PHA Plans

Streamlined Annual Version

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

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

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

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

Streamlined Annual PHA Plan
for Fiscal Year: 2008
PHA Name: Municipality of Salinas
RQ-069

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

Streamlined Annual PHA Plan
Agency Identification

PHA Name: Municipality of Salinas **PHA Number:** RQ-069

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: 97

☐ **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: Ivette Ortiz Zayas, Director Phone: (787)824-5310
TDD: Email (if available): hud-069@yahoo.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. ☒ Yes ☐ No.
If yes, select all that apply:
☒ Main administrative office of the PHA
☐ PHA development management offices
☐ Main administrative office of the local, county or State government
☐ Public library ☐ PHA website ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)
☒ Main business office of the PHA ☐ PHA development management offices
☐ Other (list below)

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

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

A. PHA PLAN COMPONENTS

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

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:
Form HUD-50070, *Certification for a Drug-Free Workplace;*
Form HUD-50071, *Certification of Payments to Influence Federal Transactions*; and
Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities*.

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

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

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

A. Site-Based Waiting Lists-Previous Year N/A

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

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

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year N/A

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
   If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

2. Capital Improvement Needs N/A

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

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

A. Capital Fund Program

1. ☐ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. ☐ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

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

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

HOPE VI Revitalization Grant Status
a. Development Name: b. Development Number:
c. Status of Grant: ☐ Revitalization Plan under development ☐ Revitalization Plan submitted, pending approval ☐ Revitalization Plan approved ☐ Activities pursuant to an approved Revitalization Plan underway

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

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

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

3. Section 8 Tenant Based Assistance --Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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

2. Program Description:

a. Size of Program

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

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

b. PHA-established eligibility criteria

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

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

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

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

☐ Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.

☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

☐ Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

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

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

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

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction:**Co mmonwealth 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)
Request for more vouchers when available to increase participating families

☐ Other: (list below)

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

a. Improving living condition of the municipality residents through the development of new programs and /or projects upon CDBG funds are received from State agency.
b. Rehabilitating housing units among the municipality to use them as rental units for the participants.
C. Improving living conditions throughout the re pavement of city roads.

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**
	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;	5 Year and Annual Plans
X	*PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan*	Streamlined Annual Plans
X	*Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan*.	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☐ 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. ☐ 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. ☐ 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. ☒ Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
		Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types ☐ Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures ☐ Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. ☒ 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
	Policies governing any Section 8 Homeownership program (Section _____of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs ☐ 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). ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans Only: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
		Management and Operations

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**Federal FY of Grant:**

☐**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☐**Revised Annual Statement (revision no:)**
☐**Performance and Evaluation Report for Period Ending:** ☐**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				

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

8. Capital Fund Program Five-Year Action Plan

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

8. Capital Fund Program Five-Year Action Plan

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

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Part II: Supporting Pages—Work Activities**					
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**
Total CFP Estimated Cost		$			$

Administrative Plan

I. Introduction

The Housing Authority of the Municipal Department of Housing of Salinas has revised this Administrative Plan in order to provide organizational and operational guidance for administering and selecting families for participation in the Section 8 Existing Housing Voucher Programs. This plan includes, exclusively, the policies and procedures concerning the treatment of applicants and participants.

II Goals and Objectives

The Municipality of Salinas has established the Housing Authority for Voucher Programs in order to assist financially distressed families in meeting their housing needs (decent, safe and sanitary housing). There are two major philosophy components in the Section 8 Program: First, to provide families the opportunity of choice and mobility in selecting where they want to live, and second, to maintain the essential elements of a private relationship between the tenant and the landlord on matters other than the rent. As result of this philosophy the Section 8 Voucher Programs are tenant based, and not to a particular housing unit. Also, the purpose of FSS as part of Section 8 is the development of strategies to coordinate the use of housing assistance under the Section 8 Voucher Programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self sufficiency *(Section 984.101).* The purpose of our municipality is to assist the families during times of distress and to gradually improve their way of life by giving them the tools to help them achive self sufficiency as soon as posible.

III. Administrative Structure

The Section 8 Office will have the major responsability and authority in the implementation of the Section 8 Existing Certificate and Voucher Housing Programs.

The duties and responsabilities of the Section 8 Office may be summarized as follows:

~ Overall responsability for insuring compliance with federal regulations, coordinating the implementation of Tenant Policy, Affirmative Marketing Plan and for directing the day to day activities designed to meet program goals and objectives.

~ *Housing Inspector*- is responsible for insuring that housing units meet the Section 8 Housing Quality Standards.

~ *Section 8 Accountant*- maintains accounting books, records and reports in accordance with Municipal and HUD requirements; assures adequate funds for payment of the rental contracts.

~ *FSS Program*- will be operated in compliance with the approved Action Plan as described in Section 984.201 and will provide comprehensive supporting services as defined in Section 984.103. Our goal is to have every participant in this program.

The Section 8 Office has the following job descriptions for each technical and administrative staff to perform the work required by the Section 8 Housing Certificate and Voucher Programs.

A. Office of the Housing Department Director

1. Section 8 Program Coordinator
   Administrative Responsibility

Report directly to the Director of the Federal Funds Office; coordinate the Section 8 Program and the FSS Program. Coordinate with the Accountant on financial matters. Coordinate the FSS Program and the Program Coordinating Committee (PCC).

Functional Responsibility

Has overall responsibility for compliance with the Administrative Plan, coordination of the Section 8 Program, Tenant Policy Section 8 Office requirements, the FSS Program Operations, and pertinent Municipal policies. Responsible for meeting program goals and objectives.

Specific Duties

~ Direct technical and administrative work of the Section 8 Existing Housing Programs.

~ Perform program goals and prepare staff workplans.

~ Responsible for staff supervision.

~ Prepare monthly perfomance reports for the Federal Funds Office Director.

~ Prepare narrative and statistical reports in accordance with HUD regulations.

~ Responsible for assuring compliance with HUD regulations in program implementation.

~ Responsible for measuring the success of the FSS Program.

~ Supervise work performed by the program personnel.

~ Negotiate contracts with unit owners and tenants.

~ Evalute grievances presented by unit owners and tenants and inform Federal Funds Office Director

~ Weekly reports to the Supervisor (Federal Funds Department Director) concerning progress and problems.

~ Perform Quality Inspections Report of 5% of the total rented units.

~ Analyze and report on current rent reasonableness.

~ Coordinate with the consultants on the required documentation in order to prepare additional funds proposals.

~ Comply with any other duty assigned by the Mayor

2. Section 8 Program Technicians

Executes special investigations due to grievances or information received regarding program abuse. The technicians are responsible for ensuring that each family selected to participate in the Section 8 Program enters into a contract, which is to be signed by the head of the family.

Administrative Responsibility
Reports to the Section 8 Program Director.

Functional (Program) Responsibility

Responsible for initiation and maintenance of contact with clients and applicants, verification of eligibility and follow-ups. Responsible for maintaining current, updated files on available housing units and providing information to clients. Responsible for establishing the terms and conditions of the lease contract and the consequences for non-compliance [Section 984.302(5)].

Specific Duties

~ Interview owners applicants and complete applications for Section 8 assistance.

~ Verify eligibility of families in order to ensure compliance with program eligibility criteria.

~ Prepare case reports and maintain an adequate file of all documents.

~ Prepare monthly activity reports.

~ Conduct annual family reexaminations.

~ Verify family income.

~ Participate in negotiation of contracts with owners.

~ Maintain files including required documents and current listings of available housing units.

~ Periodical contact with realtors, owners, leasors, etc., in order to update rental housing market information in coordination with Housing Inspectors.

~ Provide individual information to clients concerning available housing and any other related matters.

~ Prepare FSS Program families individual contracts. The contract shall incorporate the individual training and service plans, the family's rigths and responsibilities, the service to be provided and the activities to be completed by the head of the family, and each adult member of the family, who care to participate in the program.

~ Prepare monthly payrolls for housing owner participants of the Section 8 Program.

~ Visit participants and/or neighborhoods to perform any required special investigation or inspection.

3. Section 8 Program Account

    1) Fiscal Unit Coordinator

Administrative Responsibility
Reports to the Section 8 Program Director.

Functional (Program) Responsibility
Has overall responsibility for ensuring that all accounting books, records and reports are maintained in accordance with HUD requirements and generally accepted accounting standards.

Specific Duties

~ Inform Section 8 Program Director on the status of the program's finances.

~ Prepare requisitions for program funds.

~ Prepare annual Section 8 applications (especially Form FUD 52672 and HUD 52673).

~ Maintain a record of rental payments to the owners (HAP register).

~ Coordinate with the Section 8 program Coordinator about changes in adress, income, family composition and any other information pertained to tenants and owners.

~ Prepare financial reports at the end of the fiscal year.

~ Perform other duties as required by the Section 8 Program Director.

~ Perform the accounting for the Section 8 Program.

~ Maintain accounting files in accordance with Section 8 Program needs.

~ Verify payrolls of Section 8 Program employees.

~ Keep records of Portability payments and receivables.

~ Prepare monthly trial balances for the Section 8 Program.

4. Section 8 Program Housing Inspector

Administrative Responsability
Report to the Section 8 Program Director.

Functional Responsibility
Is responsible for ensuring that housing units, (Existing) meet Section 8 Housing Quality Standards.

Specific Duties

~ Perform initial, annual or special inspections to proposed or under contract exisiting housing units.

~ Will aprove units in compliance with Housing Quality Standards.

~ Notify owners and participants of deficiencies encountered and will give a time frame to perform the repairs.

~ Analyze and report on current rent reasonableness for each contract housing unit.

~ Execute the Inspection Form (HUD-52580), Lead-based Paint Certification, Rent Reasonableness and Request for Leas Approval Forms.

~ Fully document each file with the necessary documents.

~ Advise clients on all matters including complaint procedure. Hand-deliver documents to participants.

~ Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program. Make and receive telephone calls related to the Section 8 Program.

~ Responsible for the maintenance of documentation related to Housing Quality Standards inspections and of keeping them properly filed.

~ Perform other duties as required by the Housing Department Director and/or the Section 8 Program Director.

IV. Administration of Program Procedures

The Housing Authority has developed detailed procedures for the administration of Section 8 Existing Housing Certificate and Voucher Programs. These procedures provide the framework for directing, managing, supervising and monitoring program activities. They include local procedures and policies for the treatment of applicants and participants as follow:

1. Outreach to Families and Owners

The overall objective of this activity is to assure that program availability is adequately publicized in order to reach eligible families and owners of rental housing units. Affirmative marketing efforts are a key component, since certain groups are difficult to reach by conventional means, in order to ensure that all eligible candidates have an opportunity to participate in the program.

Each time the Section 8 Office enters into Annual Contributions Contract for new units, it makes known to the public- via publication in the Section 8 Bulletin Board and/or other suitable means- the availability and nature of housing assistance for very low income families. This notice contains the following information:

~ When families may apply for the program.

~ A brief description of the Section 8 and FSS Programs, including the possibility of families receiving assistance for the units which they are currently occupying.

~ It states that occupants and applicants of public and/or other housing may apply for the Section 8 Housing Programs if they wish to participate.

~ Special outreach for handicapped families.

The HA will publish a notice inviting owners to make dwelling units available for leasing by participating families. This notice is published via memorando posted in the Municipal Government Reception Bulletin Board, and the Section 8 Reception Area and/or other suitable means, as necessary, in order to reach a maximum number of owners and real estate brokers located in all geographical sectors within the jurisdiction of the Housing Administration.

The HA has an affirmative action marketing program to ensure that opportunities for program participation are adequately publicized in order to reach and/or accomplish the following:

~ Families identified by the HA as the least likely to apply (e.g., handicapped families, very low-income families, large families, and homeless families).

~ Families identified in the Housing Assistance Plan.

~ Owners of rental properties located outside areas of low-income or minority concentrations.

~ Families identified in the Rental Rehabilitations Program.

~ Provide area- wide housing opportunities to families.

All outreach is done in accordance with the Section 8 Office's approved Equal Opportunity Housing Plan, Administrative Plan, and HUD guidelines for fair housing using the equal housing opportunity logotype, statement and slogan.

The following steps are undertaken annually to assure a successful outreach program for attracting families (if necessary):

~ Identify resources available for performing outreach functions, including staff, community service and housing counseling agencies, churches, employers, unions, etc.

~ Review methods for taking applications in order to ensure that adequate provisions are made for hardship cases, and review desirability of pooling application resources with other HA services, in order to provide information on a wider range of housing opportunities.

~ Plan to implement outreach, aimed at the families least likely to apply, in advance of the date on which formal application-taking procedures are given.

~ Alternative means of delivering the outreach message are analyzed, including those listed below:

a.) Newspaper announcements in widely circulated newspapers and/or other suitable means.

b.) The "Word of Mouth" approach by currently assisted and/or applicant families, encouraging them to inform their friends, relatives and neighbors about the program.

c.) Supportive outreach assistance provide by other organizations.

2. Completion of Applications, Determination of Eligibility and Selection of Families (24 CFR, 982)

a) Families who have completed applications (after all required documents have been received, evaluated and accepted by the HA), and are in the application pool are considered according to the date and time of the application.

Family: (24 CFR, 812.2) a single or a group of persons living together, subject to the provisions and eligibility criteria established under the program [Family Composition 982.201 (c)].

The term includes, but is not limited to:

~ A family with a child or children.

~ A group of persons consisting of two or more elderly persons or disabled persons living, or one or more elderly or disabled persons living with one or more live-in aides.

~ An elderly family (or single person) which includes a remaining member of a tenant family.

~ A disabled person.

~ A displaced person.

~ A single pregnant woman with no other family members.

~ Unmarried couples and other non-related persons living as a family.

~ A child who is temporarily away from the home because of placement in foster care is considered a member of this family.

Applicants who certify housing needs in one of the following categories are listed in order of priority within each category. Selection will be governed by Date and Time of application. Application forms must be signed. The process must comply with [24 CFR, 982.208 (1) (9)] Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-19/ Fair Housing Act); Executive Order 11063 on Equal Opportunity in Housing; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975, and the American with Disabilities Act (42 U.S.C. 12101-12213). The preferences must be consistent with the HA Affirmative Fair Housing Objectives.

Local preferences have been establishes in order as follows;

1) Natural Disasters
2) Handicap Persons
3) Position on Waiting list

b) Federal Selection Preferences (Section 882.219)

*	*Priority I*:	Families under Law 54 protection
	Priority II:	Families with three Federal Preferences
	Priority III:	Families with two Federal Preferences
	Priority IV.	Families with one Federal Preference

* The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHA's five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Sections 607 amend the Section 8 and public hosing criminal domestic violence, dating violence, sexual assault, or stalking- as well as members of the victims' immediate families – from losing their HUD- assisted hosing 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 Salinas (RQ 062) has adopted the following goals and objectives, for Domestic Violence Policy:

- The VAWA applies to the Hosing Choice Voucher Program.
- The applicant/tenant/victim will be treated with respect and dignity.
- The Municipality of Salinas will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape and 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)

The Housing Authority of Salinas applies the Federal Preferences in a manner consistent with the provisions of Section 882.219, the non-discrimination requirements as established in Section 882.111, and Section 984.104(c) of the FSS Program.

c) Criteria for the 10 percent Exemption Priority

In this HA we have applicants on the waiting list with various housing needs. They all qualify at least one out of the local Preferences. Non-preference applicants are rare and almost nil. Therefore, the 10 percent exception in this HA will be applied to applicants with special situations and/or conditions. This cases are evaluated and refered to us by the Executive Director.

d) Restrictions on Assistance to Non-citizens

Verification of eligible inmigration status will be conducted by the HA simultaneously with verification of other aspects of eligibility requirements for assistance under 24 CFR Section 214 (200.180 thru 200.192, Sub-part G) and Section 912.

The HA will verify eligible inmigration status in accodance with the INS procedures described in 24 CFR Section 912.8.

3. <u>Suspension of Application-taking</u>

If there is insufficient funding to admit all eligible applicants to participate in the Section 8 Program, this HA will suspend at any time, the acceptance or processing of new applications, or the addition of new listings to the waiting list.

When the number of applicants on the waiting list is such that new applicants would have to wait for more than one year for a certificate and/or a voucher, the HA will suspend the taking of applications. This will avoid both unnecessary application processing costs and false hopes to applicant families that assistance would be available to them in the near future. Suspension of application-taking will be publicy announced in the same manner as the public notices for program availability, and once resumed, public notices will be made.

4. <u>Initial Screening of Applications</u>

a) The procedures and documents required for determining family eligibility are as follows:

~ Applicants present evidence of all income received by the family including Social Security benefits, Social Services, pensions, child support, scholarships, assets, etc.

~ Applicants and participants are required to disclose and verify their Social Security numbers as well as their childrens Social Security numbers (children over 6 years of age), and their employers business identification number (if necessary).

~ Certification of employment signed by the employer.

~ Affidavits for seasonal workers or for the self employed.

~ Eviction notice, where applicable.

~ Evidence or receipt of most recently paid rent.

~ Marriage certificate or divorce decree, where applicable.

~ Birth certificates of all the members of the family.

~ Good Conduct Certificate from the Police Department.

~ Certification of ongoing studies for all children over 18 years of age.

~ Affidavit for common-law couples.

~ Income tax return forms.

~Utility receipts paid and or negative certification from utility providers

~ Certification of unemployment for persons who are older than 18 years of age and are not studying.

~ Certification of a handicap or a medical disability.

~ Property Tltle of the location currently occupied by the applicant in order to verify that the property is not owned by the applicant.

~ Family group photograph.

~ These items will be required at the discretion of the agency whenever applicable (privided that it will not impose financial hardship).

~ Authorization for release of information for all members of households over 18 years of age.

The aplicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions- e.g., the Social Services Department, the Housing Authority, the Social Security Administration, etc.- and to obtain verification of income. The FSS Program may screen families for participation in the FSS Program. The factors to be used by the HA are family interest and motivation to participate in the FSS Program. The HA requires attendance at FSS orientation sessions and/or a pre-selection interview [Section 984.203 (c) (1) (2)].

Program personnel may also conduct interviews at their current place of residence and have their living conditions documented.

Once the family's eligibility has been determined, the family is notified by mail of the determination taken and of the steps to follow.

Ineligible families will be offered an informal hearing on the determination of ineligibility no later than thirty (30) days after the date their application was submitted.

b) Computation of Gross Family Contribution

Computation of gross family contribution will be determined as per HUD's regulations. The computation for gross family contribution will be made once all income has been duly accounted for and properly verified, and all credits and unusual expenses have been determined eligible under the other aplicable factors.

Computation of gross family contribution (GFC) is the greater of the following computations:

a) 10% of the monthly income before any deductions.
b) 30% of the monthly income after allowances for minors, medical (if applicable) and other eligible expenses.

5. <u>Briefing of Families and Issuance of Certificates</u>

When the familiy receives a certificate, the following items will be fully explained:

~ Time of participation- Five year plan

~ Family and owner responsibilities under the lease and HAP contracts.

~ How to find a suitable unit.

~ Housing Quality Standards.

~ Procedures for both the family and owner regarding dwelling unit inspections.

~ Fair Housing Equal Opportunity and Grievance Procedures.

The certificate or voucher issued to the family will be determined by the size of the family. We may have more than one family doing housing search for that

available voucher.The length of extension for a certificate or voucher, beyond the initial 30 days term, must be established by the HA based on a just cause accepted by the HA. Two (2) thirrty (30) day extensions will be granted by the HA if warranted and participants has presented evidence of their housing search efforts during this period. After the request for lease approval is submitted, the HA will extend the certificate or voucher for a period not to exceed thirty (30) days based on a good cause. In case a certificate or voucher expires, the family may reapply and be added to the waiting list in order of priority.

The family may obtain the pertinent request form for lease approval. The family will be given ample opportunity to discuss and raise questions with relation to the above mentioned orientation. Personal assistance will be provided to families in an attempt to help them find adequate housing.

The HA will encourage participation of owners of suitable units located outside areas of low income or minority concentrations. Owners will be oriented in relation to this matter.

5. <u>A Certificate Holders Packet will be given to the family containing the following</u>:

~ Request for lease approval

~ Required lease provisions

~ Lead-based paint notices and certificate

~ Fair housing information

~ Schedule of utility allowances

~ Informal hearing procedures

~ Information on the total tenant payment (tenant rent)

~ Portability eligibility (24 CFR 982.354 & 982.355)

7. <u>Housing Quality Standards and Inspections</u>

The Section 8 Office utilizes the inspection form HUD-52580 to perform and record the inspections of each unit.

The housing unit must comply with the Housing Quality Standards and Acceptability criteria. The inspection is conducted with participation of the owner, the tenant and the Section 8 Office Housing Inspector. Each person initials each

page of the inspection form signs the last page. This procedure is used for initial inspections and reinspections.

To assure Housing Quality Standards, a sample of all inspections will be supervised by the Section 8 Program. Reports of inspections will be kept in the program's files, (according to the PHA minimum control sample table CFR 985.2, Salinas requires at least 6 samples).

8. <u>Utility Allowances</u>

The HA will conduct a study on utility allowances when it is considered necessary. Utility rate data is revised at least every 12 months or will be adjusted whenever rates have increased or decreased by 10% or more.

9. <u>Lease Approval and Housing Assistance Payments, Contract Execution and Rent Reasonableness.</u>

a) Prior to executing a lease contract, the Section 8 Office Undertakes a study to determine the rent that is being paid for housing units in the area with the same characteristics. Each participant's file has a copy of the study conducted certifying the reasonableness of the contract rent. Reasonableness of rent will determined by consulting the Department of Consumer Affairs and/or by means of comparison with the rent of similar standard units in the neighboring areas.

The Section 8 Office informs families on the process of locating a suitable housing unit as well as on lease provisions. When possible, the owner is oriented about program procedures and regulations at the Section 8 Office. In cases where the rent is over the fair market rent and the difference is considered reasonable, the HA may approve the exemption rents up to 10% over the FMR, but this may not exceed 20% of the units under ACC for the HA Certificate Program. Records and documents related to lease approval will be filed at the program's office for the life of the contract and for at least 3 years after cancelation of the same.

The HA will use a model lease contract approved by HUD. The HA will conduct a study on rent reasonable when it is considered necessary to establish that the contract rent is not in excess of rents currently being charged by owners for comparable unassisted units.

b) In accordance with Final Rule 982 (7/3/95), the HA eliminated the imposed limit on the amount owner security deposit. The HA prohibits security deposits in excess of private market practice. Our HA recommends an amoun, not less than one month of the contracted rent.

c) The HA will assist the families that claim that illegal discrimination has prevented the family from leasing a suitable unit: Ex., single women with many children.

d) The HA states that it will be it's policy to provide non-confidential information about a family to prospective owners.

10. Annual and Interim Recertifications

A systematic review of family income, composition, and exceptional medical (if applicable) or other unusual expenses shall be controlled by means of annual re-examinations (recertification) of all cases.

Interim reviews are triggered by requests made by the families or by any indication that the status of the family had changed.

Ninety days prior to the expiration of the contract, the tenants are notified by mail of the need for a re-examination of the family's income, composition, unusual expenses, etc. This letter indicates the date, time and place, and which documents are necessary for the re-examination.

Section 8 Office procedures call for the re-examination of a family's income and circumstances, usually done annually or whenever triggered by evidence of change, or by periodically conducted investigations. Follow-up actions are taken and special examinations are conducted when circumstances and information prevent a family's annual income from being projected with any reasonable degree of accuracy.

The Family and/or owner will be notified of the outcome of the recertification with 30 days notice prior to the expiration of the contract. The HA will notify participants and/or owners of any change(s) made due to the recertification process within the required 30 days notice.

11. Informal Review & Hearing for Denial, Reduction, or Termination of Assistance

The HA, upon determinig that an applicant or participant is ineligible, will notify the applicant or participant, in writing, on the reason(s) for the ineligibility and of their right to request an informal review for applicants, or informal hearing for participants.

Procedure:

When an informal review or hearing is requested by an applicant, certificate or voucher holder, or tenant, said informal review or hearing will be conducted by an employee of the HA or another public official who is not directly involved in the day-to –day administration of the program.

In addition:

~ The family may retain counsel or other representation, if desired, at its own expense.

~ Either the family or its counsel/representative must be given the opportunity to examine the evidence and question any adverse witness(es). The family, or its counsel/representative, must also be given the opportunity to present testimony and evidence in its favor. The decision of the official presiding over the hearing must be in writing, must be based solely on the evidence provided at the hearing, and must state the legal and evidentiary grounds for the decision.

12. Repayment of Debt to the HA and Denial Assistance

a) The HA will offer an applicant and/or participant the opportunity to enter into an agreement for repaying the money owed to the HA or amounts paid to an owner by the HA. *The agreement will be on the terms prescribed by the HA.* The HA may at anytime deny or terminate assistance for breaching an agreement. If the participant breaches an agreement, the HA may terminate housing assistance payments which are being made on behalf of the participant under an outstanding contract.

b) The HA will no longer consider the participation of a family in the Section 8 Existing Housing Certificate and Voucher Programs, after the family has been denied assistance and they have been terminated by the program due to violations of the program's policies and procedures.

c) The HA will allow the family to be absent from the dwelling unit for no more than 90 days under the following first three verified circumstances:

~ Illness or hospitalization – medical history verification requested.

~ Illness of a relative who needs care from a family member, in another location- medical history verification requested.

~ Any other HA approved and verified circumstances, e.g., military service (reserves, etc.).

~ Vacations for no more than 30 days.

d) The HA will continue giving assistance, after the break-up of a marriage, to the family member to whom the custody of the children was granted by the

court. In a case where there are no children involved, the HA will determine who will continue to receive the assistance.

13. Terminations and Evictions

Under the program, eligible families will automatically continue to receive Assistance up to five years where we espect that each family will be able to reach selfsufficiency, unless the contract is terminated by the HA for reasons similar to those set forth in the HAP contract, such as:

~ The family vacates the unit in violation of the lease.

~ The owner terminates tenancy in accordance with regulations.

~ The family moves from its unit without the owner's approval and/or without the owners approval and/or without notifying the program.

~ Our HA, in accordance with the Final Rule 982, dated July 3, 1995, eliminated the right of the owner to claim reimbursemement from the HA for damages, unpaid rents and other amount owed by the tenant under the lease. The owner must seek, from the tenant, payment of any damages.

If the Housing Voucher family vacates its unit in violation of its lease, the owner retains the payment for the month in which the vacancy occurred.

~ The owner has evicted the family in accordance with State/Local Law (the owner must notify the Section 8 Office prior to instituting eviction procedures).

The HA may also terminate the contract if:

~ The family no longer requiress assistance.

~ The units fails HQS.

~ The unit is overcrowded and does not meet the HQS space requirements.

~ The HA discovers program abuse and fraud.

~ The owner is not in compliance with the terms of the housing contract.

~ The family does not comply with the obligations stated in the contract.

~ The tenant does not comply with the recertification process on time.

~ Section 8 voucher holders do not participate of the different programs offer to them in order to improve their way of life and reach selfsuficiency . Educational programs or employment searching will be required to all participans unless medical or disability reasons.

The family/owner will be notified, in writing, 30 days prior to the termination of the contract.

Evictions

Although the HA does not authorize or deny eviction actions, owners are required to:

~ Comply with the requirements of State/Local Law.

~ Provide a copy of the notice to the HA when the notice is given to the family.

The HA must determine whether the family is eligible to receive continued assistance under the Section 8 Program.

14. <u>Administration of the Voucher Program</u>

Overall Approach and Objectives

The Section 8 Existing Housing Voucher Program offers expanded opportunities for rental assistance to very low income families by utilizing existing housing units. One of the Housing Voucher Program's principal features is its flexibility: *families will have a broader range of housing and neighborhoods to chose from.* They may select units with rents higher than the aplicable Payment Standard but will receive no additional assistance payment(only participants with income); conversely, if rents are lower than the standard, the assistance payment is not reduced. This feature makes the program different from the Section 8 Existing Certificate Program, specifically in the following areas:

Increase Choice of Housing

~ No Fair Market Rent cap on amount of rent that can be paid for a unit leased under the Housing Voucher Program.

~ Families have unlimited choice of any housing that metes the Housing Quality Standards, and are not limited to choosing units in the bottom half of the standard housing inventory.

Greater Equity

~ In-place families who do not want to move are not precluded from participation in the program because the rent for their unit excedes the limits of Fair Market Rent.

~ All similar families (i.e., same number of household members and same income) receive identical subsidies.

~ Each Family has the choice of how much of its income it wishes to devote to housing.

IV. Additional Terms and Concepts

1. In addition to the terms and concepts used in the Certificate Program, for the purpose of the Voucher Program the following terms, definitions and concepts apply:

~ *Eligible Family*- An eligible family, as defined in 24 CFR Part 887, Section 887.151 (a), that qualifies as a very low income family at the time it initially receives assistance under the HA Housing Voucher Program.

~ *Lower Income Family*- A family whose income does not excede 80% of the Median Income for the area, as determined by HUD.

~ *Aplicable Standard*- The Schedule of Housing Costs used to calculate the Housing subsidy.

~ *Initial Payment Standard*- This schedule applies to all families at the outset of the Housing Voucher Program. The family size is based on the HA's occupancy standards. The Initial Payment Standard

Schedule is based on the Fair Market Rent Schedule or the HUD approved community-wide exemption rents in effect at the time of execution, by HUD, of the HA original ACC for the first increment of funding under the Housing Voucher Program.

~ *New Family/Mover Schedule*- The HA may establish a new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the Initial Payment

Standard (or Adjustment Standard, if aplicable) and the FMR in effect at the time the new family/mover schedule is adopted.

~ *Adjustment Standard Schedule*- The HA may, at its discretion, establish an adjustment standard schedule twice during any five-year period in order to assure continued affordability. The amounts of the adjustment standard can be any amount between the Initial Payment Standard (or previous adjustment standard schedule, if aplicable) and the FMR in effect at the time the adjustment standard schedule is adopted. No adjustment standard schedule may be established if less than 60 months have elapsed since the next to the last adjustment standard schedule was adopted.

~ *Housing Voucher*- A document issued by the HA declaring a family to be eligible for participation in the Housing Voucher Program stating the terms and conditions for the family's participation.

~ *Housing Voucher ACC*- A written agreement between Hud and a HA to provide annual contributions to the HA for Housing Assistance Payments, and administrative fees to the HA. Separate from Part I of the Section 8 Existing Housing Certificate ACC.

~ *Housing Voucher Contract*- A written contract between the HA and an Owner- on a form prescribed by HUD for the Housing Voucher Program- in which the HA agrees to make Housing Assistance Payments to the Owner on behalf of an eligible family.

~ *Gross Rent*- The actual rent for the unit stated in the lease and payable to the owner, plus any utility allowances(s) aprópiate for that unit.

~ *Utility Allowance*- The allotted amount, by unit size and type, for tenant-furnished utilities and services, based on the typical cost of each utility and service in that locality.

~ *Total Tenant Payment*- The portion of the monthly gross rent payable by an eligible family, including the utility allowance paid by said family.

~ *Minimum Total Tenant Payment*- The minimum amount of gross rent that an asssisted family must pay toward rent, which is equivalent to 10% of the family's gross income.

~ *Portability*- Portability is the ability for a Housing Voucher holder to move from the jurisdiction of its current HA to the jurisdiction of another HA.

A HA which administers a Housing Voucher Program must accept or refer a Housing Voucher or Certificate holder from another HA jurisdiction (24 CFR 982.354 & 982.355).

Unlike the Certificate Program, there will be no HA limits on increases which the owner can impose. Families will make their own decisions about the reasonableness of the rent.

Owners must provide at least 60 days written notice of any proposed rent increase to the family and the Municipality.

2. Interim Re-examinations (Recertifications)

The HA will apply the same policies and procedures for processing interim re-examinations as are used in the Certificate Program.

If the family stays in the same unit:

~ The HA will recalculate the Housing Assistance Payment using the Aplicable Payment Standard.

~ No changes will be made in the Aplicable Payment Standard until the next annual re-examination or until the family moves to another unit.

If the Family moves at the time of the interim recertification, the New Family/Mover Schedule will be used. If the moveng family has a change in family composition, the bedroom size aprópiate to the family's new cirmstances will be used.

3. Enforcing Housing Quality Standards (HQS)

The HA will complete HQS inspections and complaint inspections as enter. The HA may abate or terminate housing assistance to owners if the unit fails HQS. HA will terminate assistance if participant fail to keep the unit in good sanitary conditions.

The HA understands that HUD may reduce administrative fees if it fails to enforce HQS.

4. Easing of Pressure on Fair Market Rents

~ Decreases the demand for units at, or below, Fair Market Rents.

~ If a pre-program unit metes housing quality standards but excedes the Fair Market Rent cap, families may participate in-place without moving to a lower costing unit.

~ Landlords will have to set rents at the level the market is willing to pay, rather than HUD determining the Fair Market Rent.

5. Organization and Staffing

The Voucher program extends the HA's fiscal responsibility to manage subsidized funds and administrative costs. Therefore, the staff directly involved in the administration of Federal Programs in this HA will be designated according to the number of vouchers assigned to the Program and administrative expenses as follows.

The Office of the Program Director for the Section 8 Housing Assistance Program will have the overall responsibilty for ensuring compliance with federal regulations and the implementation of policies and procedures pertaining to the Voucher Program.

This Staff will perform the following functions:

~ Prepare all the necessary documents, budgets, forms, and files required by the program.

~ Prepare and/or adapt the necessary forms, information, instructions, and material required for the organization and implementation of the program.

~ Initiate the training of staff to work on the project, at the HA.

6. During the leasing schedule and intake period, coordinate, supervise, organize, and actively participate in the following:

~ Outreach to Eligible Families and Contact with Owners.

~ Determination of Family Eligibility and Tenant Selection.

~ Verification of Income and Determination of Total Tenant Payment.

~ Briefing of Family and Issuance of Vouchers.

~ Housing Quality Standards Inspections.

~ Lease Approval and Contract Execution.

~ Payments to owners.

~ Provisión of Housing Information and Services to Recipient Families.

~ Annual Recertification. Interim Recertifications.

~ Reinspection of Units Under Contract.

~ Family Mobility and Portability of Vouchers.

~ Terminations and Evictions.

~ Monitoring Aplicable Payment Standards and Budgets.

~ Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss.

~ Informal Hearings for Denial, Reduction or Termination of Assistance.

7. Additional Policies for the Voucher Program Outreach for Eligible Families

If a family refuses the form of assistance offered by the Voucher program, the alternative will be for, whenever aprópiate, the family to remain on the waiting list for an Existing Certificate, or to refer the family to public housing or other resources that are available.

The maximum Housing Voucher subsidy the HA may pay is the Aplicable Payment Standard minus 30% of the family's monthly adjusted income. A family can never pay less than 10 % of monthly gross income.

The subsidy to be paid will be based on the size of the unit the family is eligible to occupy, based on the following standards:

Family Members	*Bedrooms*
1-2	1
2-4	2
3-4	3
4-8	4

The family may select a unit that is larger than the bedroom size authorized by the HA, but the family must pay for the increase in cost.

Before establishing or changing the Adjustment Standard Schedule, the HA will notify the public by means of posting public notices regarding consultation on the impact of affordability adjustments on the number of families that can be assisted.

8. Verification of Income and Determination of Annual Income and Total Tenant Payment

Once the family has filed an application and has provided the evidence required to complement it, office personnel will verify with sources and references, all basic information given by the applicant, by means of a personal interview, telephone contact or by the applicant, by means of a personal interview, telephone contact or by mail. When all information is verified and the family is determined eligible, the calculation of the Total Tenant Payment will be made. Annual Income, Adjusted Income and Total Tenant Payment will be estimated based on the definitions of income as per CFR 813. Direct orientation will be given to the family on the Vouchers Packet they will receive. **The PHA will use the HUD's Upfront Income Verification policies (UIV) to inform tenants and general public of our capability and intent to compare tenant reported information through the Tenant Assessment Subsystem (TASS) among other tools.**

9. Briefing of Family and Issuance of Vouchers

When the family receives as Voucher, the following items will be fully explained, and a Holder's Packet, the same as in the Certificate Program, will be given to them containing the following:

~ Time of participation

~ Family and Owner responsibilities under the Lease and Contract.

~ How to find a suitable unit.

~ Housing Quality Standards.

~ Housing Quality Standards.

~ Procedures for Family and owner dwelling unit inspections.

~ Portability eligibility (24 CFR 982.354 & 982.355).

The family will obtain the pertinent forms for lease approval upon issuance of the voucher. The family will be given ample opportunity to discuss and raise questions related to the above mentioned orientation. Personal Assistance will be provided to families in an attempt to help them find adequate housing.

10. Annual and Interim Recertifications

As it does under the Certificate Program, the HA must annually re-examine income and family composition for families receiving assistance in the Housing Voucher Program.

Re-examinations will be, at least, on an annual basis, and will generally be scheduled to coincide with other annual activities (e.g., Annual Unit Inspections).

The same procedures used for determining total tenant payment, tenant rent, and housing assistance payment at the initial certification will be used for the re-examination. However, the HA will first determine the Aplicable Payment Standard to be used for a family.

The Aplicable Payment Standard for a family continuing to receive assistance will be the same as the Payment Standard used to compute the family's current housing assistance payment, unless:

~ The HA instituted an Adjustmant Standard Schedule which is higher than the Payment Standard currently being used, or...

~ The Family's size/composition has changed and the family is eligible for a larger or smaller unit (requiring a new standard because of the change in unit size), or...

~ The family b oses to move to a new unit.

Families in both programs will be notified of the results of the re-examination.

Families determined ineligible will be informed in writing, and given an opportunity for an informal hearing.

Procedures to be followed for families eligible for continued assistance are generally the same as in the Certificate Program.

~ The family and owner are notified of changes in HAP and Tenant Rent.

~ An annual unit inspection is conducted.

~ A new lease and Housing Voucher Contract are prepared and executed (if aplicable).

~ Families who Intend to move will be briefed and issued a new Housing Voucher briefing packet.

11. <u>Family Mobility and Portability of Vouchers</u>

A participating Housing Voucher family is allowed to move, from one Housing Vocher jurisdiction to another, with continued assistance but will be a discretional matter of the PHA to accept or deny the request due to budget analysis and the capacity of the PHA to assume responsibility in the new PHA FMR. This special program feature is defined as *"Portability"*. This HA will implement this concept in the following manner:

General procedures

Whenever this HA, for portability purposes, is the Initial HA:

A family must live in the Initial HA's Jurisdiction and hold a Housing Voucher, and be a current participant for at least one year to be eligible for portability.

The initial HA may deny a family's request to move under the portability procedures only if the number of portable Housing Vouchers excede 15% of its total units under lease in the Housing Program. The family will be required to notify the

HA, in writing, of their desire to move with at least 60 days prior notice. The family will be authorized to move from Salinas PHA only for extraordinary circumstance and only in another PHA in the Puerto Rico Jurisdiction.

Once a family notifies the Initial HA that they want to move under the portability procedures, the Initial HA will contact the receiving HA. The Initial HA will notify, to the Receiving HA, that:

~ The family is eligible for assistance (i.e., metes the income eligibility requirements of the Initial HA), and...

~ A housing Voucher has been issued to the family.

The receiving HA must initially recertify the family's income in order to calculate the Housing Assistance Payment based on the Aplicable Payment Standard in effect at the Receiving HA.

The Receiving HA will bill the Initial HA for the Housing Assistance Payments and HA fee, unless it has given the family one of its own certificates of Housing Vouchers. Families may move more than once under the portability procedures. However, the Initial HA may limit moves to one in any 12 month period, and in compliance with the rental contract. The Housing Voucher reverts to the Initial HA when the eligible family leaves the program (if the Initial HA's Housing Voucher was used).

PHA Fees

This Municipality, as the Initial HA:

~ Retains funding when the family leaves its jurisdiction.

~ May be eligible to receive up to $215.00 as a preliminary fee if the portable Housing Voucher qualifies for it (i.e., the Housing Voucher is part of new funding increment).

A Receiving HA which chooses to administer the Housing Voucher is entitled to a $215.00 Preliminary Fee, and the $75.00 Hard-to House Fee from the Initial HA for each portable Housing Voucher it accepts.

For each Housing Voucher family under lease, The Receiving HA bills the Initial HA for the full amount of the Housing Assistance Payment and 80% of the on-going administrative fee (calculated by using the Initial HA's aplicable FMR).

A Receiving HA which issues its own Certificate or Housing Voucher to a family using the portability opportunity may claim the Preliminary Fee from its Certificate

ACC reserve or Housing Voucher Fee reserve at the time of the Year-end Settlement.

12. Termination and Eviction

Assistance under the Housing Voucher Program will be automatically continued for eligible families unless the Housing Voucher Contract is terminated.

Termination

The Housing Voucher Contract may be terminated by the HA for reasons similar to tose set forth in the AP Contract, such as:

~ The family vacates the unit in violation of the lease.

~ The owner terminates tenancy in accordance with HUD regulations.

~ The family moves from its unit with the owner's approval.

~ The owner has evicted the family in accordance with State/Local Law.

The HA may also terminate the Housing Voucher Contract if:

~ The family no longer requires assistance, i.e, if 30% of the adjusted income excedes the Aplicable Payment Standard (the Housing Voucher Contract remains in effect for one year after the family's assistance is terminated).

~ The unit fails HQS.

~ The unit is overcrowded and does not meet the HQS space requirements.

~ The family does not comply with the obligations stated in the Housing Voucher.

~ The HA discovers program abuse.

~ The owner is not in compliance with the terms of the Housing Voucher Contract.

~If the voucher holder does not participate in educational or employment programs in order to improve their way of life and to help them become self sufficient (this does not apply to families with disability, eldery, or special cases)

As in the Certificate Program, the family/owner will be notified in writing prior to termination. The requirements for the HA to conduct an inforrnal hearing also apply to Housing Voucher Families.

Evictions

Eviction procedures will be the same as in the Certificate Program. Although the HA does not authorize or deny eviction actions, owners are required to:

~ Comply with the requirements of State/Local Law.

~ Provide a copy of the notice to the HA when the notice is given to the family.

The HA must determine whether the family is eligible to receive continued assistance under the Housing Voucher Program.

13. <u>Monitoring Aplicable Payment Standards and determine if any changes are appropriate.</u>

At least annually, the HA will review Aplicable Payment Standards and determine if any changes are appropiate.

On a continuing basis, the HA will monitor expenditures to ensure that annual contract authority is not exceeded.

The HA will submit end-of year financial reconciliations.

14. Security Deposits: Amounts Owed by Tenants

In accordance with Final Rule 982 (7/3/95), the HA eliminated the imposed limit on the amount of owner security deposit. The HA prohibit security deposits in excess of private market practice. Our HA has established an amount similar to the contracted rent of a month.

15. Elimination of Payments to Owners for Damages, Vacancy Loss and Unpaid Rents

Our HA, in accordance with the Final Rule 982, dated July 3, 1995, eliminated the right of the owner to claim reimbursement from the HA for damages, unpaid rents and any other amount owed by the tenant under the lease. The owner must seek, from the tenant, payment of any damages.

If the Housing Voucher family vacates its unit in violation of its lease, the owner retains the payment for the month in which the vacancy ocurred.

VI. Monitoring Program Performance

The HA has established an internal program and performance control system for monitoing compliance with program requirements. The objectives of the system include the following:

~ To ensure compliance with HUD program and regulatory requirements.

~ To identify HA operational areas where improvement or corrective action is required.

~ To ensure effective utilization of staff and other resources in order to meet program demands.

~ To provide the basis for corrective action-planning where formal changes in organization, operation or significant program-related areas are indicated.

~ To track the performance of the Section 8 and FSS Programs against established goals and objectives.

The monitoring and control system calls for the establishment of detailed files and record keeping, and the periodic review of files and records, with regular reports prepared and submitted to the Program Director.

Program personnel prepare and submit monthly reports to the Program Director. The Director reviews the information presented and summarizes the data. This summary is utilized to compare planned and actual program performance regarding the HA's goals. Files have been established to provide the basis for monitoring and ensuring compliance with a variety of program requirements as well as fulfillment of Section 8 and FSS Program goals. Monitoring of the program records and files will cover the following program requirements and performance:

Program and Performance Requirements

~ The 100% very low income requirement.

~ The HUD-approved unit size distributions.

~ The 10% exemption authority. If authority is hended for more than 20% of the units, the HA's request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.

~ The utilization of the program by eligible elderly, handicapped, and disabled families.

~ The annual and special re-examinations requirements.

~ Accuracy of AP payments to owners.

~ Leasing progress in a new increment of units.

~ Occupancy rate of units in the management phase.

~ Supervisory review of 6 HQS and 10% of Section 8250.058.

~ Size of waiting list.

~ Implementation of local ederal Preferences.

~ Implementation of HQS.

~ Determination of rent reasonableness.

~ Annual revisión of utility allowance.

~ Implementation of a non-discrimination policy.

Section 8 Office Occupancy Records (including FSS Program)

~ Tenant files

~ Family service records

Section 8 Office Internal Statistical Reports

~ Percentage of minority participant families.

~ Percentage of single-parent, female head-of household, participant families.

~ Percentage of assisted families on Social Services.

~ Percentage of assisted families with earned income.

~ Percentage of assisted families with unique needs for whom contract rents of up to 120% of the FMR's were authorized by the HUD field office.

~ Percentage of families who leased in-place.

~ Percentage of assisted families who leased units of smaller or larger sizes than those listed on their certificates.

~ Number of assisted families who have been evicted with Section 8 Office authorization.

~ Number of families who have left the program.

~ Number of units occupied by handicapped families.

~ Number of vacancy loss claims.

~ Number of AP Contract terminations due to non-compliance with Housing Quality Standards.

~ Number of owner who have dropped out of the program.

VII. Project Based Certificate Program

The HA unit selection policy will be as follows:

The HA will take the applications and determine the eligibility of all tenants residing in approved units who wish to apply for the program. After eligibility of all tenants has been determined, the owner must be informed of any adjustment in the number of units to be assisted. In order to make the most efficient use of housing assistance funds, an agreement may not be entered into covering any unit occupied by a family that is not eligible to receive housing assistance payments. Therefore, the number of units approved by the HA for a particular proposal must be adjusted to exclude any units(s) determined by the HA to be occupied by the family not eligible to receive housing assistance payments. Eligible families will be briefed at this stage as to their rights and responsibilities under the program.

VIII. Local Policy for Mobility and Portability for the Section 8 Existing Housing Certificate and Voucher Programs

The HA has developed the following policy concerning limitation on adjacent HA's Certificate and Vouchers moves:

~ This HA will not refer, mobility or portability of Certificates or Vouchers to, any adjacent HA's due to budget restraints..

The determination taken to establish this policy is based on the fact that the adjacent HA's Municipalities without having to assign them to, or receive them from, our HA.

IX. Local Policy Concerning Verification of Documents and/or Information

The following policy for the treatment of applicants and participants regarding verification of citizenship and/or place of birth will be executed through a third party (independent) verification. If third party verification cannot be used, the HA will document in the file why another method was used.

This policy also applies to all other Program verification requirements.

Participants in need of documents from our files will have to request them with three days in advance.

X. Local Policy Concerning Prohibition of Preference if Applicant was Evicted for Drug-related Criminal Activity (24 CFR, 982.208) and Administrative Hearing Process/ Termination Notice and

other related criminal offender as prescribed by other chapter onter 24 CFR.

This HA may not give preference to an applicant (federal preference, ranking preference, or local preference) if any member of the family is a person who was evicted during the past three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program. It's up to us, as a HA, the final decision to give admission preference in any of the following cases:

~ If the HA determines that the evicted person has successfully completed a rehabilitation program approved by the HA.

~ If the HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.

~ If the HA determines that the evicted person no longer participates in any drug-related criminal activity.

Participants of the Section 8 Existing Housing Certificate and Voucher Programs who are involved in drug-related criminal activity will be oriented to the Administrative Housing Process as soon as they receive a Termination Notice.

The HA could require evidence from any family member involved in drug-related criminal activity about the rehabilitation plan in any institution certified by the state agencies in order to approve it.

B. Prohibiting admission of other criminals—Mandatory prohibition.
This HA prohibits the admission of any member of the household that is subject to a lifetime registration requirement under a State Sex Offender registration program.

For all the applicants, the HA performs a criminal history background check, necessary to determine if any household member is under a State Sex Offender program. (24 CFR 982.553)

Note:

The HUD-approved Action Plan for the Family Self Sufficiency Program (FSS) constitutes part of this Administrative Plan.