



PHA Plans

Streamlined Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible 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 2008

PHA NAME: MUNICIPALITY OF GURABO

**HON. VICTOR M. ORTIZ DIAZ
MAYOR**

FEBRUARY 2008



Streamlined Annual PHA Plan Agency Identification

PHA Name: *Municipality of Gurabo*

PHA Number: RQ041

PHA Fiscal Year Beginning: 07/2008

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:
Number of S8 units:

Section 8 Only

Number of S8 units: 143

Public Housing Only

Number of public housing units:

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

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

PHA Plan Contact Information:

Name: Mrs. Glenda Villafañe
TDD:

Phone: (787)737-8412
Email (if available): seccion8@gurabopr.com

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

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

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

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



Streamlined Annual PHA Plan Fiscal Year 208 [24 CFR Part 903.12(c)]

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(Rev. April 22/2008)

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE.....

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



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. **No.**

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. **No.**

1. How many site-based waiting lists will the PHA operate in the coming year? **N/A**



- 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)? N/A
 - 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) NOT APPLICABLE.

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):

NOT APPLICABLE.

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

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

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

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

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

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

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? **Two (2) families.**



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)?

1. *The PHA will conduct meetings with bankers and home mortgagers operating in local areas.*
2. *Identifying HCVP participants that may meet programs requirements.*
3. *Identify a housing counseling agency.*
4. *Provide HCVP participants with homeownership information.*
5. *The PHA will be counseling families that are paying about 50% of contract rent.*

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)

- The Consolidated Plan of the jurisdiction includes funding assistance for first home buyers using funds from the Community Development Block Grant Program (CDBG Small Cities).
- The Commonwealth of Puerto Rico established efforts to provide decent, sanitary and safety housing units for special and non-special population. This support includes housing rehabilitation activities and assistance for first homebuyers.
- Provides funds activities for public activities in behalf of low-moderate and very low income families.
- The Department of Health will be assisting low income persons in all of its related programs based upon nature and requirements of our clients.
- Share information of federal programs including NOFA'S deadlines and other relevant data concerning with federal grants.
- Provide funds for community development activities.
- Promote community development and housing assistance.



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

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

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



List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	necessary)	Maintenance and Community Service & Self-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 8 Homeownership Program 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): 1. Annual Plan consultation process 2. PHA RAB membership 3. VAWA activities	Annual Plan
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> :	Joint Annual PHA Plan for



List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor
NOT APPLICABLE.

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 Collaterization 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

NOT APPLICABLE.

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

8. Capital Fund Program Five-Year Action Plan

NOT APPLICABLE.

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

**MUNICIPALITY OF GURABO
GURABO, PUERTO RICO**

**ADMINISTRATIVE PLAN
HOUSING CHOICE VOUCHER PROGRAM
RQ 041**

**Hon. Victor Manuel Ortiz Diaz
Mayor**

**Mrs. Marisol Lopez, M.A.
Federal Programs Director**

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XXX. SUMMARY

XXXI. DEFINITION OF TERMS AND CONCEPTS

I. INTRODUCTION

The Municipality of Gurabo has revised its administrative plan so that it covers the merger of the Certificate and the Voucher Program, respectively, in accordance with the Quality Housing and Works Responsibility Act of 1998, 24 CFR 903, section 545. All Voucher Program, as they may be amended. Except as expressly provide herein, all of Program will apply to all programs that are currently being administered by this Municipality.

II. GOALS AND OBJECTIVES

The design of the Housing Choice Voucher Program is to achieve the following:

1. To promote housing choice and de-concentration of very low income, and low income minority families.
2. Consolidate the Section 8 Voucher and Certificate Programs into a single market driven program.
3. To create incentives and economic opportunities for PHAS residents assisting them to enter in the working market enabling them to become self sufficient.
4. Increase accountability and reward effective management of the program.
5. To provide decent, safe and sanitary housing for eligible families.
6. To provide improved conditions for very low-income families while maintaining their rent payments at an affordable level.
7. To provide an incentive to private owners to rent their dwelling units to economically distressed families by offering timely assistance payments and protection against unpaid rent, damages and vacancy loss.

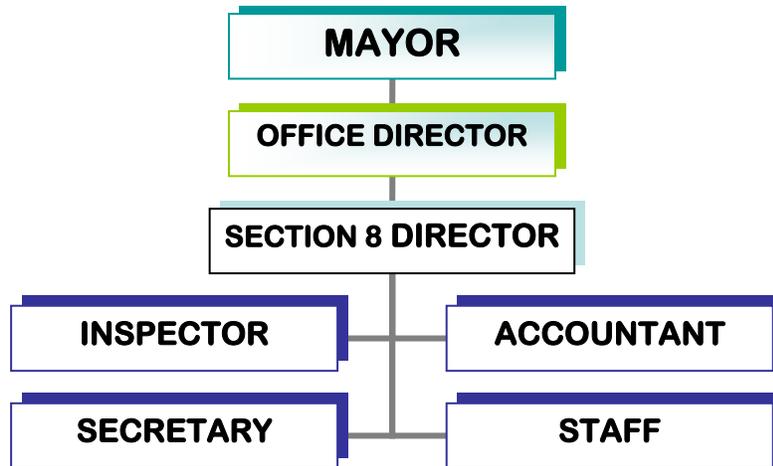
The Municipality is responsible for complying with all subsequent changes enacted by HUD that pertains to these same programs. Should such changes conflict with this plan, HUD regulations will prevail.

The purpose of the Municipal program is to assists families that are economically disadvantage and to gradually reduce the amount paid by the program. There is an undeniable need for low-income housing within the PHA jurisdiction as evidenced by the waiting list as well as the 1990 and 2000 U.S. Census. There also exists a need for quality housing units available for program participants but there is not an abundance of affordable housing for low income family within the same Municipality.

Recognizing these conditions, our Municipality has established realistic and attainable goals, giving particular thought to the number of families that can be expected to need and want better housing. By setting attainable goals, the PHA intends to provide a vehicle for those in needs and for those who have available units by coming together in a manner beneficial to both.

III. PROGRAM STAFFING

The Housing Choice Voucher Program extends the PHA fiscal responsibility and flexibility to manage s subsidy funds and administrative costs in a efficient manner according to QHWRA, section 502(b). As a result of this same merger, the staff directly involved in the administration on the Housing Program Municipality will be so designated according the number of units assigned to the Program as stated in the ACC between the Municipality and HUD. The organizational chart for this Municipality is as follows.



The following functions will be performed by the local housing staff:

1. Prepare all necessary documents, budget, forms and any files which may be required for the efficient administration of the program.
2. Prepare and/or adapt the necessary forms, information, instructions, and material required for the organization and implementation of the subsidized housing program.
3. During the leasing schedule and intake period, the staff will coordinate, supervise, organize, and actively participate in the following:
 - a. Outreach to eligible families and homeowners.
 - b. Determination of family eligibility and tenant selection, so as to ensure compliance with income targeting as stipulated in QHWRA.

- e. Briefing the family and issuance of vouchers.
- f. Compliance by homeowners of Housing Quality Standards as established by existing HUD regulations as well as the required initial, interim and annual inspections.
- g. Lease approval and contract execution in accordance with existing regulations.
- j. Briefing of the family on established regulations concerning mobility and portability to ensure compliance with QHWRA of de-concentration of families.
- k. Prompt HAP payments to participating homeowners.
- l. Briefing of the families and participating homeowners concerning existing HUD regulations.
- m. Monitoring applicable payment standards as established under QHWRA which is to be set between 90%- 110% of the Fair Market Rents for the PHA jurisdiction.
- n. Assure compliance of security deposits and claims for damage and unpaid rents.
- o. Briefing of families concerning the policy for informal hearing for denial, reduction and/ or termination of assistance as required by existing HUD regulations.
- p. Compliance by families in the other subsidized housing programs that a be administered by the Municipality.

IV. OUTREACH EFFORTS

A. Eligible Families

A public notice announcing the opening and closing of the waiting list will be published in a newspaper of general circulation. Afterwards the publication will be posted prominently in all local government facilities, and other public buildings informing all interested individuals, families, and groups of both the intent, purpose and eligibility requirements of the program itself, as well as indicating both the time and place where additional information may be obtained in accordance with existing HUD regulations.

Special outreach efforts such as conducting field canvassing in low income areas, where living conditions are such, as to make residents possible prospect to become participants under the same program. Inform all local civic organizations as well as State agencies located within the Municipality of the existence of the program, and request their assistance in spreading information regarding the program to their respective members or clients served.

B. Homeowners

Contact with prospective homeowners and real estate brokers will be made by advertisements in local newspaper inviting them to participate within the program information will be mailed to local Real Estate Agents, merchants, local banks, mortgage companies and professional organizations informing them of the program and its benefits enabling them to properly inform their clients. Efforts will be made to reach the maximum number of owners and real estate brokers within our community.

The Municipality will create a special informational brochure for homeowner's and tenants providing information on all major aspects of the program.

After having the staff properly trained a field survey will be made in those areas where acceptable housing is available to determine the location of possible additional dwelling units.

A program policy will be established ensuring good communication among all parties, as well as prompt, accurate, and timely payments to individual homeowners, hence, encouraging the homeowner's confidence in continuing to participate within the program. This in turn will encourage other homeowners to participate within the program.

The Municipality of Gurabo strongly believes that owners should be encouraged to make units available for leasing in the program, including owners of suitable units located outside areas of poverty concentration by the following methods.

1. The Municipality will make personnel available to speak fraternal, social and religious groups, in order to inform the membership of these same groups of the policies, benefits and program requirements of leasing units by homeowners under the same programs.
2. Post notice in public places in order to advise those interested persons, parties, and groups where information regarding the leasing of units may be obtained.
3. Affirmatively further fair housing goals and comply with equal opportunity requirements by visiting homeowners of suitable housing units outside of minority areas so as to explain the program's operational policies, as well as the numerous benefits to be derived from participating within the same program.
4. Conduct other outreach programs such as conducting public hearings in order to explain program benefits and policies to not only prospective homeowners but also to prospective tenant as well. The public hearings will be held at centrally located places at times convenient to the general population.

V. POLICIES AND PROCEDURES

A. The following have been repealed under the QHWRA regulations recently enacted:

- Take one -take all;
- Shopping incentive;
- 3- month holdback;
- Federal preferences have been eliminated

B. The following will be adhered to by the PHA:

- The PHA will promote a greater choice of housing opportunities for eligible families beyond the municipality's jurisdiction or MSA, when necessary.
- Families holding a voucher will be advised that it is their responsibility to find an existing unit suitable to their individual needs within the PHA's jurisdiction or MSA.
- By no means will the actions of the Municipality reduce, directly or indirectly, the opportunities of the family to choose among the available units in the housing market.
- The voucher holder will be advised that he or she may select a unit that he already occupies if the unit qualifies as existing housing and meets or can be made to meet the Housing Quality Standards.
- Upon request, the Municipality will provide, without limiting opportunities to families to select assistance in findings units to those family who because of age, handicap or other reasons are unable to locate such approved housing units.
- Information on available units which may become available to the municipality because of tits program and outreach efforts to attract new owners, will be posted in the owner's registry and in no way will the Municipality direct a family to a specific property thus limiting their right to choose and select.
- Where a family alleges that illegal discrimination is preventing them from finding a suitable unit the municipality will provide reasonable assistance to this matter by directing the aggrieved to the necessary agencies.
- When circumstances permit, communications with neighboring PHA's will be established to offer available voucher to families which may be participating in the House Choice Voucher Program of the other PHA but are contemplating moving to the area of operation

of the Municipality.

VI. COMPLETION OF APPLICATION PROCESS AND DETERMINATION OF FAMILY ELIGIBILITY.

Every person that is both interested and qualifies under the subsidized housing program will be provided with the necessary applications, and will receive a briefing on the programs offered by the local PHA. Specific days of the week will be established to receive applications, so as to permit sufficient time to properly carry out the administrative requirements of the program in an acceptable manner, that is in compliance with existing regulations.

The Section 8 Director will assign numbers to each application received, and maintains a list of qualified candidates assuring equality and fairness to all persons under this program.

If during the application stage it can be determined, and it is obvious, that a family will not be eligible because of exceeding income limits due to too few or too many household members for the voucher size authorized by ACC, etc., no additional documents and materials will be requested from the family to avoid unnecessary waste of time and expenses. The family will be so advised, and will also notify the family in writing indicating the reasons and affording them an opportunity to request, within a reasonable amount of time, an informal hearing. However, the family will be encouraged to reapply should the circumstances change.

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

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

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

The application forms will contain both date and time of filing, and will be signed by the applicant or applicant's spouse and by the interviewer from the Municipal Staff which

processed the family. Application forms will be reviewed by the Section 8 Director and properly identified with director's initials.

Verification of Employment Income: The PHA should always obtain as much information as possible about the employment, such as date (new employment), termination date (previous employment), pay frequency, pay rate, anticipated pay increases in the next twelve's months, year-to-date earning, bonuses, overtime, company name, address and telephone number, name and position of the person completing the employment verification form.

Effective Date of Employment: The PHA should always confirm start and termination dates of employment.

Income Type	Upfront	Written Third Party	Oral Third Party Document	Review	Tenant Declaration Income Type
Self Employment	(Level 5)	(Level 4)	(Level 3)	(Level 2)	(Level 1)
	Not Available	The PHA mails or faxes a verification form directly to sources identified by the family to obtain income information	The PHA may call the source to obtain income information	The PHA may accept any documents (i.e tax returns, invoices and letters from customers) provided by the tenant to verify self-employment income. Note: The PHA must document in the tenant file the verification was not obtained	The PHA may accept a notarized statement or affidavit from the tenant that declares the family's total annual income from self-employment.
Verification of Self-Employment Income: Typically, it is a challenge for PHAs to obtain third party verification of self employment income. When third party verification is not available, the PHA should always request a notarized tenant declaration that includes a perjury statement.					

Income Type	Upfront	Written Third Party	Oral Third Party Document	Review	Tenant Declaration Income Type
SS Benefits	(Level 5)	(Level 4)	(Level 3)	(Level 2)	(Level 1)

	Use of HUD Tenant Assessment System (Tass) to obtain current benefit history and discrepancy reports	The PHA mails or faxes a verification form directly to the local SSA office to obtain social security benefit information (Not Available in some areas because SSA make this data available through TASS. SSA encourage PHAs to use TASS)	The PHA may call SSA, with the tenant on the line, to obtain current benefit amount. (Not Available in Some areas because SSA makes this data available through TASS. SSA encourage PHAs to use TASS)	The PHA may accept an original SSA Notice from the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly social security benefits. Note: The PHA must document in the tenant file, the reason third party verification was not available.
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Income Type	Upfront	Written Third Party	Oral Third Party Document	Review	Tenant Declaration Income Type
Child Support	(Level 5) Use of agreement with the local Child Support Enforcement Agency to obtain current support amount and payment status electronically by mail or fax .or in person	(Level 4) The PHA mails, faxes, or e-mails a verification form directly to the Local Child Support Enforcement Agency or child support payer to obtain current child support amount and payments status.	(Level 3) The PHA may call the local Child Support Enforcement Agency or child support payer to obtain current support amount and payment status.	(Level 2) The PHA may review an original court order notice or printout form the local Child Support Enforcement Agency provided by the tenant to verify current child support amount and payment status.	(Level 1) The PHA may accept a notarized statement on affidavit from the tenant that declares current child support amount and payment status.

Unemployment benefits	Use of computer matching agreements with a State Wage Information Collection Agency to obtain unemployment compensation electronically, by mail or fax or in person. Use of HUD systems, when available.	The PHA mails, faxes or e-mails a verification form directly to the State Wage Information Collection Agency to obtain unemployment compensation information.	The PHA may call the State Wage Information Collection Agency to obtain current benefit amount.	The PHA may review an original benefit notice or unemployment check stub, or printout from the local State Wage Information Collection Agency provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available	The PHA may accept a notarized statement or affidavit from the tenant that declares unemployment benefits. Note: The PHA must document in the tenant file, the reason third party verification was not available
Pensions	Upfront	Written Third Party	Oral Third Party Document	Review	Tenant Declaration Income Type
	(Level 5)	(Level 4)	(Level 3)	(Level 2)	(Level 1)
	Use of computer matching agreements with a Federal, State, or Local Government Agency to obtain pension information electronically, by mail or fax or in person	The PHA mail, faxes, or e-mails a verification form directly to the pension provider to obtain pension information.	The PHA may call the pension provider to obtain current benefit amount.	The PHA may review an original benefit notice from the pension provider provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly pension amounts. Note: The PHA must document in the tenant file, the reason third party verification was not available.

An on-site visit will be conducted by Section 8 staff to verify the validity of the conditions under which the family is currently living to ascertain the accuracy of the information given by the prospective family. The evaluation report as well as the one for unit will form part of the file.

An on-site visit will be conducted by the Section 8 staff to verify the validity of the conditions under which the family is currently living to ascertain the accuracy of the information given by the prospective family. The evaluation report as well as the one for unit from part of the file.

After the families have completed their applications, except those that for obvious reasons will not qualify, a series of documents will be requested from them and they will be required to

bring these documents within a reasonable period specified by the intake Housing Staff member. The family will be given a sheet outlining the necessary documents needed to complete their file. The Municipal staff will go over the list and inform the family that should they not be able to comply with the time set, their respective application will be withdrawn and case considered closed. To ensure that the family understands and is in agreement, the form will be signed by the family and the Municipal staff attending the family. A copy will be given to the family.

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

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

1. Family composition-Birth, certificates of no penal Record for the adults, a family photograph, sworn statement & school records.
2. Special medical needs which require larger units- Medical Certificates.
3. Income form wage- Verification from the employer.
4. Social Security- Verification from the S.S. office or through HUD's website.
5. State disability and other pensions- Verification forms from an employer.
6. Welfare payments- Verification from the State Department of the family agency.
7. Alimony and child support court records- A copy of the divorce decree.
8. Unemployment compensation- Verification from the State Department of Labor **(Form W-5)**.
9. Family financial assistance- Letter from benefactor.
10. Family type (Elderly- Disabled)- From appropriate agency granting benefits and birth certificate.
11. Full time student status- A letter from school or college.
12. Scholarships-grants- A written confirmation from the source of benefits, as well as confirmation from an Education Institution as to cost. The net balance is the amount available for subsistence.
13. Income interest and dividends- Verification from bank, or financial institution, bank passbook, etc.
14. Assets- a certificate of good conduct from the State police Department this as per QHWRA of 1998.

15. Other- Any other document deemed necessary for the family applicant to qualify for the subsidized housing program under established HUD regulations.

VII. SELECTION OF APPLICANTS

A. Admission of a family applicant.

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

1. Special admission;
2. waiting list admission.

B. Targeting

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

1. 30% of the area median income, with adjustments for smaller and larger families;
2. A higher or lower percent of the area median income; if HUD determines a higher or lower percent is necessary because of usually high or low family incomes.

C. Conversion of assistance

Conversion of assistance for a participant in the Municipality of Gurabo Certificate Program to assistance in the Housing choice Voucher program does not count as an "admission", and is to subject to targeting as set forth in part V, section B of this administrative plan.

D. Inapplicability of targeting

Admission of the following categories of families are not subject to targeting under Part V, section B of this administrative plan:

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

E. Use of family's income

The annual income (gross income) of an applicant family is used both for determination of income eligibility under 24 CFR part 5, section 5.601 © and for the municipality of Gurabo income targeting as set forth in part V, section B of this plan.

F. Administration of waiting list

1. Except for special admissions participants must be selected from the PHA waiting list. The PHA must select participants from the waiting list on a first- come, first served basis, in accordance with this same plan, which includes Equal Opportunity.
2. The PHA has agreed to cooperate fully with HUD, in respect to when HUD provides funding to the PHA for a special purpose such as desegregation, family Unification, etc., including but not limited to including funding for specified families and/ or a specified category of families. The PHA has further agreed to issue the required voucher.

G. Organization of the waiting list

1. Applicants names
2. Family composition (adults/children, age/sex)
3. Date and time of application
4. Qualification for any ranking preference or local preference.
5. Racial or ethnic designation of the head of household.
6. Programs for which the PHA feels that the family qualifies for and would be interested in participating in under the umbrella of the subsidized housing program being administered by the PHA. Should the family not be interested in participating in any special program, this will not affect the place and position of the family on the waiting list.

H. Occupancy Standards

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

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

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

I. Opening the waiting list

1. When the PHA opens a waiting list, it will publish a public notice informing all interested families and homeowner of the opening of a new waiting list. The public notice will state where and when to apply and/ or to receive additional information on all aspects of the program.
2. The PHA must provide the public notices publication in a local newspaper of general circulation, in which also include minority media.
3. The public notice among other things must state any limitations if any, on whom may apply.
4. When the waiting list is open, the PHA must accept applications form families for whom the list is open, unless there is good cause for not accepting the application.

J. Closing the waiting list

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

K. Updating the waiting list:

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

1. A letter will be mailed to the applicant's last known address.
2. The notice will inform the applicant family that a year has passed and information will be requested regarding their continued interest in maintaining a place on the waiting list.
3. A time limit will be established in the notice, whereby, the applicant will be requested to pass by the PHA main office to file an updated application, the family has demonstrated interest as well as assured itself of continuing their position for one year on the waiting list.
4. If the PHA fails to receive the applicants notice or renewed application of continuance, the applicant's name will be removed from the waiting list.
5. The applicant family will have 15 days to respond to the notice upon receipt of said notice. The PHA does not accept responsibility for any mail delay or non-deliverance by the post

office.

L. Issuance of Voucher

1. Prior to selection of a qualified family from the waiting list, all information will be verified so that it is up to date and in accordance with 24 CFR part 5, subpart F.
2. When a qualified family has been selected, the PHA will issue a voucher to the family that would allow them to search for a unit .
3. The family will be notified via a certified letter informing them of their selection and affording them the opportunity to participate in the PHA's Housing Choice Voucher Program. This same notification will contain the date and time in which the family must presents itself to accept the voucher and at which time the family will be receiving a briefing outlining the rules and regulations of the program, as well as the participant's packet.

4. INITIAL TERM:

The initial term of a voucher must be at least 60 calendar days. The initial term will be stated on the voucher.

5. EXTENSIONS OF TERM:

At its discretion, the PHA may select to grant a family one or more extension of the initial term. However, the initial terms plus any extensions cannot exceed a total period of 12 calendar days from the beginning of the initial term in accordance with established HUD regulations. The approval of any extensions to a family will be in written form.

6. REASON FOR GRANTING EXTENSION:

If a member of the family is a disabled person, or is suffering from a serious illness, the PHA may contingent upon individual circumstances, grant the required extensions up to a maximum of 120 days.

7. SUSPENSION OF TERM:

It is the policy of the Municipality of Gurabo to grant a family a suspension of the voucher terms if the family has submitted a request for lease approval during the term of the voucher.

At its discretion the Municipality may grant a suspension for ay part of the period after the family has submitted a request fro lease approval up to time when the city approves or denies said request.

8. PROGRESS REPORT BY THE FAMILY TO THE PHA:

During the initial or any term of the voucher, the Municipality of Gurabo will require the family to

report their progress in leasing a unit. These same reports may be accomplished either by visiting or telephoning the municipality every 30 calendar days.

M. Briefing

1. The families will brief in a detailed manner about Housing Choice Voucher Program. In accordance with 24 CFR Section 982.301(a), the following will be discussed in the briefing.
 - a. Family and owner responsibilities.
 - b. Where the family may lease a unit, including renting a dwelling unit inside or outside the PHA jurisdiction.
 - c. If the family qualifies to lease a unit outside the PHA jurisdiction under portability procedures, the briefing will include an explanation of how portability works.
 - d. If the family should have a disabled person, appropriate steps will be taken to ensure effective communication in accordance with 24 CFR 8.6.
2. In compliance with 24CFR Subpart G, Section 982.301 (b), the participant's packet will contain the following:
 - a. The term of the voucher and the PHA policy concerning extensions of the term. Said policy will contain information concerning how the family may request an extension.
 - b. Request for lease approval and an explanation on how to request PHA approval to lease this same unit.
 - c. Required lease provisions and instructions for the preparation of the lease between owner and tenant as per QHWRA regulations.
 - d. Lead base paint notices.
 - e. Fair housing information and a statement of the PHA policy on providing information about a family to prospective owners. A copy of the housing discrimination complaint form.
 - f. Utility allowance schedule.
 - g. Informal hearing procedures.
 - h. General information on how families are selected, how the PJA determines the housing assistance payment for a family and how the PHA determines the maximum rent for an assisted unit.
 - i. General information about Housing Quality Standards.
 - j. What the family should consider in deciding whether to lease a unit is as follows:
 1. The condition of the unit;
 2. The reasonability of the rent;

3. The cost of any tenant paid utilities;
 4. Whether the unit is energy efficient;
 5. The location of the unit, including proximity to public transportation, center of employment, schools and shopping.
- k. Program brochure and FSS brochure.
 - l. Where the family may lease a unit.
 - m. The HUD brochure on how to select a unit.
 - n. A list of landlords or other parties known to the PHA who may be willing to lease a unit to the family or assist the family in finding a unit.
 - o. Information on the PHA's grievance procedures.
 - p. Family obligations under the program.
 - q. The grounds on which the PHA may terminate assistance for a participant family because of a family action or failure to act.

Additionally, when this same packet is presented to the participant, a member of the Housing Staff will review each document in detail so as to ensure that the participants is fully cognizant of both his or her rights and responsibilities under the program. This procedure complies with 24-CFR subpart G, Section 982.301.

VIII. REDETERMINATION AND VERIFICATION OF FAMILY INCOME AND COMPOSITION

A. Initial determination and regular determination

Initial certification (regular determination) will be carried out prior to the signing of HAP contract between the Municipality and the owner.

B. Re-determination of family income

The Municipality as specified in 24 CFR part5, subpart F, will conduct re-determination of fail income and composition on an annual basis. All re-determination will be effective on the anniversary date of the HAP contract.

Ninety (90) to seventy-five (75) days prior to the expiration of the HAP contract, the participating family will be notified in writing that an annual reexamination will be made in the following order:

- 90 to 75 days initial notice
- 60 days second notice
- 30 days final notice

- Cancellation notice due to noncompliance by the family

Step 1: An initial 90 to 75 day notice will be sent to the family requesting that they fill out a re-certification application (form included with the notice) and a schedule interview. The tenant will be interviewed and the following documents will be requested based on the information provided.

1. Signed consent from to release information;
2. Signed verification of income form;
3. change in family composition;
 - a) Copy of S.S.N card
 - b) Copy of birth certificate
 - c) Photograph
 - d) Sworn Statement
4. Form W-5 from the State of Labor Department;
5. Verification of student status if deem necessary (under the new regulations a full time student is defined as a person who is attending school or vocational training on a full time basis);
6. Issuance of Certificate of Good Conduct from State Police Department;
7. Any other document that are deemed necessary, so as to complete the re-certification process of the family.
8. A date will be set for submitting the requested documents.

Step 2: During the follow- up notice, the Municipality will make a second request in writing requesting those items not submitted or received in order to complete the reexamination process. The municipality will begin to compile the information received, assure for completeness and accuracy, and will follow- up on third party verification, thus, initiating the necessary action to certify said information. The appropriate form designated by the Municipality will be prepared and said form will be signed by the family. Form 50058 will also prepared so that the verified information can be entered into the system and electronically sent to MTCS in accordance with existing HUD regulations.

Step 3: The yearly mandatory inspections will be carried out on both owner and family will be notified in writing of the results of the reexamination and changes in family contribution or eligibility for the unit they may occupy if any. A final notice will be issued that will contain a scheduled date to sign the addendum to the original contract reflecting these same changes for the coming year. In the event that for some valid reason there is a delay in completing said reexamination, the owner and tenant would be notified of an extension, under the same terms and conditions presently existing, until the reexamination is completed.

Families that do not comply with the same submission of documents for the annual reexaminations once given all opportunities will be notified of their cancellation as participants within the program and will be advised of their rights as well as informed that they entitled to

request an informal as established in this plan. The final determination of said hearing will be maintained with the family's file. A copy of the determination will be directed to the owner stating that the housing assistance payments will be discontinued.

C. Interim re-certification policy

When a participating family, due to on unforeseen or temporary events, request an adjustment in the family contribution, the documents submitted or the reason will be verified by the Section 8 Director. The common reasons for a family to make this request are: (1) loss of income or job, (2) medical expenses (applies to elderly or disabled family only), (3) increase of family composition.

Interim re-certification of income and change of family composition will be conducted by the housing staff within responsible time after the family has made such request. When a tenant family comes in to inform of any changes not directly related to their annual reexamination, Form 50059 will be prepared and signed by the family.

After the interview, the following forms/ documents are requested:

1. Signed re-certification/re-determination from;
2. Signed consent to release information, if applicable;
3. Signed verification of income form, if applicable;
4. Change in family composition (same as in annual- re certification);
5. W-5 for any member who claims to be unemployed;
6. A certificate of good conduct form a State police Department (if applicable)
7. Whatever document is deemed pertinent for the completion of the re-certification process.

Upon filling out the re-certification form, the Housing Department will request the aforementioned documents from the participant family and a date will be scheduled by the Municipality for the family to present its situation to the Section 8 Director. This will allow the family to comply with the documents requested by the Municipality as well as the verification of the validity of the information provided by the family in accordance with 24-CFR part 5, subpart F, section 982.516.

According to established federal regulations, the case will be analyzed with the existing conditions and a new computation of tenant rent will be prepared. A notice will be sent to both the tenant and landlord informing them of the changes and the dates that they will become effective. For certain extraordinary reasons this determination could in fact be ruled retroactively. The correspondence notifying both the family and the landlord would constitute a valid amendment to the lease and Housing Assistance Payments contract, respectively.

The tenant will be instructed to notify the Municipality of any change in the conditions which originated the verification and periodic re-examinations to be scheduled. The family will be

advised that failure to comply with the same condition could result in a decision to increase the family participation, effective the condition that originally caused the adjustment ease to exist.

D. Adjusted Income

It means annual income of the members of the family living or intending to live in the dwelling unit, after the making following mandatory deductions according to 25 CFR 5 (5:61):

In determining the adjusted income the Municipality will deduct the following amounts from annual income:

1. \$480 for each dependent;
2. \$400 for elderly or disabled family;
3. The sum of the following to the extent the amount exceeds 3% of annual income:
 - a) Medical expense of any elderly family or disabled not reimbursed.
 - b) Reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disability to the extent necessary to enable any member of the family (including those with a disability), to be employed.
4. Any reasonable childcare expense necessary to enable a member of the family to be employed or to advance in his or her education.
5. The amount of any earned income of the family member (other than the family head or spouse) who is not 18 years old or older .

IX. SELECTION PREFERENCES

A. Local Preferences:

According to the Quality Housing and Work Responsibility Act of 199, federal preferences as they were conceived have been substituted by the local preferences.

The local preferences for the Municipality of Gurabo are:

1. Families affected by fortuitous situations.

B. Qualifying for Local Preferences:

Applicants qualify for fortuitous situations if their home is affected in 50 % or more of it's structure, by fire earthquake, hurricane and/or any other natural disaster.

C. Notice and Opportunity for a Meeting there Local Preferences is Denied:

If the PHA determines that an applicant does not qualify for a Local Preference it must promptly give written notice of the determination to the applicant. The notice contain a brief statement of the reasons for the determination and state the applicant's right to meet with the PHA representative to review the decision.

The meeting may be conducted by the PHA's designee (s) who should be an officer or employee of the PHA including the officer who reaches the decision or his subordinate. The applicant may also use other the rights f he or she believes that they have been discriminated on the basis of race, color, religion, sex national origin, age, disability or family status.

X. INCOME LIMITS

As established in 24 CFR 545 eligibility is limited to the following:

- Extremely and very low income family based on the income limits established annually by HUD;
- Low income family previously assisted under the public housing, Section 23 or Section 8 programs ;
- Low-income family that is a non-purchasing tenant of certain home ownership programs;
- Low-income tenants displaced from certain Section 221 and 236 projects;
- Low in-income families that meet PHA specified eligibility criteria.

PHAS will be established to offer available vouchers to families, which may be participating in the subsidized housing program of the other PHA, but may move to the area of operation of the Municipality.

XI. ASSISTANCE DETERMINATION

A. Total Tenant Payment:

Computation of the total tenant payment will be determin4ed according to 24 CFR 5 (5.613). The computation of TTP will be established once all income has been accounted and 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 Amount:

1. 30% of the family adjusted income;
2. 10% of the family monthly income;
3. If the family is receiving payments for welfare assistance from a public agency and a part of those payments adjusted according the family's actual housing cost, is specifically designated by the

agency to meet the family's housing cost, the portion of the those payments which is designated for housing or;

4. Minimum rent according to applicable provisions of Section 5.616;
5. A family renting a unit above the payment standards pays higher of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent and the amount of rent above the payment but no more than 40% as the cap established by QHWRA of income of the family share of rent 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 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 financial hardship.
 - a. When the family has lost eligibility r is waiting for and eligibility determination for Federal, State and Local Assistance;
 - b. When the family should be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of changing circumstances such as loss of employment.
 - d. When death has occurred in the family;
 - e. Other conditions established by the Municipality of Gurabo.

E. Request of Hardship Exemption:

1. If a family request a family exemption the Municipality will suspend the minimum rent requirement beginning the family hardship request until the municipality determines if the qualifying financial hardship and if it is short or long term.
2. If the city establishes that there is a short term qualifying financial hardship it will not impose a minimum rent for no more than 90 day of the request. At the end of the 90 days waiver a minimum 90 days retroactive rent will be imposed.
3. If the Municipality establishes that there is no elements to qualify for a hardship exemption the minimum rent will be reinstated including the above-mentioned back payment.
4. When there is a long term qualifying hardship the family will be exempted from the minimum

rent required according 24 CFR 5 (5.616).

F. Appeal of Financial Hardship:

Should a family appeal the financial hardship determination using the Municipality's 'grievance procedures it will be exempt of any escrow deposit that may be required following 24 CFR 5 (5.616).

XII. Family Mobility and Portability:

A participating family in the Housing Choice Voucher Program is allowed to rent a dwelling unit with tenant-based assistance outside the jurisdiction of the Municipality of Gurabo (initial PHA). The following policy will be adhered to by the Municipality according with established and existing Federal Regulations.

A. Cancel Procedures (Whenever the Municipality is the initial PHA for portability purpose).

A family must live in the initial PHA's jurisdiction and hold a housing voucher or be a current participant to be eligible for portability. The family can rent any dwelling unit anywhere in the United States where there is a tenant-based subsidized housing program or in the same state or MSA. The family could decide to reside in an adjacent MA to the initial PHA. According to existing regulations assistance will be administered by the initial PHA if there is no tenant-based program in the above-mentioned jurisdiction.

The family can decide to live in the initial PHA's MSA and the assistance will be administered by the initial PHA. This will expand the family's housing choices complying, at the same time with HUD de concentration policy as well as moving families for poverty areas.

B. Limitations on Participation:

The family will not be allowed to port under the following conditions;

1. A non-resident applicant will be required by the Municipality, as initial PHA, to live in the jurisdiction at least 12 months.
2. Families that have exceeded the limit of 5 moves within a year period following the execution of the initial lease and HAP contract.
3. The initial PHA can also deny a move under Section 982.552 of the Federal Register.
4. According with QWHRA families with lease violations will not be allowed to port out

C. Income Limits Under Portability:

Families must meet income guidelines for eligibility in the receiving jurisdiction if:

1. Leasing a unit for the first time;
2. Changing types of assistance (Certificate to Voucher)

D. Initial PHA Responsibilities under QHWRA:

The family information packet will include a written explanation of how portability works, its meaning from the family's perspective as well as specific procedures that the family will need to follow in order to be allowed to port of the Municipality. Income eligibility of the family will be determined according with established Federal Regulations as well as identify the receiving PHA if more than one PHA has jurisdiction. The family will be advised as how and when to contact the receding PHA. HUD form 52665, Part I will be completed and forwarded to the receiving PHA with supporting documentation. All pertinent forms will be forwarded to the receiving PHA via certified mail unless and emergency existed and the said documents will be faxed.

E. Receiving PHA Responsibilities under QHRA:

The receiving PHA must perform all regular PHA functions and responsibilities as required by existing HUD regulations. Always use HUD Part II Form 52665 to report information pertaining to the family initial PHA such as:

1. Initial billings and subsequent changes.
2. Absorption- if the receiving PHA misses initial billing deadline or has established policy and has sufficient funding in the ACC to absorb the family;
3. Family Leaves the Program.

F. Billing Issues Under Portability:

The receiving PHA must meet the initial billing deadline by completing Part II of HUD 52665 and also attach HUD 50058 within 10 calendar days as established by QWHRA. Form 52665 automatically will requisition amount due for each subsequent month. The initial PHA must pay within 30 days calendar following receipt of said from unless each PHA agreed to a different schedule.

XIII. Policy Statement about a Family To prospective Owners:

The Municipality of Gurabo will not allow the screening of prospective families based on their

tenancy history. Accordingly the Administration will advise the owners to comply with the regulation. Owners will be advised that they can take into account the family background with respect of the following factors.

- A. Payment of rents and utilities bills;
- B. Caring of the unit and surrounding premises;
- C. Drug related criminal activity or other criminal activity that can be considered a threat to the life, safety or property of others.
- D. Drug related criminal activity or other criminal activity that can be considered a threat to the Life, safety or property of others;
- E. Compliance with other essential conditions of tenancy/

The city understands that the release of past history of a given family can block the family efforts to find a suitable housing, when in fact that family has changed their attitude and behavioral patterns for better.

XIV. Family Absences from the Dwelling Unit:

The family may not be absent from the unit for a period of more than 18 calendar days in any circumstances, or for any reason. The Municipality will notify in writing both the family and the owner of any lengthy absence within the frame of 90 days. If the family absence surpasses the maximum period (180 days) payments will be terminated. Additionally the owner will be advised in writing that he or she must reimburse the city for any housing assistance over-paid during the period after the termination.

It is the intention of the Municipality to advise the family either by mail or phone that they are responsible of supplying any information or certification requested to verify that the family is residing within the unit or in relation to any absence from the unit. They must cooperate with the Municipality for this purpose.

The city has adopted the by following procedure to verify family occupancy or absence from the housing unit:

- Telephone calls to the family every 90 to 120 days and mail communication directed to the family at the unit, the City may choose to make personal visits to the family at there housing unit.
- In addition the Municipality reserves the right to question the owner or the neighbors when considered appropriate.

XV. Determination as to who Remains in the Program Should a Family Breakup:

In the case of a family breakup the Municipality will review every case individually taking into account the following items.

1. Reexamination of family income to determine that the remaining numbers qualify for the assistance originally approved.
2. Determine if any of the remaining family members are either disabled or elderly;
3. The need for housing based on the size of the family by age groups;
4. Difficulty in alleviating severe hardship on individual family members including but not limited to:
 - a) The need to live close to a hospital or medical facility in order to receive medical treatment;
 - b) The need to be close to public and/or private transportation due to lack of a personal vehicle.
 - c) In the case families with school age children the need to live near schools.

If it is determined that with the breakup of family members they are employed now, an adjustment to the payment will be made based on the new economic and family characteristics and composition. The Municipality of Gurabo will work to satisfy the needs of all family members as long as they qualify for assistance and comply with regulations.

XVI. Informal Review Procedures for Applicant Families:

1. Informal Review:

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

The Municipality will be required to notify in writing to an applicant that assistance has been denied no later than 15 calendar days after decision was made. Within the same communications applicants will be informed of their right to appeal the decision either written or verbally. The term to request an informal hearing is 30 days and the Municipality in the same communication should inform this. The request to the informal review can be made either written or verbally and the applicant can be represented by any member of the family, a friend or a legal counsel.

The Municipality in its communication-advising applicants of their rights must state the regulations used as a basis for the denial.

2. Hearing Procedures:

The Municipality of Gurabo has developed the following procedures in order to conduct an

informal.

- a) The family will receive opportunity to review any HA documents that are considered necessary before the hearing. The PHA will allow the family the opportunity to copy the documents at the family expenses;
- b) It is agreed that the PHA will be given the opportunity to examine at its office any family documents that are directly relevant to the hearing. The PHA is allowed to copy the mentioned documents at its own expenses. It is also agreed that if a family does not make the documents available for examination at the request of the PHA, the family will not be permitted to submit the documents at the hearing.
- c) Representation of the Family: The Municipality agrees that a legal counsel or another representative at its own expenses may represent the family.
- d) Hearing Officers: The hearing will be conducted by a member of the legal staff of the Municipality or by another person designated by the Mayor other than the person that originated the decision in discussion or subordinate of the mentioned official. The Municipality is entitled to regulate the hearing through the official appointed to conduct it.
- e) Evidence The Municipality and the family will be given the opportunity to present evidence as well as question any witness brought 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.
- f) Issuance of Decision: The Municipality has agreed that the person who will be conducting the hearing must issue a written decision stating the basis of the decision taken within 30 days of the date of the informal hearing. The Municipality has agreed that factual determination relating to the individual circumstances of the family will be based on a preponderance of the evidence.
- g) Effect of Decision: The Municipality will not be bounded by a hearing decision as described in 982.555 (F) of the Federal Register.

XVII. Determination Assistance:

When a contract is terminated at a time when the family is ineligible for payments the contract will not be renewed and all parties involved will be informed in writing stating the reason for the decision.

In the case of an overcrowded unit where it is decided by the Section 8 Director that the dwelling is not decent, safe and sanitary by a reason of an increase in the family size, and the PHA finds another acceptable unit available for occupancy, the lease with the first owner will be terminated and the family and unless they state a valid reason to reject the new unit the contract can be terminated.

The reasons for terminating housing assistance payments are clearly established in the contract documents and in every case written notification will be directed to both the owner and the tenant, stating the basis and the date of termination.

If it is determined by the Municipality to terminate assistance to the family a written notification will be sent clearly stating the reasons for the decision and an opportunity will be afforded to the family to appeal the decision and for an informal hearing according Part VII, Section 2 of this plan and existing federal regulations as well as Section 982.552 and 982.553 respectively.

Once the family has received the opportunity to appeal if they fail to act or meet the due date for appeal they will have to wait for 5 years if they voluntarily hand in their voucher.

XVIII. Termination of HAP Contract due to Family Move:

During the briefing the family will be informed of established procedures within this same program that once they choose to relocate another unit they must notify the owner of their intent to move in written and with this copy to the Municipality. The family must requirement should he or she decide to terminate the contract or not to renew it. A written statement of this will be provided to the family as well as owner in their respective packages.

Since lease are based upon a monthly rent structure the family must be made aware that if the owner is not notify them well in advanced he can spend more time looking for a new tenant. If the owner is able to secure another tenant to occupy the unit at the time the family vacates a portion of the deposit can be returned to the outgoing tenant. The same can be said for the owner with the exception that the family needs to locate a suitable unit to meet their needs.

By making this request of both the owner and the family participant, the Municipality will in fact have the necessary elements to judge if proper notice was given to the landlord or vice-versa, and in addition send the Housing inspector to review any claim of damages that can be claimed at the time.

If the family vacates the unit in violation of the lease or tenancy agreement, the owner will receive the housing assistance payment due under the HAP contract for the period of the month tat the unit was occupied and no other payment will be made as soon as the Municipality has been informed of the noncompliance by the participant family. The owner must reimburse the PHA for any excess amounts collected from the PHA after the last payment was made.

XIX. Occupancy Policies:

A. Definition of Family: The term family may be either a single person or a group of them. Family can be either a group of persons or a family with a child or children. This concept admits both a family with children and a multi-person family without children. The widening the term family will make the Municipality able to include for assistance aged, displaced and disabled.

B. Definition of Extremely Low-Income Family: The city considers a family to be an extremely

low- income applicant when their annual income does not exceed 30 % of the median income for the Non-Metro Area, as established by HUD with adjustments to smaller and larger families.

- C. Definition of Family when is considered to be Continuously Assisted: The Municipality is considers an applicant is continuously assisted under the subsidized housing program if the family is already receiving assistance under any federal housing program when the family is admitted to the Housing Choice Voucher Program.

It is in this regard that the city has established a policy concerning whether and to and to what extend a brief interruption between a brief interruption between assistance and admission to voucher program will be considered to break continuity of assistance.

“ Any family currently involved with any federally assisted public housing project has a total of 365 calendar days or one year between the periods they have left the federal housing program and applied for assistance under the Housing Choice Voucher Program in order to be considered under the continuously assisted.”

XX. Housing Quality Standards and Inspection:

A. Inspection:

Housing to be used and approved for the program will be subjected to meeting the Performance Requirements set within the Federal Register 982.4021 with the exception of requiring mechanical equipment such as cooling or ventilating under the criteria Thermal Environment. Natural ventilation when appropriate under windows and air circulation criteria will be considered acceptable.

The Housing Inspector will evaluate each to ensure that the unit complies with Housing Qualities Standard as established by the HUD regulations. Pre-Occupancy inspections of requiring will be performed within 15 days after the participant family has presented the Lease Approval form using this document as the prescribed form. Landlords of inspected units classified as inadequate will be advised as to the repairs required to make the unit comply with HQS, thus enabling the Municipality to execute the HAP contract.

Prior to a new lease, after re-examination, and at least once a year an inspection will be performed to assure compliance by both the owner and the tenant, with HQS. Complaints with the families regarding housing quality or contract violations shall be promptly investigated an a written notice shall be sent to the owner outlining the deficiencies found that made the unit not in compliance with established HQS and a time frame will be sent by the Federal Register 982.401

Inspections at random will be programmed by the Section 8 Director fro Program Monitoring purpose, as means of quality control and this will cover at least 10% of the leases units. Copies of the inspections will be included within the families files.

B. Enforcement of Housing Quality Standards:

The Municipality will complete HQS inspections and complaint inspections as needed to assure compliance with the dwelling unit with Federal Regulations. The Municipality may abate or terminate housing assistance payments to owners if the unit fails HQS and the owner does not comply with written request within the time frame the owner does not comply with written request, within the established time frame the owner does not comply with written request within the established time frame. The city knows that HUD may reduce administrative fees if it fails to enforce HQS.

XXI. Lease Approval and Contract Execution

A. Program Requirements:

The Municipality will not approve any family to lease a unit or execute a HAP contract until it has been determined that the city has met the following items:

1. The unit is eligible.
2. The unit has been inspected by the Housing Inspector and passes the HQS.
3. The lease is approved including all the required lease provisions and has been duly executed between the owner and family participant.
4. The rent has been determined reasonable.
5. The total of contract rent plus any utility allowance does not exceed the FMR/ exception rent limit and is within the Payment Standard established by the Municipality .

B. Actions Prior To Lease Term:

It will be required that all of the following must always be completed before the beginning of the lease term:

1. The unit has been inspected by the Municipality and it has been determined that the dwelling unit satisfies HQS;
2. Both the landlord and tenant have duly executed the lease, and the Municipality has approved the leasing of the unit according to the program requirements.

C. HAP Execution:

Prior to contract and lease execution, lease provisions, lease approval procedures, Housing Quality Inspection and payment procedures, will be fully discussed with the owner and, as it is required by the Law, all records and documents related to the lease approval will be filed and retained within the tenant's file for as long as the family stays within the program.

Every effort will be made by the City of Gurabo to execute HAP contract before the beginning of

the lease term. The Municipality will not pay housing assistance to the owner until the HAP contract has been executed. Should the HAP be executed during the period of 60 calendar days from the beginning of the lease term, the contract. Any HAP contract executed after the 60 day period is void and the Municipality will not pay any housing assistance payment to the owner.

D. Notice to Family and Owner:

The Municipality will promptly notify both the family and the owner, after having received the family's request for lease approval to lease a particular unit.

E: Procedure after PHA Approval:

When the Municipality has authorized the family to lease the unit, the owner and the Municipality may execute the HAP contract. The owner will receive a briefing on the program and the Section 8 Director will closely work with both the family and the owner to expedite the procedures. At this time the Section 8 Director will coordinate with the owner and based on these instructions, as to where the payments of subsidies will be directed to or specific instruction on the persons authorized to pick up the payment at the Municipality of Gurabo.

F: Landlords Rejections:

It will be the policy of the City of Gurabo not to enter into a HAP contract with the owner who refuses or has history of refusing to evict families who disturb the peaceful enjoyment of the property, or who are engaged in drug related or violent crime activity, and threaten the health or safety of the other decision will be taken according to HUD regulations as set in the Quality Housing Work Responsibility Act of 1998.

Accordingly the City will not be approved a unit if it has been advised by HUD or otherwise that the owner is debarred, suspended or subjected to a limited denial of participation under 24 CFR 24. When directed by HUD the unit will not be approved if:

1. If the Federal Government has initiated an administrative or judicial action against the owner for violation of the Fair Housing Act or the Federal equal opportunity requirement and the action is still pending to be resolved.
2. A court of Administrative Agency has determined that the owner violated the Fair Housing act or other Federal equal opportunity requirement and the action is still pending to be resolved.

As part of its administrative discretion, the Municipality may deny approval to lease a unit from an owner for any of the following reasons including but not limited to those mentioned above:

1. The owner has violated obligations under a housing assistance payment contract under Section 8 of the USHA of 1937 (43 USC 1437);
2. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
3. The owner has engaged in drug trafficking;

4. The owner has a background of non-compliance with the HQS for units leased under the tenant based program or with applicable housing standards for unit leased with Housing Choice Voucher Assistance or lease under another federal housing program.
5. The owner has a history or practice of renting units that fail to meet State or Local housing codes;
6. The owner has not paid State or Local real state taxes, fines or assessments.

It should be clearly established that nothing within 24 CFR 24 (982.306) is intended to give any owner any right to participate in the program. For purpose of this plan the term owner includes a principal or other interested parties.

G. **Initial Term Lease:** It will be the policy of the Municipality that the initial lease term will be for no more than one year after the execution of the HAP contract between the owner and the Municipality. The prevailing practice in the local housing market is to execute a lease contract of no more than one year . This is in accordance with established HUD regulations, as set in the Quality Housing works responsibility act, Section 545

H. **Security Deposits;** Owners may collect a security's deposit that is no greater than one month's rent which is the acceptable general practice within the Municipality. Every attempt will be made to brief the owners and tenants of the importance of this and encourage communications between the two parties.

If the owner fails to collect a security deposit, the Municipality will not be liable for any damages caused by the tenants according to the established federal regulations. The owner as well as the family should be briefed on their responsibilities concerning what have been stated above.

XXII. Rent Reasonableness:

A. **Determination:** According to 24 CFR 982.503 (k) the Municipality will not approve a lease unit it is determined that the initial rent is reasonable.

The Municipality will determine the reasonable rent under the following conditions:

1. Before any increase in the rent to the owner;
2. If there is a 5% decrease in the published FMR in effect 60 days before the contract anniversary (for unit size rented by the family) as compared with FMR in effect one year before the contract anniversary;
3. If directed by HUD.

The Municipality will determine the reasonable rent at any other time that it deems necessary as a form of efficient management of the limited funds available.

B. **Comparability:** The city of Gurabo will determine whether the rent to the owner is a

reasonable rent in comparison to rent for the other comparable unassisted units. To prove this determination the following will be considered:

1. The location, quality, size unit type and age of the contracted unit;
 2. Any amenities, housing services, maintenance and utilities to be provided by the owner according to the lease.
- C. Owner certification: By accepting each morning housing assistance payment from the Municipality, the owner certifies that the rent to the owner is no more than the rent charged by the owner or other owner for comparable unassisted units in the area. The owner must give to the Municipality any information requested on rents charged by the owner to other units in the premises or elsewhere.

In addition the Section 8 Director will establish data bank gathering information on the rental Values in different areas of his jurisdiction comparing them to proposed rents in the request for lease approval submitted to him by owners and applicants.

At time of the application being filled out the applicant will provide information as to the actual rent he is paying which can be verified by a certification from the landlord or agent. This will also constitute and index and in some cases an element to the survey conducted by him certify it as the Municipality customarily uses it The certification of Rent reasonableness will be kept as part as the tenant's file as long as the family stays as a program participant does.

XXIII. Payment Owners:

Details to process the monthly payments, calculations, preparation, delivery of the payments and the establishment of accounting and auditing procedure will be the responsibility of the program's accountant.

Both monthly checks to the owners and negative rents to families will be delivered during the first week of the month. If for an unforeseen reason this is not possible a notice will be sent to both of them owners and participants of negative rent and possible payment date respectively.

Following the Quality Housing and Work Responsibility Act the City of Gurabo can be considered liable for late compensation of the housing assistance payment by the owner. The owner according with the generally accepted practices in the local housing market must impose any late payment penalties. A late payment fee must be paid from the Municipality's administrative fee unless authorized by HUD to make the payment from another source. No late fee will be made if HUD determines that the delay in payment is due to elements out of control to the City Authorities.

XXIV. THE PROCESS TO ESTABLISH AND REVISE PAYMENT STANDARDS INCLUDING AFFORDABILITY ADJUSTMENTS:

- A. Payment Standards: A payment standard is set from 90% of the Fair Market for the PHA jurisdiction as established by QWHRA. The Municipality has a payment standard of 100% of the Fair Market Rent established by HUD.

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

0 BR	1 BR	2 BR	3 BR	4 BR

The local area office of HUD -Economic and Market Analysis Division (EMAD), and the HUD Public Section 8 Director will be annually consulted to confirm that the FMR used is accurate and reflects the general cost of housing to the City area.

In case that the PHA solicits a revision of the existing FMR, the City will submit documentation regarding median rate for the area. The PHAS will include in its solicitation:

- Evidence that significant changes in rents have been happening in the rental market which differ from the changes measured by the Consumer Price Index (CPI) factor which are used to update the Annual Housing Services based on the Median Rent
- Whenever is convenient or is required the PHA will provide local housing markets surveys to indicate the current median rent levels for standard units of various sizes within our designate FMR area.

B. Determination of Unit Size in Relation to Family Composition:

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

1. The subsidy standard provided for the smallest number of bedrooms required to house a family without overcrowding;
2. The subsidy requirements are consistent with space requirements under the HQS;
3. The subsidy standards have been applied consistently to all families of the same size and composition;
4. A child who may be temporarily away from home because of placement in foster care is considered a member of family in determining the family unit size;
5. A family consisting of only a pregnant will be treated as a two person family;
6. Any live- in aide which has been authorized by the Municipality to live within the unit to care for a family member who is either disabled or at least 50 years old will be conducted in determining the family unit size;

7. The Municipality has agreed that unless a live-in aide lives with the family the unit size for any family consisting of a single person will be either 0 or 1 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 its established that the exception is justified by age, sex, health, handicapped or relationship of family members or other personal circumstances.

D. Exception to FMR on a Unit by Unit Base:

The PHA is entitled to establish its payments standards from 90% -110% of the FMR approved for a MSA of the PHA. The PHA will allow to improve initial gross rents on a unit by unit basis which can exceed the FMR or payment standard established by the PHA for units, which because of their size, amenities or location or in the case of expanding housing opportunities fro low income families or to obtain units which have been made accessible to the disabled which are determined to warrant exceptions rents. The PHA accepts the fact that this same authority will not be exercised for more than 20% of the units authorized by the ACC.

E. Affordability Adjustments:

Upon re- certification/re-determination of the applicant any adjustment will be appropriated to the Payment Standards established by the PHA. Whenever is accurately determined by the PHA that based on documentation available there is an overpayment, the PHA will immediately advise the participant and ask for a meeting in order to established a repayment schedule or any other acceptable plan to recover the overpayment.

F. Rent Adjustments:

Rent adjustments requested by landlords would be processed as indicated in Section 982.509, April 30, 1998, page 23863. The owner may request said revision to the contract rent 60 days prior to the HAP contract anniversary date.

XXV. Eviction

In the case the owner requested an eviction he will be required the follow the contractual obligations and procedures. The legal counsel will assists the Section 8 Director in consultation with the Municipality.

The owner will not evict any family unless he complies with the State and Locals Laws and Regulations and with Section 983.310(e) of the Federal Register. The owner will provide a copy of the eviction notice to the Municipality and he will only be able to evict a tenant through a court action.

XXVI. Special Policies Concerning Special Housing Types in Program:

A. Policy Type of Unit Required:

Without incurring in vacancies the Municipality will make every reasonable effort to provide units of special housing types for the disabled families with physically disabled or elderly members who requires such units.

1. The Municipality will give elderly families a preferences in admission to projects for the elderly;
2. The Municipality has agreed not set a minimum age for the admission of disabled persons;
3. The Municipality will not exclude elderly families with children having units of appropriate size.
4. Accessible units counting with ramps, grab bars and other special facilities will be referred as a barrier free units.
5. The Municipality is aware that families defined as disabled often do not need designed units. That is case of the mentally disabled.

C. Large Families:

When it is determined that a qualified family such as a single mother with numerous small children (4, 5 or 6) Has difficulties to find an owner who is ready to rent an apartment or single detached unit the Municipality will provide the following assistance:

1. with homeowners who posses the proper sized units for the mentioned families and attempt to persuade tem to accept these families ;persuade them to accept these families;
2. Meet with representatives of the State Housing Department and Family Department to get assistance to solve the problem.
3. The city will do everything within its authority t o assist disabled, elderly, and large families to obtain suitable, safe and decent housing.

XXVII: Policy Concerning Repayment by a Family Participant to the PHA of Amounts Owed:

The Municipality will determine the following:

Step 1: Once it is established that the tenant owes money to the City a payment plan should be furnished.

Step 2: As soon as the payment plan is established it will be sent to the Finance Department who has the faculty to enforce payments pans. Following legal procedures the Finance Department s entitled to impose late penalties due to tenant's incomppliance with agreed plan.

Step 3: After different attempts to get the tenant to comply with the terms agreed he or she will have their participation canceled since there's always a clause in the contract to address the mentioned incompliance. Once there is a contract termination the family will have to wait 5 years in order to reapply for the program.

XVIII. Equal Opportunity:

The Municipality agrees to comply with all equal Opportunity Requirement, both State and Federal as:

1. The Fair Housing Act 42 USC 3610-3619 9 (24 CFR 100, et seq.)
2. Title VI of the Civil Rights Act of 1964, 42 USC 2000d (24CFR 1)
3. The age Discrimination Act of 1975, 42 USC 6101-6107 (24 CFR 146)
4. The executive Order 11063, Equal Opportunity in Housing (1962) as amended, Executive Order 12259, 46 FR 1253 (1980) as amended, Executive Order 12892,59 FR 2939 (1994) Implementing regulations at 24 CFR 107;
5. Section 504 of the Rehabilitation Act of 1973, USC 794 (implementing regulations at 24 CFR 8; and
6. Title II of the American Disabilities Act, 42 USC 1210, et seq.
 - a). For the application of equal opportunity requirements to an Indian Housing Authority se 24 CFR 950.115.
 - b). The Municipality must submit a signed certification to HUD as PHAS intention to comply with the Fair Housing Act, Title VI of the Civil Rights f 1964, the Age Discrimination Act f 1975, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 and title II of the American with Disabilities Act.

XXIX. Monitoring Program Performance:

The Municipality will collect and analyze all data that will established that:

- a). The regulations establishing tat a least 75% of the families that initially received assistance in every fiscal year had income in higher tan 30% of median income for the PHA area was fulfilled.
- b). Determine Reasonable of Rents prior to signing a HAP contract.
- c). The HAP's and utility payments are completed and made on schedule.
- d). The Housing Quality Standards are met ad conducted in a timely manner as required by QHWRA.
- e). That the income eligibility requirements under the QHWRA is fulfilled.

- f). The outreach efforts to both, landlords and families are adequate.
- g). Those outreach efforts to both; landlords ad families are adequate.
- h). That the payment standard as established by the PHA is in compliance with QHWRA and is revised annually based on the needs of the participant family.
- i) That reporting to MTCS is fully complied with and on time.
- j) That the PHA annual plan is being adhered to as required under QWHRA.
- k) Adequacy of allowance for utilities and revision of the same at least annually using established procedures.
- l). Performance under the program is in compliance with existing regulations.

Date for these will be available from the Permanent Records and Register to be established and from the accounting records and inspection form executed by both the inspector and each family, as well as from the Director's involvement in the rental market within the Municipality.

In order to better our efforts on any areas where we can find problems we must have the necessary backing as to assign the man task to the Section 8 Director complementing it with City resources.

XXX Mandatory Prohibition of Sex Offenders Policy

The Municipality of Gurabo has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under State sex offender registration program (24 CFR 982.553 (2)). The Municipality of Gurabo (RQ041) 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 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 issues a *Certificate of Conduct*.

The Municipality of Gurabo will deny admission if any member of the household is subject to a lifetime registration requirement under 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.

XXXI Domestic Violence Statement Policy - 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 US Housing Act (42 U.S.C. 1437c-1) to require PHA's Five Years and Annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or program of the PHA that are to intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Section 606 and Section 607 amend Section 8 and public housing sections of the US

Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assaults, or stalking-as well members of the victim's 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 Gurabo (RQ041) has adopted the following goals and objectives, for Domestic Violence Policy:

- The VAWA applies to the Housing Choice Voucher Program.
- The applicant/tenant/victim will be treated with respect and dignity.
- The Municipality of Gurabo will notify Housing Choice Voucher owners and managers of VAWA.
- The Municipality of Gurabo will notify vouchers holders of their rights under imminent threat of further domestic violence or stalking.
- VAWA will be incorporated into the landlord and tenant orientation process.
- Necessary conforming amendments to Housing Choice Voucher Program rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development (HUD)

XXXII. Summary:

To conclude the PHA agrees that the participation in the Housing in the Housing Choice Voucher Program requires compliance with al HUD rules and regulations. In those cases where the PHA has not made a direct references we agree to use existing HUD's regulations to implement our program. In addition to compliance with the consolidated ACC and PHA's HUD approved applications for program funding the following actions will be taken in order to assure fulfillment of our responsibilities.

- a) Newspaper and radio will be used to inform both families and owners of the availability of housing assistance payments for extremely low and very low-income families. Written material will be prepared in order to familiarize and it will also be included in a family housing orientation package.
- b) To fulfill the Municipality's responsibility of receiving and reviewing the applications for vouchers and to verify the income and other relevant factors the City is including the following actions:
 - We have retained a consultant to train, coordinate and supervise the development and implementation of this same program on an ongoing basis. The organizational structure being implemented together with the assistance received from our consultant we will be able to develop a viable and effective program that will comply with existing regulations.
 - Members of our staff will assist to seminars and conferences to keep up with every regulations and amendment introduced by HUD. With the information received we will established a system of in house seminaries for our staff.
- c) To meet our responsibilities regarding issuance of vouchers we will be establishing a performance records of vouchers. This will allow the PHA to assure that the number of vouchers and of funds allocated will correspond assuring that 75% of families receiving

assistance every fiscal year will have income no higher than the required 30% of mediana income.

- d) To provide documented basis to notify ineligible families a file will be established containing the application, verifications and the reasons to based the ineligibility, as well as a copy of the notification to the applicant and any informal hearing or appeal's material such as the signed interview from taken during the process.
- e) In order to meet our responsibility to provide each voucher holder with basic information on:
 - 1. Applicable HQS;
 - 2. Inspection Procedures;
 - 3. Search, selection and basic program rules.

The local housing staff will give application orientation, to every approved eligible family, Evidence supporting that these procedures were followed will be filed in every family record.

- f) To meet the City responsibility in the determination of the Tenant Rent the Section 8 area will heavily rely on its trained housing staff. The information-received from the applicant after verification and analysis within the appropriate computation from will support computations. Documents that based the amount of the tenants rent and other supporting documents will be included within each family's file. A copy of these documents will be sent to HUD through its MTCS system. This file will also assured that the computation was made according to the establish procedures.
- g) In order to meet the City responsibility in establishing the Housing Assistance Payment and rent plausibility, trained personnel will review the lease approval request, the lease approval request, so that the proposed rent does not exceed the established PHA payment Standard Proper credit for the utilities will also be reviewed and then the amount for Housing Assistance Payments will be determined. Every file will be fully documented and the appropriate housing staff member will certify the rent.
- h) To meet the Municipality's responsibilities in making a fast and accurate Housing Assistance Payments the City will create a system to assure that the funds will always be available. This will be achieved trough a coordinated effort among the Finance Department, the Housing Department and the PHA staff. The PHA staff will prepare a monthly payroll of the payments to be made based on the existing contracts filed in their permanent records where active Housing Assistance Payments Contracts are kept. The record where vacancies and intention To vacate are filed will always be processed. The Program Director will have a clear address where the checks will be mailed or an authorization if the check will be picked up personally. In the latter the City will request a receipt in order to hand in the check. Payments should be Made no later than the first. Day of every month. If there is an unforeseen delay the owner will be notified and will receive a written explanation.
- i.) To meet responsibility in performing annual re-examination in timely manner families will receive a letter containing instructions on this matter. The Re-Certification from will be filled, verified and analyzed, and the new tenant rent will be established at that time. The family and the owner will be notified and once any appeal or objection has been clarified the City will proceed to introduce the corresponding amendments to the contract. Supporting documents will always be kept on file. This will facilitate the process whenever a

Participating family asks for cases the Director should ask for any document that establishes the base for the both the landlord and tenant and the PHA's Accounting Division will be notified for payments and budget review.

- j.) In order to meet HUD's regulation establishing that reports and families information is electronically transmitted the PHA will assure that its Internet connection works efficiently.
- k.) Regarding inspections a Program inspector is designated according the Program Financial Resource. A record of inspection will be kept in order to assure that all properties under contract have been inspected and those in need of additional examination were re-inspected corrections made.

The program inspector may perform additional inspections at the request of the tenant in these cases the inspector can establish a schedule to conduct additional monitories. This type of inspection does not constitute a substitution of the annual reexaminations. Forms for mentioned inspection and additional training in HQS criteria will be given to the inspector.

- l.) To meet responsibilities in eviction cases basis and procedures are included in the leases. The requirements to be met are established in FR 982.310. The city's Legal Counsel will be available for consultation to the Program Director whenever is considered necessary in order to comply with the procedures established.
- m.) The responsibility to comply with Equal Opportunity Requirements will be met by extending the existing EOR in other City Programs to the Section 8 Program.

XXXIII. Definitions of Terms and Concepts:

In addition to the terms and concepts used in both the Existing Certificate and Voucher Programs, the following terms, definitions ad concepts also apply:

- A. Extremely low- income family:** a family whose income does not exceed 30% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.
- B. Very low-income family:** A family whose income does not exceed 50% of the Median Income of the area, as established by HUD.
- C. Full time student:** a person who is attending school or vocational training on a full time basis
- D. Responsibility Entity :** For the public housing and section 8 tenant -based assistance (part 982) means the PHA administering the program under an ACC with HUD .
- E. Tenant Rent:** The amount paid monthly by the family as rent to the unit owner.
- F. Applicable Payment Standard:** The Maximum subsidy payment for a family (before deducting the family contribution). The PHA sets a payment standard in the range of 90% to 110% of the current FMR exception rent limit.
- G. Exception Rent:** An amount that exceeds the published FMR.

- H. Family unit size:** The appropriate number of bedrooms for a family as established by HUD under the PHA subsidy standards.
- I. Funding Increment:** Every commitment of budget authority by HUD to a PHA under the consolidated annual contributions contracts for the PHA program.
- J. Gross Rent:** The sum of the rent to the owner plus any utility allowance.
- K. HAP Contract:** Housing Assistance Payment Contract.
- L. Housing Assistance Payment:** The monthly assistance payment by a PHA which includes:
- 1) A Payment to the owner fro rent under the family lease;
 - 2) An additional payment to the family if the total assistance payment exceeds the rent to the owner.
- O. Budget Authority:** an amount authorized and appropriated by the US Congress for Payment to the PHA's under the program.
- P. Applicant (applicant family):** A family that has applied for admission to a program but Is not yet a participant in the program.
- Q. Admission:** The point when the family becomes a participant in the program. The date used for this purpose is the date of the HAP contract for a family in a tenant-based program.
- R. Administrative Fee Reserve (formerly Operating Reserve):** It is an account opened by the PHA from excess administrative fee income. The administrative fee reserve must be used for housing for housing purpose.
- S. Contiguous MSA:** In portability (under subpart H of part 982) a MSA is one that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.
- T. Contract Authority:** The Maximum annual payment by HUD to a PHA for a funding increment.
- U. Participant (participant family):** A family that has been admitted to the PHA program and is currently assisted under the program. The family becomes a participant on the effective date of the first HAP contract.
- V. Premises:** The building or complex where the unit is located including common areas and ground.
- W. Reasonable Rent:** A rent to the owner that is no more that the rent charged :
- 1) For comparable units in the private unassisted market ;and
 - 2) For comparable unassisted units in the premises.
- X. Rent to Owner:** The total monthly rent payable to the owner under the lease for the unit. Rent to the owner covers payment for any housing services, maintenance and utilities that

The owner is required to provide and pay for.

- Y. Special Admission:** Admission of an applicant that is not on the PHA waiting list or without considering his or her waiting list position.
- Z. Subsidy Standards:** Standards established by a PHA to determine the appropriate Number of bedrooms and amounts of subsidies for families of different sizes and Compositions.
- AA. Suspension:** Stopping the clock on the term of a family's voucher for such period as determined by the PHA from the time when the family submits a request for PHA approval to lease a unit until the time when the PHA approves or denies the request.
- BB. Tenant:** The person or persons (other than live in aide) who executes the lease as lessee of the unit.
- CC. Violent Criminal Activity:** Any illegal criminal activity that has as one of its elements the use, attempted use or threatened use of physical force against the person or property of another .
- DD. Voucher (rental voucher):** a document issued by the PHA to a family selected for Admission to the Housing Choice Voucher Program. This document describe the program and the procedures for the approval of a unit selected by the family. the voucher also states obligations of the family under the program.
- EE. The Housing Choice Voucher:** The rental voucher program is the result of the merge Between of the old voucher program and the certificate program under the QHWRA of 1998.
- FF. Waiting List Admission:** An Admission from the PHA waiting list.