

# **PHA Plans**

## **Streamlined Annual Version**

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

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

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

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## **Streamlined Annual PHA Plan for Fiscal Year: 2007**

# **PHA Name: Municipality of Arroyo**

# **PHA Code: RQ068**

**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 Arroyo

**PHA Number:** RQ068

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2007

**PHA Programs Administered:**

**Public Housing and Section 8**

Number of public housing units:  
Number of S8 units:

**Section 8 Only**

Number of S8 units: 225

**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:**

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Arroyo, PR 00714

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Name: Arturo Mariani González, Federal Funds Director

Name: Luis A. Torres Mariani, Section 8 Coordinator

TDD:

Email (if available): sec8arroyo@hotmail.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 – **Mayor's Office**
- 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**

**A. PHA PLAN COMPONENTS**

<input checked="" type="checkbox"/>	1. Site-Based Waiting List Policies .....	5
	<b>903.7(b)(2) Policies on Eligibility, Selection, and Admissions</b>	
<input type="checkbox"/>	2. Capital Improvement Needs.....	6
	<b>903.7(g) Statement of Capital Improvements Needed</b>	
<input checked="" type="checkbox"/>	3. Section 8(y) Homeownership.....	7
	<b>903.7(k)(1)(i) Statement of Homeownership Programs</b>	
<input type="checkbox"/>	4. Project-Based Voucher Programs .....	9
<input checked="" type="checkbox"/>	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.....	9
<input checked="" type="checkbox"/>	6. Supporting Documents Available for Review .....	10
<input type="checkbox"/>	7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report .....	13
<input type="checkbox"/>	8. Capital Fund Program 5-Year Action Plan.....	16

**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-LLL a, 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):

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

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

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

5.  Yes  No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

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

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

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)?

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

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

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

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	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
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-

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		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 (Section 21, Page 167 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
X	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) <b>Organizational Chart –rq068b01</b> <b>Annual Plan Supplement – rq068a01</b> <b>Informational Sheet – rq068c01</b>	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> :	Joint Annual PHA Plan for

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	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

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
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 ARROYO  
RQ 068

ANNUAL PLAN SUPPLEMENT  
FY 2007-2008

HON. BASILIO FIGUEROA DE JESUS  
MAYOR

LUIS A. TORRES MARIANI  
SECTION 8 DIRECTOR



## TABLE OF CONTENTS

<b>I. EXECUTIVE SUMMARY</b>	<b>1</b>
<b>II. SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR</b>	<b>2</b>
<b>III. PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM</b>	<b>3</b>
<b>IV. PHA'S RENT DETERMINATION</b>	<b>3</b>
<b>V. PHA'S GRIEVANCE PROCEDURE</b>	<b>8</b>
<b>VI. CIVIL RIGHTS CERTIFICATION</b>	<b>10</b>
<b>VII. STATEMENT REGARDING THE STEPS THE PHA WILL TAKE TO AFFIRMATIVELY FURTHER FAIR HOUSING</b>	<b>10</b>
<b>VIII. HOMEOWNERSHIP PROGRAMS</b>	<b>12</b>
<b>IX. SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT</b>	<b>13</b>
<b>X. FINANCIAL RESOURCES</b>	<b>14</b>
<b>XI. SCREENING AND EVICTION OR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY</b>	<b>17</b>
<b>XII. ADDITIONAL INFORMATION REQUIRED</b>	<b>20</b>

<b>XIII.</b>	<b>DOMESTIC VIOLENCE - HOUSING CHOICE VOUCHER PROGRAM</b>	<b>22</b>
<b>XIV.</b>	<b>RECENT RESULTS OF PHA'S AUDIT</b>	<b>23</b>
<b>XV.</b>	<b>SEMAP SCORE</b>	<b>23</b>
<b>XVI.</b>	<b>SUMMARY</b>	<b>23</b>

# I EXECUTIVE STATEMENT

This same **Plan** is a continuation of a process that provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services. Arroyo has established a unified vision of community actions, which affords the PHA a chance to shape the various programs presented herein into effective, viable, and coordinated strategies by involving citizen participation.

The Municipality of Arroyo's Section 8 Office has adopted the following mission and vision statements, respectively:

## Mission:

● *To assist during financial distress, provide affordable, decent and sanitary housing while promoting economic opportunities and motivation, so that these same families achieve economic independence.*

## Vision:

- *The Municipality of Arroyo's vision is to embrace a strong, cohesive team that is committed to be a catalyst in the transformation of the lives of the families that are served. As the PHA, we will enlighten families of opportunities which will alter the course of their economic and social lives. We will encourage them to pursue knowledge which will empower them to reach their fullest potential. We will provide opportunities to participating families, staff and management to learn, grow, prosper and contribute collectively to the building of our communities.*

**The Municipality of Arroyo is a Tenant-based (Section 8) only PHA.** Furthermore, the Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The programs that are administered by the Municipality of Arroyo are as follows:

1. **Moderate Rehabilitation Program** - a program geared to provide assistance to upgrade substandard rental housing and to provide rental subsidies for extremely low-income and low-income eligible families.

2. **Family Self Sufficiency** - a program whereby strategies are developed to coordinate the use of housing assistance under the auspices of the Housing Choice Voucher Program (Section 8) with public and private resources. Hence, enabling extremely low-income and low-income families, who are eligible to receive said assistance achieve economic independence, and self-sufficiency.

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

The Municipality of Arroyo 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. This same supplement outlines what the Municipality will be doing for the fiscal year 2007-2008 in relation to its subsidized housing program.

The Municipality of Arroyo 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 Arroyo 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 Arroyo (RQ068) 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 authorized 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 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 whom assistance under this same program is afforded achieve economic independence and self-sufficiency.

At the current time the Municipality of Arroyo has determine that implementing an FSS Program that meets with HUD's intended purpose is not viable. Under existing regulations, the vouchers will be converted into regular Housing Choice Vouchers and administered as setforth in the approved Administrative Plan and FSS Action Plan.

### **IV 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 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 payments which is designated for housing; or
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 changed circumstances, including loss of employment;
- d. When a death has occurred in the family;
- e. Other circumstances as determined by the Municipality of Arroyo.

E. Request for hardship exemption

1. If a family requests a hardship exemption, the Municipality of Arroyo will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Arroyo determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Arroyo determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Arroyo 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 Arroyo has determined that there is no qualifying hardship exemption, the Municipality of Arroyo 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 Arroyo 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 Arroyo's 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 Arroyo has a payment standard of 100% 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 Arroyo 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 Non 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.

## V 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 Arroyo 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, at its own expense, the family 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.

## **VI CIVIL RIGHTS CERTIFICATION**

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

## **VII STATEMENT REGARDING THE STEPS THE PHA WILL TAKE TO AFFIRMATIVELY FURTHER FAIR HOUSING**

The Municipality of Arroyo anticipates that the following activities will further fair housing, thereby benefitting those families being served, namely - the low and very low income families achieve safe, decent and affordable housing.

### **ACTIVITIES:**

#### **REVIEW OF EXISTING HOUSING PROGRAM**

The Municipality of Arroyo will, in order to further fair housing within the community, review all existing dwellings and housing programs currently being carried out so as to assure that these very same programs and/or projects are implemented in conformance with existing applicable regulations. In addition, the Municipality will undertake the following steps to ascertain that owners and participants are in compliance with fair housing laws as they are established by the Federal, State and Local governments, respectively:

- A. In order to provide a suitable living environment, promote fair housing and remedy discrimination as well as encourage fair housing choice for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability will be assured of because of the orientation offered to new or incumbent families and owners during their prospective briefing sessions which are held before the execution of the HAP contract and during the initial session held for prospective participants. Brochures will be prepared and handed out covering Fair Housing in both Spanish and English and these same brochures will be included in the owners' and participants' packet, respectively.
- B. After a thorough review of our records and programs, each staff member of our PHA is uniquely aware of the existing Fair Housing laws and the importance of adherence to these same laws by the

family, owner and staff. They have been instructed on the applicability of these same laws and how they must brief and/or provide proper notification to a new as well as actual owner or family.

- C. Where a family alleges that illegal discrimination is preventing them from finding a suitable unit within the community, our local housing staff will provide reasonable assistance in this matter by directing the aggrieved to the necessary agencies.
- D. The measures that will be undertaken to insure accessible housing to persons with all varieties of disabilities regardless of unit size are as follows:
  - 1. The local Housing Inspector will receive the proper training so that when a prospective home has been inspected, it complies not only with established HQS but also with the American Disabilities Act.
  - 2. Brief the owner concerning established local and federal laws on how to make the prospective dwelling unit comply with said laws and HQS as established by HUD.
  - 3. Revise the payment standard in accordance with our plan so as to assure owner acceptance as well as the incentive to invest and make the dwelling unit an accessible unit for individuals with disabilities.

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

The Municipality will contact public and private operators of housing, including local financial institutions located within Arroyo, to 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, 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 Arroyo were constructed prior to being informed that lead-based paint represented a health hazard to all the members of

the household, and the effect that this same problem has upon children, the Municipality of Arroyo is committed both in a short term, 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.

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

## **ACTIVITIES:**

### **COMPLYING WITH EXISTING REGULATIONS**

The Municipality of Arroyo, 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.

## **VIII HOMEOWNERSHIP PROGRAMS**

One of the major objectives of the present Administration within the Municipality of Arroyo is to create maximum opportunities to both low and very low income families to become first-time homeowners. 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 has a goal of establishing and implementing a viable Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 and will adopt the necessary procedures to promote a Homeownership Program within its Housing Program. In this regard, the municipality will seek out not only HOME funds, but likewise will work with both the Puerto Rico Department of Housing, the Housing Development Bank, and other similar public private agencies in order to accomplish this same goal. To further this goal, the municipality has developed and adopted Homeownership Action Plan. This same plan has been presented to the HUD local office and since been approved.

The following actions listed below, we feel, will address the obstacles that may be faced by potential buyers.

#### **ACTIVITIES:**

- **PROVIDE GREATER ASSISTANCE IN MEETING BOTH DOWN PAYMENT AND CLOSING COST REQUIREMENTS**

One of the greatest barriers to homeowners by potential low income purchases, are the initial costs, such as down payment and closing costs. The Municipality will, working with such housing agencies as previously set-forth within this same submission, in order to create both a viable and effective program whereby low income families have the opportunity to become first-time homeowners.

Currently, the Commonwealth of Puerto Rico is sponsoring two programs to assist families with the purchase of their homes. One such program is called, "*Llave Para Tu Hogar*" or "*A Key For Your Home*", which provides low-income families with grants ranging from \$3,000 to \$15,000 to be applied against the purchase price of home. This same home can not be more than the established, by the State, price of \$70,000.00. The second program called "*Ley 124*" or "*Law 124*" also provides low-income families with assistance to make the home affordable.

## **IX SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT**

The Municipality of Arroyo is continuing to examine the Section 8 Homeownership Program Final Rule, 65 Fed. Reg. 55134 (September 12, 2000). The Municipality has serious concerns that based on the limitations of HUD's final rule, the program may not be viable in Arroyo. Moreover, the Municipality has made no

determination this time as to whether it will implement such a program during 2007-2008.

The Municipality will continue its review of the final rule and reserves its rights to implement Section 8 Homeownership by the capacity statement set out below.

In the event the Municipality of Arroyo elects to implement a Section 8 Home Ownership Program, it will:

- A. Establish a minimum homeowner down payment requirement of at least three percent (3%) and require that at least one percent (1%) of the down payment come from the family's resources;
- B. Require that financing for the purchase of a home under its Section 8 Homeownership Program 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.

## **X FINANCIAL RESOURCES**

### **OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING**

Renters experience more housing problems than do homeowners as it clearly is demonstrated by the latest U.S. Census of Population as well as has been our own experience under our own local Housing Choice Voucher Program (Section 8). 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 populations 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 Arroyo has a one year goal to provide assistance of upwards to approximately 45 households with rental housing assistance.

The activities that will be undertaken by the Municipality to accomplish this goal 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 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 Arroyo, 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 (short-term and long-term).

## **B. ADDITIONAL SUBSIDIZED FUNDING UNDER THE VOUCHER PROGRAM**

The Municipality of Arroyo will 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 will also petition HUD to become a participant under the Welfare-to-Work Program so as to assist the extremely low and low income families' becomes self sufficient in conjunction with its Self Sufficiency Program.

## **C. TARGET AVAILABLE ASSISTANCE TO FAMILIES WITH SPECIAL NEEDS**

### **1. Moderate Rehabilitation Program -**

The Municipality of Arroyo cognizant of the economic needs of low income families has implemented the Moderate Rehabilitation Program so that we may upgrade substandard rental housing and thus provide rental subsidies for low-income families in accordance with established HUD regulations and requirements.

### **2. Family Self Sufficiency Program-**

The purpose of this FSS Program is to promote the development of local strategies to coordinate the use of public and private resources to enable families eligible to receive assistance under the Voucher Programs and ultimately achieve economic independence along with self-sufficiency.

## D. AVAILABLE FUNDING SOURCES

The Municipality of Arroyo 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 225 families that are currently enjoying the benefits of the Municipality of Arroyo's tenant-based housing assistance program, we will be submitting for HUD's approval the following budget as illustrated in Table IV.

<b>TABLE IV</b>	
<b>SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL</b>	
<b>PROGRAM</b>	<b>BUDGET ESTIMATE</b>
<b>HOUSING CHOICE VOUCHER PROGRAM</b> ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 86 FAMILIES. THE FAMILIES THAT WILL BENEFIT FROM THESE FEDERALLY AWARDED MONIES IS BROKEN DOWN AS FOLLOWS: 86 FAMILIES IN OUR REGULAR HOUSING CHOICE VOUCHER PROGRAM.)	\$371,844.00
<b>FAMILY SELF SUFFICIENCY PROGRAM</b> ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 9 FAMILIES.	\$38,914.00
<b>MODERATE REHABILITATION PROGRAM</b> ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 122 FAMILIES.	\$617,087.00
<b>PROGRAM ADMINISTRATION</b>	\$112,268.00
<b>TOTAL ESTIMATE OF BUDGET TO BE SUBMITTED TO HUD FOR APPROVAL</b>	<u>\$1,140,113.00</u>
<b>PORTABILITY PROGRAM</b> ACTIVITIES: TENANT-BASED HOUSING ASSISTANCE FOR 8 FAMILIES	\$34,590.00
<b>TOTAL FOR THE MUNICIPALITY OF ARROYO'S HOUSING BUDGET (GRAND TOTAL)</b>	<u>\$1,174,703.00</u>

# XI SCREENING AND EVICTION FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

## 1. 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 Arroyo to fully endorse and implement a policy designed to:

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

## 2. 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.

## 3. Denial of Admission and Termination of Assistance for Criminals and Alcohol Abusers

### A. Prohibiting Admission of Drug Criminals

The Municipality of Arroyo 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:

- That the evicted household member who engaged in drug-related criminal activity has successfully

completed a supervised drug rehabilitation program approved by the State;

- 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:

- The Municipality has determined that any household member is currently engaging in illegal use of a drug;
- 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;
- 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 housing 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:

- Any household member is currently engaged in any illegal use of a drug;
- 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.
- 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.
- The Municipality will terminate assistance under the program to a family 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 Arroyo 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.

4. **Notice of Termination of Assistance**

If the Municipality decides to terminate the assistance to the family, the provisions and procedures as set forth in our Administrative Plan shall be adhered to.

## XII ADDITIONAL INFORMATION REQUIRED

### A. 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 Arroyo 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;
- ◆ Any change with regard to the administration of any of the programs being administered by the Municipality of Arroyo, including but not limited to the Homeownership Program.
- ◆ Changes to the grievance procedures as established within our Administrative Plan.

Notwithstanding, the Municipality of Arroyo 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.

**B. STATEMENT OF THE PHA PROGRESS IN MEETING THE MISSION AND GOALS DESCRIBED IN THE 5-YEAR PLAN**

Within the 5-Year Plan, the Municipality of Arroyo achieved the following:

- ◆ Consolidate the Section 8 Voucher and Certificate Program, respectively, into a single market-driven program.
- ◆ Actively promote freedom of housing choice so as to achieve spatial deconcentration of extremely low-income families within our homogeneous community.
- ◆ Continue with our established goal of providing improved conditions for extremely low-income families while maintaining their rent payments at an affordable level.
- ◆ Provide an incentive to private owners to rent their dwelling units to economically disadvantaged families by offering timely assistance payments and protection against unpaid rent, damages, and vacancy loss.

While the Municipality of Arroyo is pleased with what has been accomplished so far, Arroyo 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 Arroyo continues to evaluate the goals and strategies that have been established so that it can better meet the demand of housing such as:

- ◆ Expand the supply of assisted housing by applying for additional rental vouchers;
- ◆ Leverage private and/or public funds to create additional housing opportunities;
- ◆ Seek partnerships with Non-profit organizations to assist low-income families become self-sufficient but ultimately become homeowners;
- ◆ Improve voucher management;

- ◆ Strengthen the Family Self-Sufficiency Program by promoting self-sufficiency and asset development of families and individuals;
- ◆ Increase the availability of decent, safe, and affordable housing;
- ◆ Improve community quality of life and economic vitality;
- ◆ Ensure Equal Opportunity in Housing for the citizens of Arroyo.

## **XIII 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 Arroyo has adopted the following goals and objectives as part of its Domestic Violence Policy:

1. VAWA applies to the Housing Choice Voucher Program as well as any other Subsidized Housing Program administered by the Municipality.
2. The applicant/tenant/victim will be treated with respect and dignity.
3. The Municipality of Arroyo will notify the Housing Choice Voucher owners and managers of VAWA.
4. The Municipality of Arroyo 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.

5. VAWA will be incorporated into the landlord and tenant briefing process, respectively.
6. 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.

## **XIV RECENT RESULTS OF PHA'S AUDIT**

The Municipality of Arroyo has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit and the action plan taken to correct the findings found so as to be in compliance with established HUD rules and regulations.

## **XV SEMAP SCORE**

The Municipality of Arroyo's last SEMAP score was 63%, which makes the PHA a *Standard* performer.

## **XVI SUMMARY**

In order to be in compliance 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 Arroyo has established the following standards and procedures to be carried out in furtherance of HUD's goals and objectives.

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

- a. To provide low and very low income families the opportunity of choice and mobility in selecting where they want to live.
- b. To maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.

- c. To develop and implement a strong financial management system so as to ensure HUD's goal of improving efficiency and oversight to make certain that the correct amount of assistance goes to the families that needed it the most.
- d. 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.

It should be noted, that the Section 8 Office within the Municipality of Arroyo 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 the Rental Housing Integrity Improvement Project (RHIIP) as established by HUD regulations and guidelines.
4. Compliance with the SEMAP Indicators.

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;
- Compliance with the Rental Housing Integrity Improvement Project (RHIIP) as established in HUD regulations so as to assure improving any and all deficiencies detected during the RIM Reviews and/or SEMAP Certification conducted by HUD or its designee.
- FSS families that moved onto become first-time homeowners;

- Families from the Moderate Rehabilitation Program that transferred into the FSS Program and the success of those families.
- The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.

Additionally, 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 Arroyo.

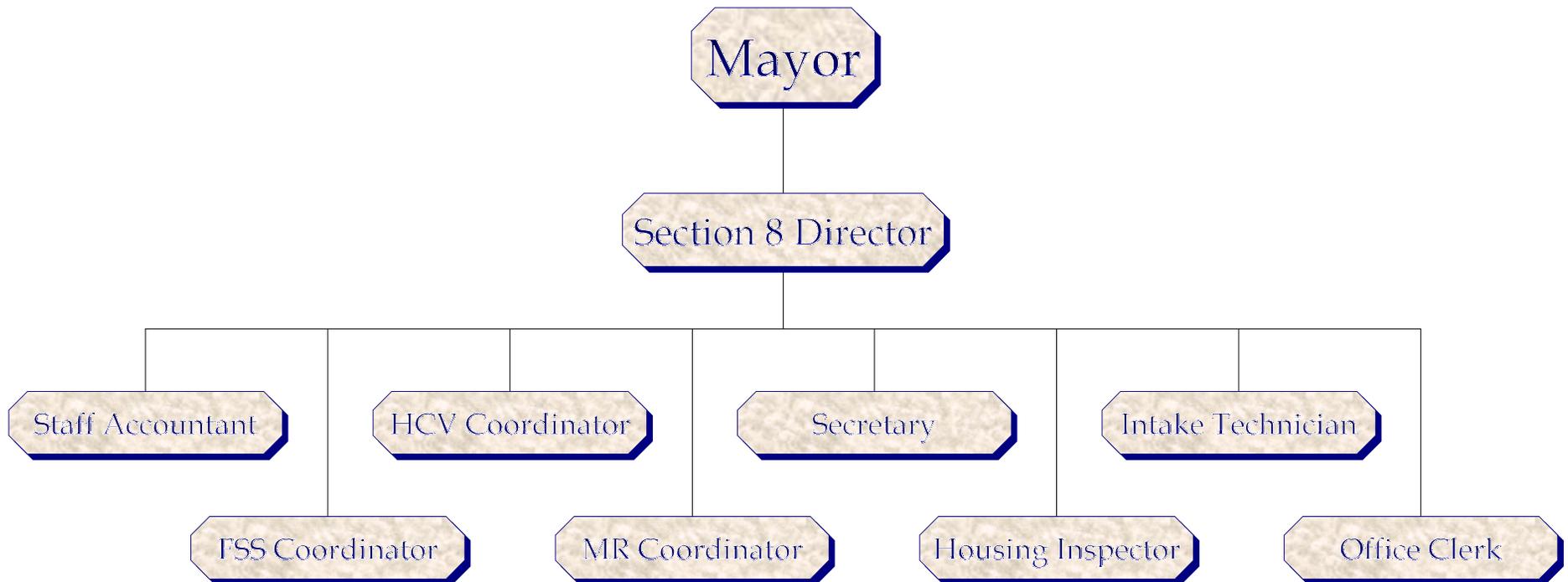
In conclusion, the following areas will at a minimum, be reviewed in the monitoring process:

- Cash/Management System;
- Budget Controls;
- Effective Internal Control System so as to reduce administrative errors;
- Families serviced by income level (low, extremely low and moderate);
- Compliance with HQS, Quality control and Targeting as set forth in HUD regulations;
- Timely, accurate and complete information for management forecasting and policy decision making;
- Preparing the necessary financial data to report to HUD;
- Staff resources and performance;

The Municipality of Arroyo 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.



COMMONWEALTH OF PUERTO RICO  
**MUNICIPALITY OF ARROYO**  
**HOUSING CHOICE VOUCHER PROGRAM**  
**SECTION 8**





COMMONWEALTH OF PUERTO RICO  
**MUNICIPALITY OF ARROYO**  
**HOUSING CHOICE VOUCHER PROGRAM**  
**SECTION 8**

The following programs are administered by the Municipality of Arroyo Housing Office:

- Housing Choice Voucher Program
- Family Self Sufficiency Program
- Moderate Rehabilitation Program



PHA Name: Municipality of Arroyo  
PHA Code: RQ068

Annual Plan for FY 2007

# **PHA Plans**

## **Streamlined 5-Year/Annual Version**

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

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

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

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

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## **Informational Sheet Attachment for:**

# **Municipality of Arroyo – RQ068 Annual Plan for Fiscal Year 2007**

## **PHA Plan Agency Identification**

**PHA Name:** Municipality of Arroyo

**PHA Number:** RQ068

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2007

**PHA Plan Contact Information:**

Name: Hon. Basilio Figueroa De Jesús, Mayor

Address: 21 Virgilio Sánchez Street  
Arroyo, PR 00714

Postal Address: PO Box 477  
Arroyo, PR 00714-0477

Phone: 787-839-3500

Name: Arturo Mariani González, Federal Funds Director

Name: Luis A. Torres Mariani, Section 8 Coordinator

Phone: 787-839-1948

Email (if available): [sec8arroyo@isla.net](mailto:sec8arroyo@isla.net)

## **Mission and Vision Statements**

### **Mission**

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

The 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, 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 this same mission will be accomplished by a fiscally responsible and creative organization committed to excellence in public service.

### **Vision**

The Municipality of Arroyo's vision is to embrace a strong, cohesive team that is committed to being a catalyst in the transformation of the lives of the families that are served. As the PHA, we will enlighten families of opportunities which will alter the course of their economic and social lives. We will encourage them to pursue knowledge which will empower them to reach their fullest potential. We will provide opportunities to participating families, staff and management to learn, grow, prosper and contribute collectively to the building of our communities.

## **GOALS AND OBJECTIVES**

### **Management Issues:**

#### **Goals:**

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

#### **Objectives:**

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

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

#### **Goals:**

1. Expand the range and quality of housing choices available to participants in the Municipal Housing Program.
2. Manage the Municipal Housing Program in an efficient and effective manner so as to qualify as a Standard performer under SEMAP.

**Objectives:**

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

**Fiscal Responsibility Issues:**

**Goal:**

- Continue to ensure full compliance with all applicable standards and regulations including government accepted accounting practices.

**Objectives:**

1. The Municipality will operate so that it operates within the confines of budget restrictions.
2. The Housing Program shall strengthen its Upfront Income Verification (UIV) procedures, as required by federal regulations and statues, by implementing the Enterprise Income Verification system.
3. The Housing Program shall strengthen its quality control procedures so as to ensure compliance with federal regulations.
4. The Housing Program will maintain a lease-up rate of 98% as well as ensure proper monitoring of it.

## **Required Attachment A: Executive Summary of the Annual Plan**

The Municipality of Arroyo is in the process of completing the implementation of its Corrective Action Plan as it pertains to the most recent HUD on-site program review. It should be noted that with each period of growth and development, the Municipality has experienced obstacles consistent in the Housing Business, which interrupts the progress of completion. The goals achieved have been strategic in planning, however, transition and change is not achieved without identification and evaluation of efficiency, effectiveness and productiveness both internally and externally.

## **Required Attachment B: 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 Arroyos' locally administered Housing Choice Voucher Program, was duly elected by the families participating within the program. The Board is composed of six (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

Ms. Linda Rodriguez Garcia  
Urb. El Palmar de Arroyo #643  
Arroyo, PR 00714

2. Vice-President

Mrs. Ileana Y. Vazquez Trossi  
Calle Muñoz Rivera #1  
Arroyo, PR 00714

3. Secretary

Mrs. Mineliz Ruíz  
Urb. El Palmar de Arroyo #590  
Arroyo, PR 00714

4. Vocal

Mrs. Linda I. Fontáñez  
Calle Arizona 8 #23  
Arroyo, PR 00714

5. Vocal

Mrs. Eden Morrabal  
Calle Arizona 7 final #31  
Arroyo, PR 00714

PHA Name: Municipality of Arroyo  
HA Code: RQ068

Annual Plan for FY 2007

## 6. Vocal

Mrs. Maribel Flores  
Urb. El Palmar de Arroyo #687  
Arroyo, PR 00714

## **Required Attachment C: 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 Arroyo 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 Arroyo (RQ068) 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 D: 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 Arroyo 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 Arroyo will notify the Housing Choice Voucher owners and managers of VAWA.
- d. The Municipality of Arroyo 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 E: Resident Advisory Board (RAB) Recommendations and Response**

The Resident Advisory Board (RAB) for the Municipality of Arroyo 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 indicated that they are overall pleased with the Administration of the Program and are appreciative of the Housing Staff.
- ✓ Residents would like to see continued efforts made to encourage more landlords to participate in the program in order to increase housing choices.
- ✓ Resident participants commented that more help is needed to offset the economic situation of the Island as well as the rise in rates for water and electricity. Be it from HUD, the Commonwealth or the Municipality itself. Funding for the poor is getting scarce everyday. According to the RAB the situation is such that more aid is needed not less.
- ✓ Residents were encouraged that the Municipality's Informal Review Procedure is available to all Section 8 participants for their review.
- ✓ On further review, there is nothing in the plan that the RAB could think of that needs to be added, deleted or disputed.

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

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

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

## Required Attachment D: Section 8 Homeownership Capacity Statement

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

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

The Municipality is continuing its examination of the Homeownership Program Final Rules as proposed and its feasibility of implementation in Arroyo. The Municipality has serious concerns that based on the limitations of HUD’s final rule and the dynamics of the Arroyo as well as the economic situation of the Island, the program may not be viable. Therefore, Arroyo has made no determination at this time as to whether it will implement such a program during 2007-2008. The Municipality will continue to evaluate the implementation of the homeownership program and reserves its rights to implement Section 8 Homeownership by the capacity statement set out below.

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

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

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

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

The Municipality of Arroyo, 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 F: Required Attachments found in the Annual Supplement**

- 1. Summary of Policy or Program Changes for the Upcoming Year, Section II, page 2.**
- 2. Statement of PHA's Rent Determination is located in the attached annual supplement, Section IV, page 3.**
- 3. Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section V, page 8.**
- 4. Statement Regarding the steps the PHA will take to affirmatively further Fair Housing, Section VII, page 10.**
- 5. Homeownership Programs is located in the attached annual supplement, Section VIII, page 12.**
- 6. Screening and Eviction or Drug Abuse and Other Criminal Activity, Section XI, page 17.**
- 7. Statement concerning Additional Information Required, Section XII, page 20.**
- 8. Domestic Violence Statement – Housing Choice Voucher Program, Section XIII, page 22.**