unit with a person who engages in domestic violence. Domestic violence is the actual or threatened violence toward members of the household by a spouse or other member of the household. The domestic violence must be of a continuing nature and the applicant must certify that the person engaging in domestic violence will not reside with the applicant family.
 - ***Involuntary Displacement*** – An applicant has been involuntarily displaced and is not currently living in standard replacement housing. Applicants shall be considered involuntarily displaced if they have vacated or must vacate their unit as a result of a disaster; governmental action; action by an owner that is beyond the applicant's ability to prevent; or a family member has mobility or other impairment that makes them unable to utilize the critical elements of the unit.
 - ***Families with threats of separation of their children or families who are able to reunite*** – An applicant whose family with threat to break up due to removal of young children by the State Family Department due to not having a decent house or families that will be united by the return of children but do not have decent housing.
 - ***Persons with Disabilities and/or elderly*** – An applicant whose head, co-head or sole member is a person with disabilities: inability to engage in any substantial gainful activity by reason of any medically determinable physically or mental impairment which is expected to last for a continuous period of not less than 12 months. An applicant in whom the head, co-head or sole member is age 62 or older Single elderly person or spouse.
 - ***Veterans and veteran's families*** – An applicant or spouse who is a veteran, has to provide Form 214.
2. Applicants who certify to the following preference shall receive a ranking of 2 and shall be selected only when all applications with a ranking of one have been exhausted.
- ***Homeless Households or persons or family living inadequate conditions*** – An applicant who lacks a fixed, regular and adequate nighttime residence and has a primary nighttime residence that is a supervised shelter that provides temporary living accommodations; an institution that provides temporary residence; or a public or private place not designated or normally used as a regular sleeping place for humans. Persons or families living in an inadequate housing.
3. Applicants who certify to the following preferences shall receive a ranking of 3 and shall be selected only when all applications with a ranking of 1 and 2 have been exhausted.
- ***Persons or families paying 50% of income for rent*** – An applicant is paying 50% or more of their income for rent.

Date and Time of Application

All applicants within each designated preference category described above will be further ranked by date and time of application. Applicants will be selected based on the preference category and ranking in the order stated above and the date and time of application within that category. Applicants will not be selected from a subsequent category until all applicants in the higher ranked category have been exhausted.

Application Process

The application process will consist of a two-step process: the pre-application and the formal application. The pre-application requests adequate information for placement on the waiting list and provides for applicant certification of any preference claimed. Applicants will be placed on the waiting list based solely on the information provided in the pre-application form. The formal application will be completed at the time of the application interview as described below.

Applicant Status While On Waiting List [CFR 982.204]

Applicants will be informed of the available local preferences at the time of application and may claim a preference through signed certification on the pre-application form. Preferences will not be verified at the time of pre-application.

If an applicant is determined to be ineligible based on the information provided on the pre-application, MSGHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review.

Applicants are required to inform MSGHA in writing of changes in address. Applicants are also required to respond to requests from MSGHA to update information on their application and to determine their continued interest in assistance.

Time Of Selectin [24 CFR 982.204]

As vouchers are available, families will be selected from the waiting list strictly in the order of preferences and ranking as described above. At that time, any preference claimed by the applicant shall be verified.

Once the program reaches full utilization, MSGHA will establish a group of applicants that will be selected from the writing list of form a final eligibility "pool". Selection from the pool will be based on completion of verifications and vouchers will be issued to applicants who have completed the verification process first.

Requirement to Attend Interview

MSGHA will require the applicant household to attend an interview once they have been pulled from the waiting list. MSGHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information, which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet

the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other PHA services or programs, which may be available.

All adult family members are required to attend the interview and sign the housing application. Exceptions may be made for students attending school out of state or for members for whom attendance would be a hardship unless such members are the head or co-head of the household.

Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than ten (10) days from the original appointment date. The request must be made to the staff person who scheduled the appointment. Failure to do so will result in rejection of the application.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

All adult members must sign the HUD Form 9886, Release of Information; the application form; the declarations and consents related to citizenship/immigration status; and any other documents required by MSGHA. Applicants will be required to sign specific verification forms for information, which is not covered, by the HUD form 9886. Failure to sign any consent forms will be cause for denial of the application for failure to provide necessary certifications and release as required by the PHA.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing. The family will be given ten (10) days to supply the information. If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance.

Verification [24 CFR 982.201(e)]

Information provided by the applicant will be verified, using the verification procedures found further in this Plan. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 120 days old at the time of issuance of the Voucher.

Final Determination And Notification Of Eligibility [24 CFR 982.201]

After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and the current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.

ADMINISTRATIVE PLAN

SECTION 16 Grievance Procedure

1- Right to a Hearing

Upon the filling of a written request as provided in these procedures, a Tenant shall be entitled to a hearing before a hearing officer.

2- Definitions

For the purpose of this Grievance Procedure, the following definitions are applicable:

- (A) *“Grievance” shall mean any dispute that a Tenant may have with respect to Landlord action or failure to act in accordance with the individual Tenant’s lease or Landlord regulations, which adversely affect the individual Tenant’s rights, duties, welfare or status. Grievance does not include any dispute a Tenant may have with Landlord concerning a termination of tenancy or eviction that involves any activity that may threaten the health, safety, or right to peaceful enjoyment of the Landlord’s public housing premises by other Tenants or employees of the Landlord, or any criminal activity or drug-related criminal activity on or off such premises.*
- (B) *“Complainant” shall mean any Tenant whose grievance is presented to the Landlord or at the project management office in accordance with Section III and Section IV.*
- (C) *“Elements of due process” shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:*
 - (1) *Adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction;*
 - (2) *Right of the Tenant to be represented by counsel;*
 - (3) *Opportunity for the Tenant to refute the evidence presented by the Landlord including the right to confront and cross-examine witnesses and to present any affirmative legal*

or equitable defense which the Tenant may have;

(4) A decision of the merits.

(D) "Hearing officer" shall mean a person selected in accordance with Section IV of these procedures to hear grievances and render a decision with respect thereto.

(E) Tenant shall mean the adult person (or persons) (other than a live-in aide):

(1) Who resides in the premises, and who executed the lease with the Landlord as lessee of the premises, or, if no such person now resides in the premises,

(2) Who resides in the premises, and who is the remaining head of household of the Tenant family residing in the premises.

(F) Resident organization includes a resident management corporation.

(G) Promptly (as used in Section III, and IV (D)) shall mean within five business days from the date of mailing of the adverse action or grievance complaint.

3- Procedures Prior to a Hearing

Informal settlement of grievance. Any grievance shall be promptly and personally presented, either orally or in writing, to the Landlord office or to the office of the project in which the Tenant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time and one copy shall be given to the Tenant and one retained in the Landlord's Tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the Tenant is not satisfied. The purpose of this informal settlement of grievance is to allow the Tenant and management to informally discuss an issue without the need for third parties, including witnesses or representative becomes or should become involved. At any time that a third party, including a witnesses or representatives, to be involved. At any time that a third party, including a witness or representative become or should become involved in the process, the informal settlement conference shall become a "hearing" and the procedures found in Section IV

hereof shall apply. The housing authority shall notify the Tenant of the date and time that the hearing will take place.

4- PROCEDURES TO OBTAIN HEARING

(A) Request for hearing. In the event that the Tenant is not satisfied with the informal settlement of grievance provided for in Section III, the Tenant shall submit a written request for a hearing to the Landlord or the project office within five (5) business days from date of mailing of the summary of discussion pursuant to Section III. The written request shall specify:

- (1) The reasons for the grievance; and*
- (2) The action or relief sought.*

(B) Selection of Hearing Officer. A grievance hearing shall be conducted by an impartial person appointment by the Landlord other than a person who made or approved the Landlord action under review or a subordinate of such person.

The Landlord shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization for such organization's comments or the Landlord shall consider recommendations by the resident organization submitted in a reasonable time.

From this list, a hearing officer shall be selected.

(C) Failure to request a hearing. If the Tenant does not request a hearing in accordance with this Section, then the Landlord's disposition of the grievance under Section III shall become final: Provided, that failure to request a hearing shall not constitute a waiver by the Tenant of the right thereafter to contest the Landlord's action in disposition of the complaint in a appropriate judicial proceeding.

(D) Hearing prerequisite. All grievances shall be promptly presented in person, either orally or in writing pursuant to the informal procedure prescribed in Section III as a condition precedent to hearing under this section: Provided, That id the Tenant shall show good cause why there was failure to proceed in accordance with Section III to the hearing officer, the provisions of this Subsection may be waived by the hearing officer.

- (E) Escrow deposit. *Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Landlord claims is due, the Tenant shall pay to the Landlord an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The Tenant shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Landlord until the complaint is resolved by decision of the hearing officer. Amounts deposited into the escrow shall not be considered as acceptance of money for rent during the period in which the grievance is pending. The Landlord in extenuating circumstances may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure: Provided, That failure to make payment shall not constitute a waiver of any right the Tenant may have to contest the Landlord's action in deposing of the complaint in an appropriate judicial proceeding.*
- (F) Schedule of hearing: *Upon the Tenant's compliance with this Section, or upon the housing authority notifying the tenant or his/her representative that a hearing will be held, a hearing shall be promptly scheduled by the hearing officer for a time and place reasonably convenient to both the Tenant and the Landlord. A written notification specifying the date, time, place and the procedures governing the hearing shall be delivered to the Tenant and the appropriate Landlord official.*

5- Procedures Governing The Hearing

(A) The Tenant shall be afforded a fair hearing, which shall include:

(1) The opportunity to examine before the grievance hearing any Landlord documents, including records and regulations that are directly relevant to the hearing. The Tenant shall be provided a copy of any such document at the Tenant's expense. If the Landlord does not make the document available for examination upon request by the Tenant, the Landlord may not rely on such document at the grievance hearing.

(2) The right to be represented by counsel or other person chosen as the Tenant's representative, and to have such person make statements on the Tenant's behalf

(3) The right to a private hearing unless the Tenant request a public hearing;

(4) The right to present evidence and arguments in support of the Tenant's complaint, to controvert evidence relied on by the Landlord or project management, and to confront and cross-examine all witnesses upon whose testimony or information the Landlord or project management relies; and

(5) A decision based solely and exclusively upon the facts presented at the hearing.

(B) Accommodation of persons with disabilities

(1) The Landlord shall provide reasonable accommodation for persons with disabilities to participate in the hearing.

Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.

(2) If the Tenant is visually impaired, any notice to the Tenant, which is required by these procedures, must be in an accessible format.

(C) At the hearing, the complaint must first make a showing of an entitlement to the relief sought and thereafter the HA must sustain the burden of justifying the HA action of failure to act against which the complain is directed.

6- Decision of the Hearing Officer

(A) The hearing officer shall prepare a written decision, together with the reasons therefore, within a reasonable time (not to exceed 10 calendar days) after the hearing. A copy of the decision shall be sent to the Tenant and the Landlord. The Landlord shall retain a copy of the decision in the Tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the Landlord and made available for inspection by a prospective complainant, his representative, or the hearing officer.

(B) The decision of the hearing officer shall be binding on the Landlord which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Landlord's Board of Commissioners determines within a reasonable time, and promptly notifies the complainant of its determination, that:

1- The grievance does not concern Landlord action or failure to act in accordance with or involving the Tenant's lease or Landlord regulations, which adversely affect the Tenant's rights, duties, welfare or status;

2- *The decision of the hearing officer is contrary to applicable Federal, State or local law, Landlord regulations or requirements of the Annual Contributions Contract between Landlord and the U.S. Department of Housing and Urban Development.*

(C) A decision by the hearing officer or Board of Commissioner in favor of the landlord or which denies the relief requested by the Tenant in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the Tenant may have to a trial de novo or judicial review in any judicial proceeding, which may thereafter be brought in the matter.

ADMINISTRATIVE PLAN

Violence Against Women Act (VAWA) Policy

On January 5, 2006, President Bush signed VAWA into law as Public Law 109-162. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C 1437c-1) to require PHA's five year and annual PHA Plans to contain information regarding this matter. Sections 606 and Section 607 amend the Section 8 and public housing sections of the U.S. Housing Act (42U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic 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 for which they were the victim.

VAWA prohibits the eviction of and removal of assistance from, certain person living in public or Section 8 assisted housing of the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, and those terms are defines in Section 3 of the United Stated Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925).

To comply accordingly with this law the Municipality of Sabana Grande will provide to applicants, tenants, as well as owners participating in the section 8 program the following information:

1-The Municipality of Sabana Grande will make the certification form *HUD-50066* available to all eligible families at the time of admission also, in the event of a termination or start of an eviction proceeding, PHA's may enclose the form with the appropriate notice and direct the family to complete, sign and return the form (if applicable) by a specified date.

On the form, the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse. On the certification form, the individual shall provide the name of the perpetrator.

An owner or PHA is not required to demand that an individual produce official documentation or physical proof of and individual's status as a victim of domestic violence, dating violence, sexual assault or stalking in order to receive the protections of VAWA. Note that, a PHA, owner or manager, at their discretion, may provide assistance to an individual based solely upon the individual's statement or other corroborating evidence.

The PHA, owner or manager should be mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, PHA's, owners and managers may require that the tenant come into the office to pick up the certification form and are encouraged work

with tenants to make delivery arrangements that do not place the tenant at risk. If the individual does not provide the form HUD-50066 or the information that may be provided in lieu of the certification by the 14th business day or any extension of that date provided by the PHA, owner or manager, none of the protections afforded to the victim of domestic violence, dating violence or stalking by sections 606 or 607 will apply. The PHA, owner or manager would therefore be free to evict, or to terminate assistance, in the circumstances authorized by otherwise applicable law and lease provisions, without regard to the amendments made by Sections 606 and 607.

2. Definitions:

a-**Domestic Violence**: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

b-**Dating Violence**: Violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

c-**Stalking**: to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

d-**Immediate Family Member**: spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage.

3-Confidentiality:

All information provided to a PHA, manager or an owner relating to the incident(s) of domestic violence, including the fact that an individual is a victim of violence, dating violence, or stalking, must be retained in confidence by the PHA or owner and must neither be entered into any shared database or provided to a related entity, except to the extent that the disclosure is:

- requested or consented by the individual in writing;
- required for use in an eviction proceeding or termination of assistance; or,
- otherwise required by applicable law.

4-

The Municipality of Sabana Grande will notify owners of their rights and obligations under VAWA. Will also encourage owners to access VAWA via the internet at the following Website addresses:
http://www.gpoaccess.gov/plaws/index.html or
<http://thomas.loc.gov/bss/d1099laws.html>

5-

The Municipality of Sabana Grande will provide to the eligible families at the time of admission a list of the name and photos of sex offenders in this municipality and near ones.

6-

The Municipality of Sabana Grande will also provide a list of phones and places where women that are victim of domestic violence, dating violence, sexual assault, or stalking, can receive orientation and help in this matter.

**Streamlined PHA Plan
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Streamlined Annual PHA Plan***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning 07/2007, hereinafter referred to as the *Streamlined Annual Plan*, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 15 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within these programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:

The PHA regularly submits required data to HUD's MTCs in an accurate, complete and timely manner (as specified in PHA Notice 89-2):

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 10. The PHA has submitted with the Streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
 11. The PHA has submitted with the Streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms, if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

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- 14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
- 15. With respect to public housing the PHA will comply with Davis - Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and The Contract Work Hours and Safety Standards Act.
- 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
- 19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
- 20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
- 21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Eligibility, Selection, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD

- 1. Resident Advisory Board consultation process
- 2. Membership of Resident Advisory Board
- 3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
(i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
(ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
(iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

MUNICIPALITY OF SABANA GRANDE

RQ048

PHA Name

PHA Number

Streamlined Annual PHA Plan for Fiscal Year: **2007-2008**

Readily available data, or information used herein, as well as any information provided in the assessment year in which it was used to develop this plan. Warning: HUD will provide false information to the public if it is not accurate. HUD will use the information to determine if the PHA is in compliance with the law. (24 CFR 85.20, 85.21, 85.22, 85.23, 85.24)

Name of Authorized Official

Title

MIGUEL G. ORTIZ VELEZ

MAYOR

Signature

Date



APRIL 2, 2007

- 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
- 20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
- 21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Eligibility, Selection, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
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 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board
 - 4. Prohibition Sex Offender Policy
 - 5. Violence Against Women

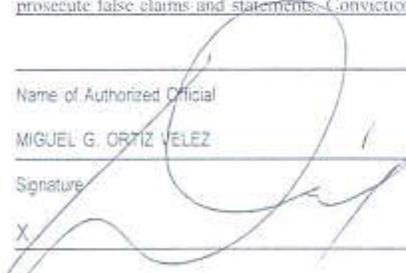
22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
(i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
(ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
(iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

MUNICIPALITY OF SABANA GRANDE
PHA Name

RQ048
PHA Number

Streamlined Annual PHA Plan for Fiscal Year: **2007-2008**

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
MIGUEL G. ORTIZ VELEZ	MAYOR
Signature	Date
	MAY 21, 2007



Municipio de Sabana Grande
 Oficinas de Sección B
 P.O. Box 356
 Sabana Grande, P.R. 00637



HOJA DE ASISTENCIA

VISTA PUBLICA DEL PLAN ANUAL 2007

5 DE MARZO DE 2007 A LAS 1:30PM

	NOMBRE	FIRMA
1	José Cruz Vela	José Cruz Vela
2	Damaris Silva Silva	Damaris Silva
3	Debbie L. Ramirez Rodriguez	Debbie L. Ramirez Rodriguez
4	Ana M. Borrada Lopez	Ana M. Borrada Lopez
5	Jose Luis Cruz	Jose Luis Cruz
6	Laura Borrada Cruz	Laura Borrada Cruz
7	Ana M. Borrada Lopez	Ana M. Borrada Lopez
8	Miguelina Padilla Torres	Miguelina Padilla Torres
9	Olivera Mendez y Pérez	Olivera Mendez y Pérez
10	Yessica Quintana	Yessica Quintana
11	Yessica Quintana	Yessica Quintana
12	Antonia Puga Costa	Antonia Puga Costa
13		
14		
15		

SINGLE AUDIT

THE SINGLE AUDIT AND THE CAP HAS FOR THE FY 2006-2007 HAS BEEN SEND TO HUD FIELD OFFICE IN SAN JUAN IN A HARD COPY.

SECTION 16 CRIME BY FAMILY MEMBERS

Sec. 982.553

At any time, the PHA may deny assistance to an applicant, or terminate assistance to a participant family if any member of the family commits:

- (1) Drug-related criminal activity; or
- (2) Violent criminal activity.

If the PHA seeks to deny or terminate assistance because of illegal use, or possession for personal use, of a controlled substance, such use or possession must have occurred within one year before the date that the PHA provides notice to the family of the PHA determination to deny or terminate assistance. The PHA may not deny or terminate assistance for such use or possession by a family member, if the family member can demonstrate that he or she:

- (1) Has an addiction to a controlled substance, has a record of such an impairment, or is regarded as having such an impairment; and
- (2) Is recovering, or has recovered from, such addiction and does not currently use or possess controlled substances. The PHA may require a family member who has engaged in the illegal use of drugs to submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the unit.

Criminal Activity Evidence.

In determining whether to deny or terminate assistance based on drug-related criminal activity or violent criminal activity, the PHA may deny or terminate assistance if the preponderance of evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

Mandatory Prohibition of Sex Offenders

The Municipality of Sabana Grande has established standards that prohibit admissions to the program if any member of the household is subject to a lifetime registration under a state sex offender registration program (24 CFR 982.553(2)). The Municipality of Sabana Grande (RQ048) will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offenders registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a *Certificate of Conduct and/or the Sex Offenders web site* (<http://sijc.gobierno.pr>).

The Municipality of Sabana Grande 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 as sex offenders.

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					

8. Capital Fund Program Five-Year Action Plan

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

