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)

PHA Name: Municipality of Orocovis

Streamlined Annual PHA Plan
Fiscal Year: 2008-09

HONORABLE JESUS E. COLON BERLINGERI
MAYOR

February 2008

Streamlined Annual PHA Plan
Agency Identification

PHA Name: Municipality of Orocovis PHA Number: RQ 080

PHA Fiscal Year Beginning: 07/2008

PHA Programs Administered:

☐ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**

Number of public housing units: Number of S8 units: 47 Number of public housing units:
Number of S8 units:

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

N/A

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. Karina Rivera Phone: (787) 867-5000 Ext.. 2231
TDD: Email (if available): secc8oro@coqui.net

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 [Rev. April 29, 2008]
[24 CFR 903.7(r)]

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

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE……..…..17

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*
Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities*.
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C. **ATTACHMENTS**……26
1. Housing Choice Voucher Program Administrative Plan
2. Public hearing process
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4. VAWA Annual Plan Statement

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? **N/A**

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.).

N/A

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

Applicability: All PHAs administering public housig. 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):

N/A

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:

N/A

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 thePHA 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: **N/A**

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:

N/A

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

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

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

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

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

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

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

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

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

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

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

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: (provide name here)

Commonwealth of Puerto Rico Consolidated Plan.

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)

a. The Consolidated Plan of the jurisdiction includes funding assistance for first home buyers using funds from the Community Development Block Grant Program (CDBG State Program).
b. Provide funds for community development activities.
c. The Department of Health will be assisting low income persons in all of its related programs.
d. Provides funds for public service in behalf of low-moderate and very low income families on a city wide basis.
e. *Promote housing assistance using CDBG funds for homeowner's rehabilitation activities.*

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
	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	Annual Plan: Management

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
	other applicable assessment).	and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	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
	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
	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
X	Other supporting documents (optional) *(1) Residents (Tenants) Advisory Board members (2) VAWA Annual Plan*	Annual Plan

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
	Statement	
	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 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		$			$

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning 07/01/2008 *hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:*

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
· The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
· Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
· The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
· The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment
and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
21.The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

___ 903.7a Housing Needs
___ 903.7b Eligibility, Selection, and Admissions Policies
___ 903.7c Financial Resources
___ 903.7d Rent Determination Policies
___ 903.7h Demolition and Disposition
___ 903.7k Homeownership Programs
_X_ 903.7r Additional Information
  ___A. Progress in meeting 5-year mission and goals
  ___B. Criteria for substantial deviation and significant amendments
  _X_C. Other information requested by HUD
    _X_1. Resident Advisory Board consultation process
    ___2. Membership of Resident Advisory Board
    _X_3. Resident membership on PHA governing board
    _X_4. VAWA- status report

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

Orocovis Housing Authority — PHA Name
RO080 — PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2008-09

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

Name of Authorized Official	JESUS E. COLON BERLINGERI	Title	MAYOR
Signature X		Date	03/31/2008

form **HUD-50076** (4/30/2003)

MUNICIPALITY OF OROCOVIS
OROCOVIS, PUERTO RICO

Section 8
Administrative Plan
Policies and Procedures

JESÚS E. COLÓN BERLINGERI
MAYOR

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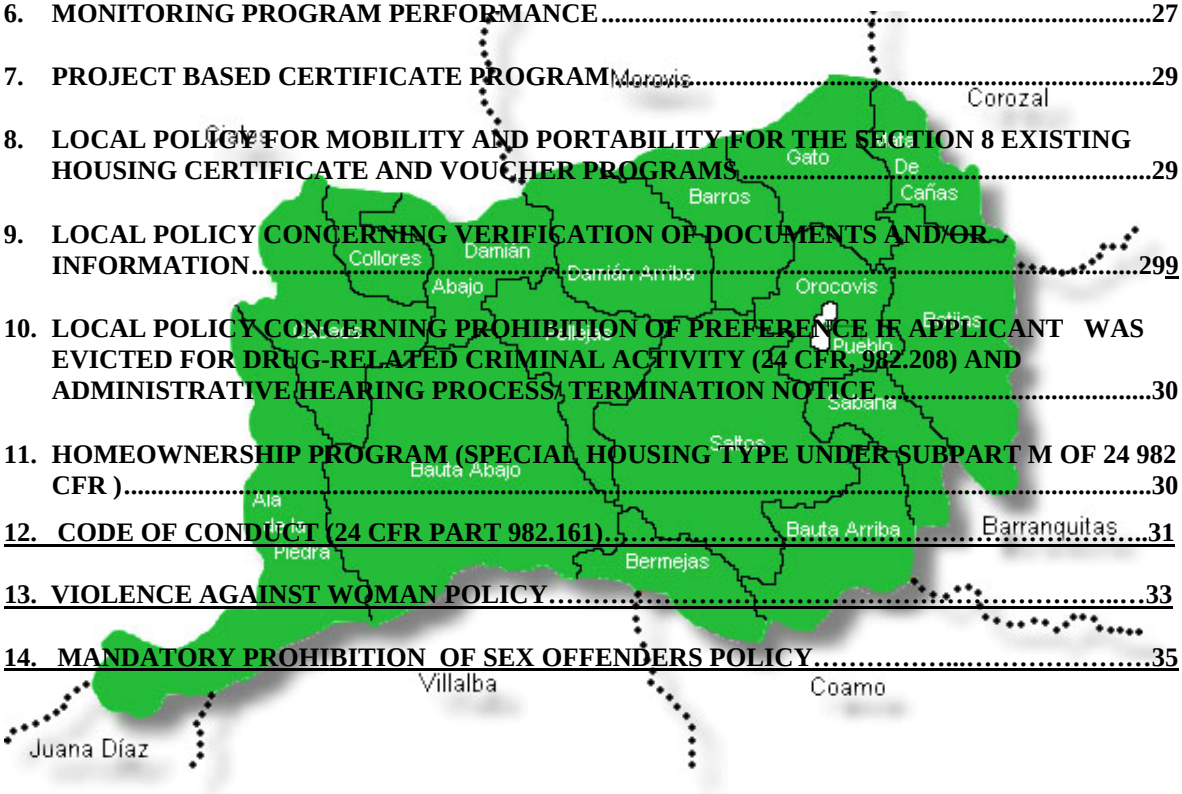
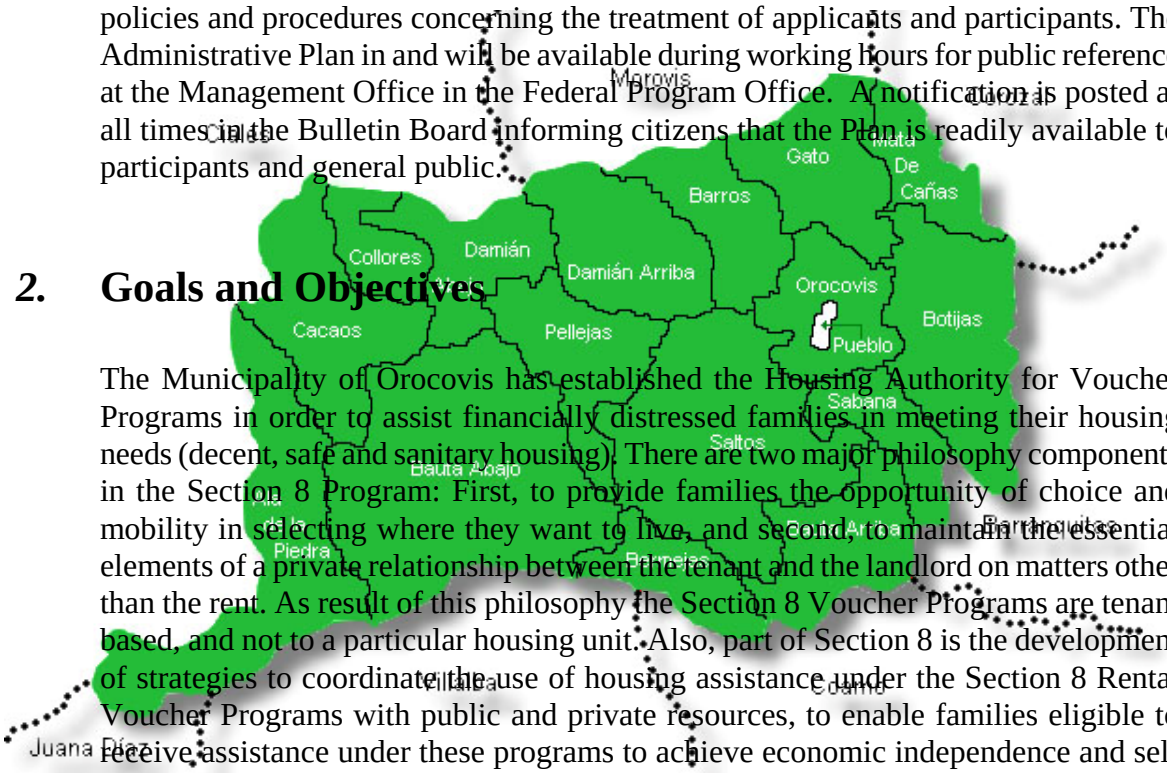


Administrative Plan

1. Introduction

The Housing Authority of the Municipal Department of Housing of Orocovis 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. Corrective Actions to findings resulting from the on-site comprehensive Management Review conducted November 22, 2002 through November 22, 2002 have been incorporated. This plan includes, exclusively, the policies and procedures concerning the treatment of applicants and participants. The Administrative Plan in and will be available during working hours for public reference at the Management Office in the Federal Program Office. A notification is posted at all times in the Bulletin Board informing citizens that the Plan is readily available to participants and general public.



2. Goals and Objectives

The Municipality of Orocovis 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, part of Section 8 is the development of strategies to coordinate the use of housing assistance under the Section 8 Rental 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 the Municipal programs is to assist the families during financial distress and to gradually reduce the amount paid by the program.

3. Administrative Structure

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

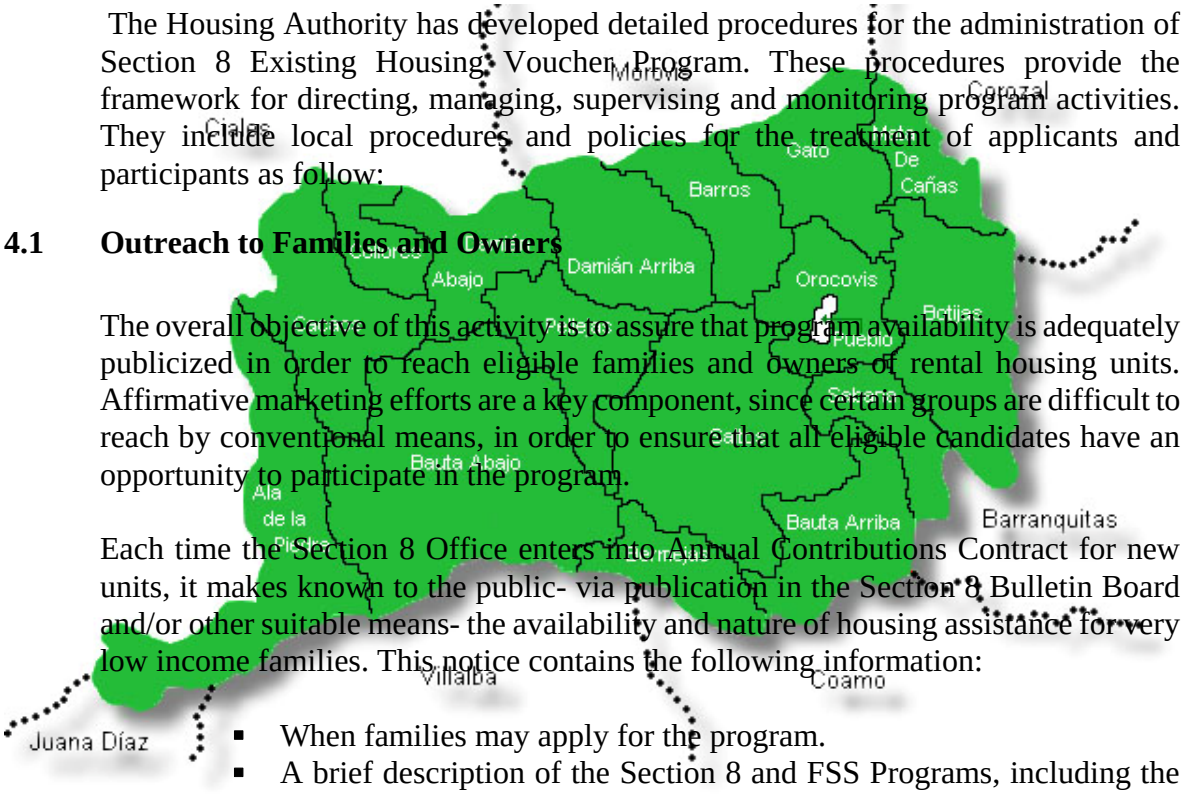
The duties and responsibilities of the Section 8 Office may be summarized as follows:

- Overall responsibility for insuring compliance with federal regulations
- Coordinating the implementation of Tenant Policy, Affirmative Marketing Plan
- Directing the day to day activities designed to met program goals and objectives.

The Section 8 Office is part of the Federal Program Division and coordinates all related efforts with the Office for Citizens Assistance. The Federal Program Director and the Director of the Citizens Assistance Office reports directly to the Mayor.

4. Administration of Program Procedures

The Housing Authority has developed detailed procedures for the administration of Section 8 Existing Housing Voucher Program. 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:



4.1 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 memorandum posted in the City Hall Bulletin Board, and in 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 Rehabilitation 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):

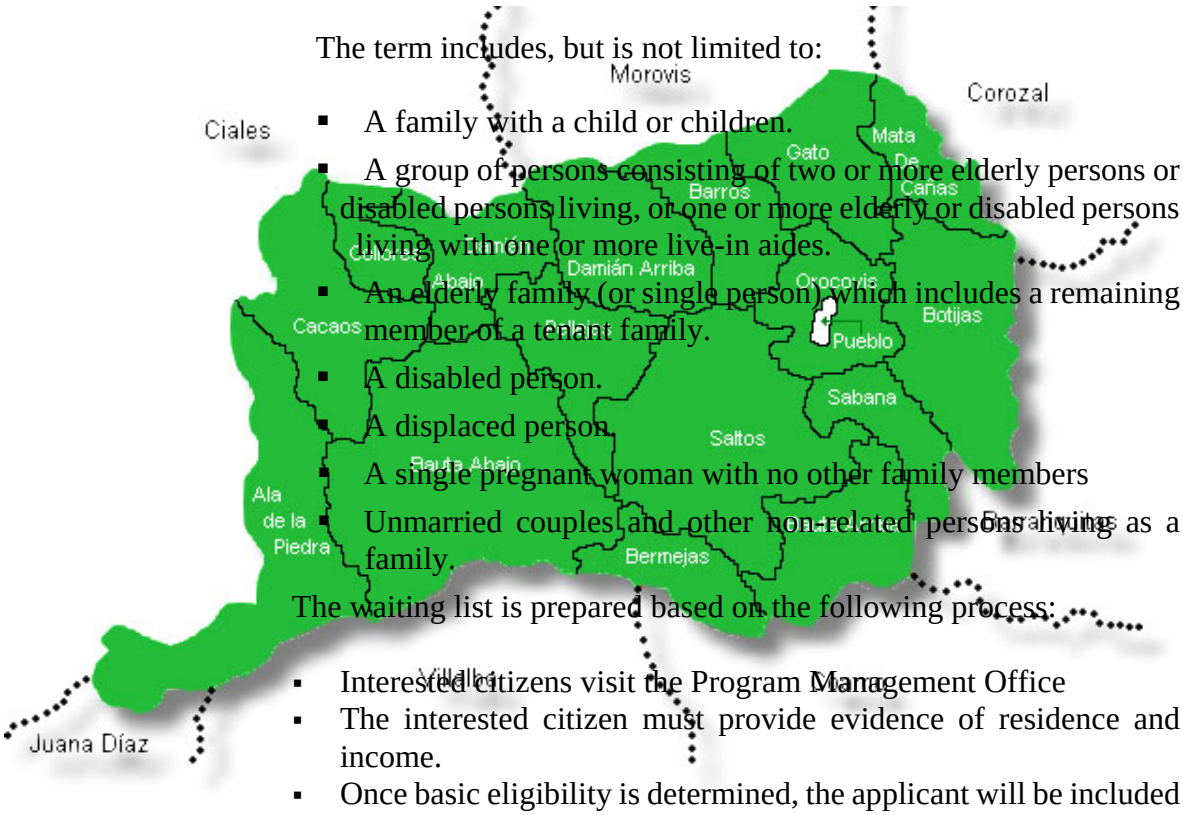
- Identify resources available for performing outreach functions, including staff, community service and housing counseling agencies, churches, employers, unions, etc.
- Review methods for taking applications in order to ensure that adequate provisions are made for hardship cases, and review desirability 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 thus listed below:

    a. Newspaper announcements in widely circulated newspapers and/or other suitable means.
    b. Supportive outreach assistance provides by other organizations like Social services, Head Start, Project Hope, etc.

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

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.

The definition of family is contained in 24 CFR, 812.2. *It is defined as "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.

The waiting list is prepared based on the following process:

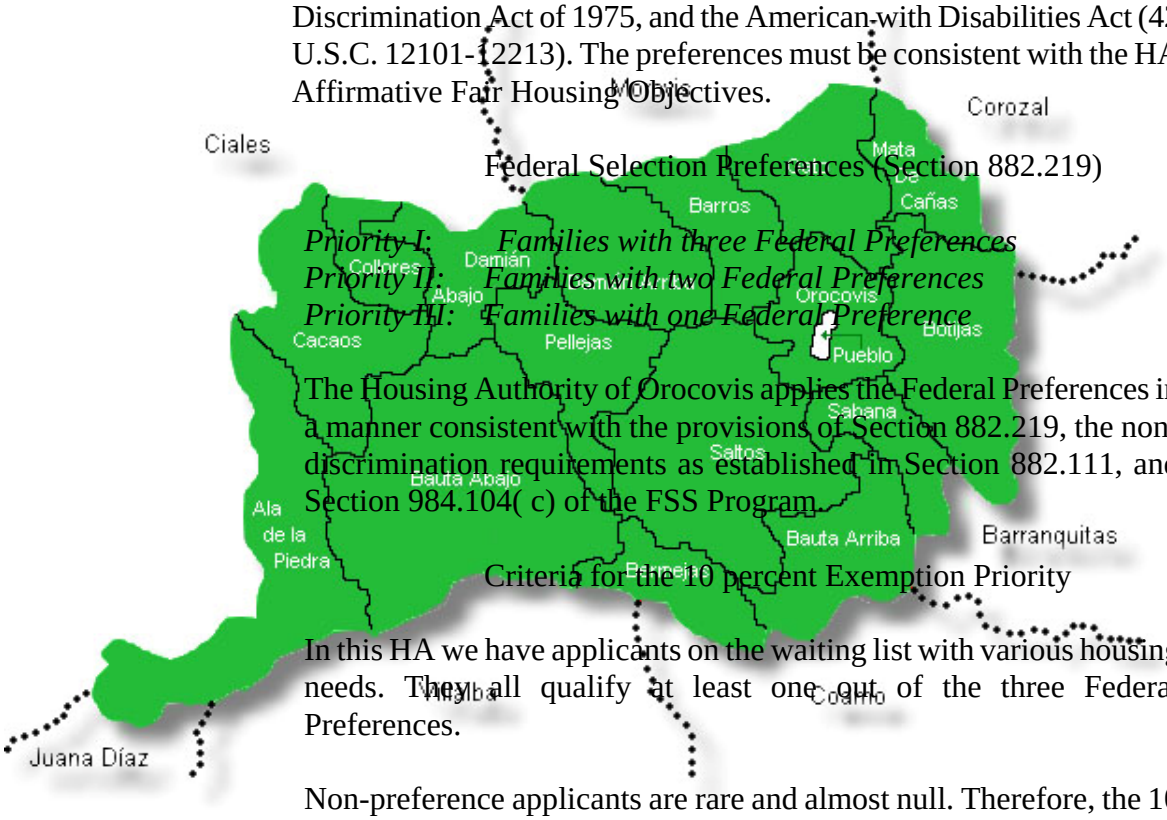
- Interested citizens visit the Program Management Office
- The interested citizen must provide evidence of residence and income.
- Once basic eligibility is determined, the applicant will be included in the Waiting List.

Once a year, the Municipality will revise the Waiting List to depurate applicants in terms of eligibility and information required according to 24 CFR 982.204 (b). Revision of the Waiting List will include verification of basic eligibility in order to maintain adequate records.

Based on the number of applicants that would have to wait more than one (1) year for a voucher due to insufficient funding to admit all eligible applicants to participate, a determination of not accepting new applicants will be made by the Municipality. At the beginning of the

program year, the Municipality will publish a Notice to inform citizens in this regard.

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.



Federal Selection Preferences (Section 882.219)

Priority I: Families with three Federal Preferences
Priority II: Families with two Federal Preferences
Priority III: Families with one Federal Preference

The Housing Authority of Orocovis 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.

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 three Federal Preferences.

Non-preference applicants are rare and almost null. Therefore, the 10 percent exception in this HA will be applied to applicants without any Federal Preferences.

Restrictions on Assistance to Non-citizens

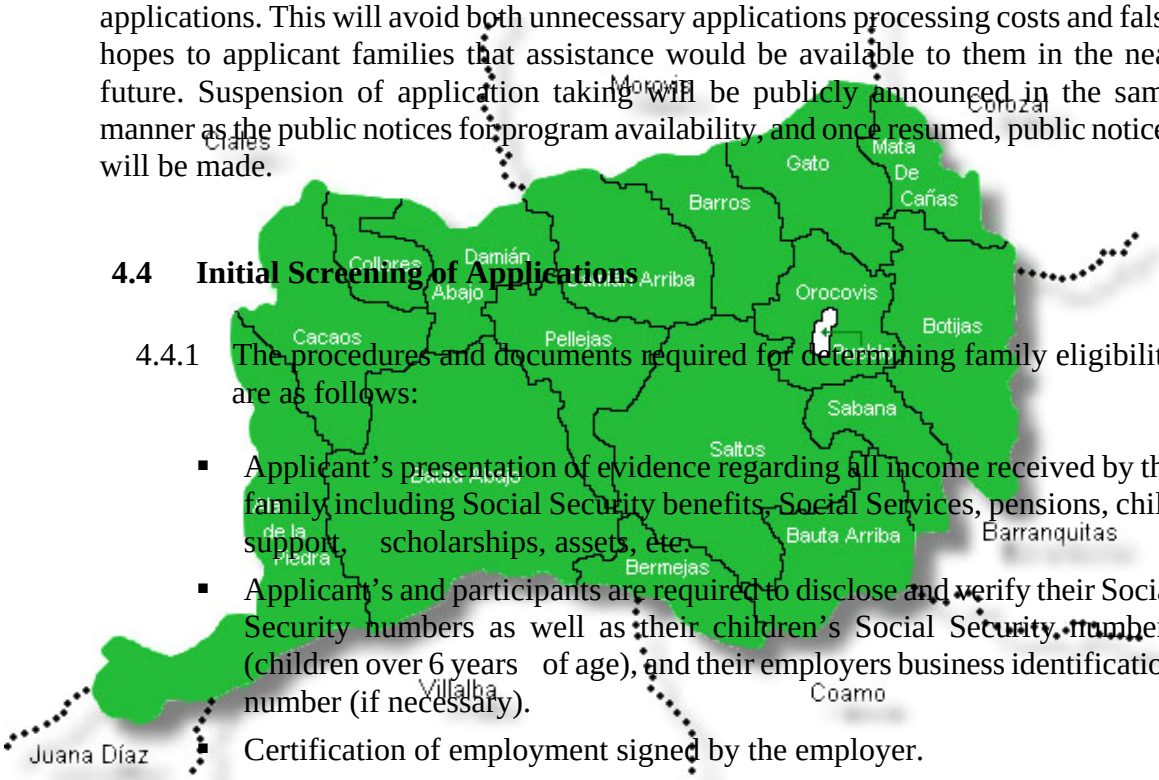
Verification of eligible immigration status will be conducted by the HA simultaneously with verification of other aspects of eligibility requirements for assistance under 24 CFR Section 214 (200.180 thru 200.192, Sub-part G) and Section 912.

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

4.3 Suspension of Application-taking

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 voucher, the HA will suspend the taking of applications. This will avoid both unnecessary applications 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 publicly announced in the same manner as the public notices for program availability, and once resumed, public notices will be made.

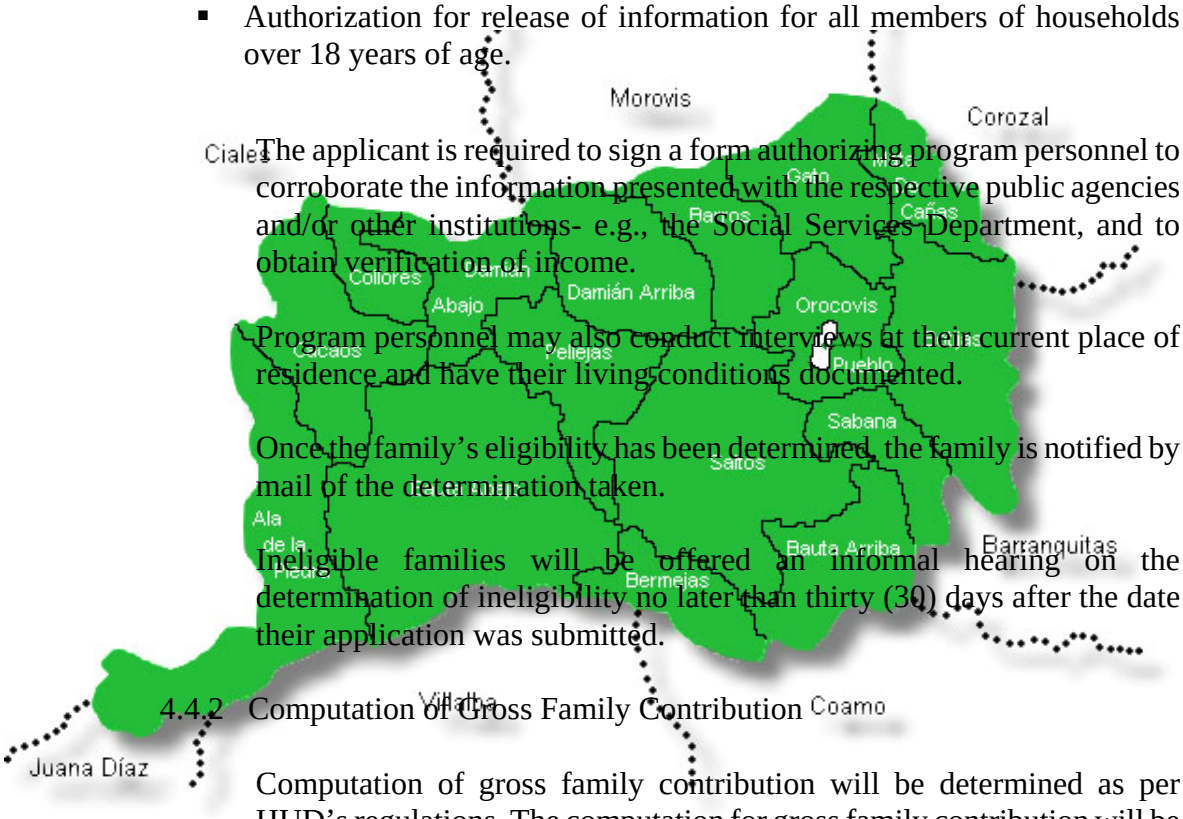


4.4 Initial Screening of Applications

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

- Applicant's presentation of evidence regarding all income received by the family including Social Security benefits, Social Services, pensions, child support, scholarships, assets, etc.
- Applicant's and participants are required to disclose and verify their Social Security numbers as well as their children's 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 notices, where applicable.
- Evidence or receipt of most recently paid rent.
- Marriage certificates or divorces decree, where applicable.
- Birth certificates of all family members.
- Good Conduct Certificate issued by the Police Department.
- Certification of ongoing studies for all children over 18 years of age.
- Affidavit for common-law couples.
- Income tax returns forms.

- Certification of unemployment for persons who are older than 18 years of age and are not studying.
- Three (3) recommendation letters and three (3) credit letters.
- Certification of a handicap or a medical disability.
- Property Title 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 (provided that it would not impose financial hardship).
- Authorization for release of information for all members of households over 18 years of age.



The applicant 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, and to obtain verification of income.

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.

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.

4.4.2 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 applicable 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.

4.5 Briefing of Families and Issuance of Certificates

When the family receives a certificate, an oral briefing is given to each participating family together with a complete Information Packet. All participant families must certify the receipt of such packet; copy of the packet receipt will be part of the participant file. The oral briefing will explain the following items among others:

- 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.
- Items included in the Information Packet.

The certificate or voucher issued to the family will be determined by the size of the family. The length of extension for a voucher, beyond the initial 30 days term, must be established by the HA based on a just cause accepted by the HA. Three (3) thirty (30) day extensions will be granted by the HA if warranted. After the request for lease approval is submitted, the HA will extend the voucher for a period not to exceed thirty (30) days based on a good cause. In case a 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 put side areas of low income or minority concentrations. Owners will be oriented in relation to this matter.

4.6 A Certificate Holders Packet will be given to the family containing the following:

- 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)

4.7 Housing Quality Standards and Inspections

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 performed with participation of the owner, the tenant and the Section 8 Program Personnel. Each person initials each page of the inspection form, and signs the last page. This procedure is used for initial inspections and re-inspections.

To assure Housing Quality Standards, the Section 8 Program will supervise 5% of all inspections. Reports of inspections, (5% of inspections and re-inspections) will be kept in the program's files.

4.8 Utility Allowances

The HA will conduct a study on utility allowances when it is considered necessary. The schedule will be adjusted whenever rates have increased or decreased by 10% or more.
Evidence of water and electricity invoices requested to all participants will be used to assess the utility allowance reasonableness.

4.9 Lease Approval and Housing Assistance Payments, Contract Execution and Rent Reasonableness.

4.9.1 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 be determined consulting the Department of Consumer Affairs and/or by means of comparison with the rent of similar standard units in the neighboring areas. Due to lack of staff members and in order to comply with rent reasonableness, the Municipality will assign this responsibility to the Inspector of the Program who will follow the procedure here presented.

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 cancellation of the same.

The HA will use a model lease contract approved by HUD. The HA will conduct a study on rent reasonableness 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.

4.9.2 In accordance with Final Rule 982 (7/3/95), the HA eliminated the imposed limit on the amount of owner security deposit. The HA prohibits security deposits in excess of private market practice.

4.9.3 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.

4.9.4 The HA states that it will follow its policy to provide non-confidential information about a family to prospective owners.

4.10 Annual and Interim Re-certifications

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 (re-certification) 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.

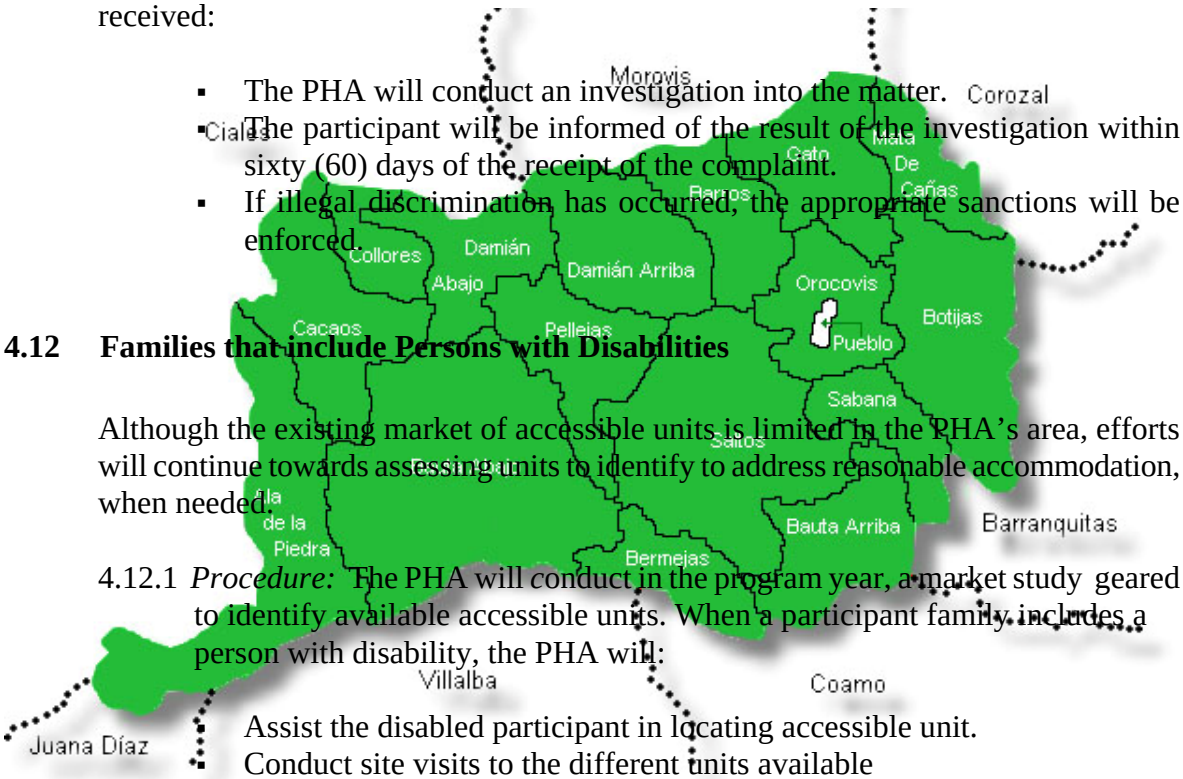
Section 8 Office procedures call for the re-examination of a family's income and circumstances, usually done annually or whenever triggered by evidence of change, or by periodically conducted investigations. Follow-up actions are taken and special examinations are conducted when circumstances and information 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 re-certification 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 re-certification process within the required 30 days notice.

4.11 Discrimination Complaint Procedure

Under the program, Section 8 participants will receive assistance from the PHA regarding discrimination and the complaint process applicable.

4.11.1 *Procedure:* Each participant will be orally briefed in regard to the right to receive information and to file a complaint, when they understand discrimination has occurred. In addition, Posters will be posted in public bulletin boards in order to allow person that have or think they may be discriminated, to receive information at the Program's Management Office. The applicable Discrimination Complaint Form is part of the Information Packet received by each participating family. Once a complaint is received:

- The PHA will conduct an investigation into the matter.
- The participant will be informed of the result of the investigation within sixty (60) days of the receipt of the complaint.
- If illegal discrimination has occurred, the appropriate sanctions will be enforced.



4.12 Families that include Persons with Disabilities

Although the existing market of accessible units is limited in the PHA's area, efforts will continue towards assessing units to identify to address reasonable accommodation, when needed.

4.12.1 *Procedure:* The PHA will conduct in the program year, a market study geared to identify available accessible units. When a participant family includes a person with disability, the PHA will:

- Assist the disabled participant in locating accessible unit.
- Conduct site visits to the different units available
- Serve as liaison between unit owners and disable participant in order to achieve reasonable accommodation.
- Include evidence of all efforts in the participants file.

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

The HA, upon determining 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.

4.13.1 *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.

4.14 Repayment of Debt to the HA and Denial Assistance

4.14.1 The HA will offer an applicant and/or participant the opportunity to enter into an agreement for repayment of 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.

4.14.2 The HA will no longer consider the participation of a family in the Section 8 existing Housing Voucher Program, 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.

4.14.3 The HA will allow the family to be absent from the dwelling unit for no more than 90 days under the following circumstances:

- Illness or hospitalization verification will be requested.
- Illness of a relative who needs care from a family member, in another location verification will be requested.
- Vacations for no more than 30 days.

4.14.4 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.

4.15 Terminations and Evictions

4.15.1 Under the program, eligible families will automatically continue to receive assistance 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 notifying the program.
- 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 other amount owed by the tenant under the lease. The owner must seek, from the tenant, payment of any damages.
- If the family vacates the 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).

4.15.2 The HA may also terminate the contract if:

- The family no longer requires assistance.
- 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 contract.
- The HA discovers program abuse and fraud.
- The owner is not in compliance with the terms of the housing contract.
- The tenant does not comply with the re-certification process on time.

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

4.15.3 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.

4.16 Administration of the Voucher Program

4.16.1 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 applicable Payment Standard but will receive no additional assistance payment; 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:

4.16.2 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.

4.16.3 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 exceeds 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.

5. Additional Terms and Concepts

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 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 exceed 80% of the Median Income for the area, as determined by HUD.
- Applicable 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 applicable) 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 applicable) 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 allowance(s) appropriate 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 assisted 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 may 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.

Interim Re-examinations (Re-certifications)

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 Applicable Payment Standard.

- No changes will be made in the Applicable 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 re-certification, the New Family/Mover Schedule will be used. If the moving family has a change in family composition, the bedroom sizes appropriate to the family's new circumstances will be used.

Enforcing Quality Standards (HQS)

The HA will complete HQS inspections and complaint inspections as needed.

The HA may abate or terminate housing assistance to owners if the unit fails HQS.

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

A certified inspector will be appointed, where special assignment will be to document files regarding lead-based paints inspections, follow-ups, and any other HQS deficiency, in which case a quality control review will be conducted.

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 exceeds 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.

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:

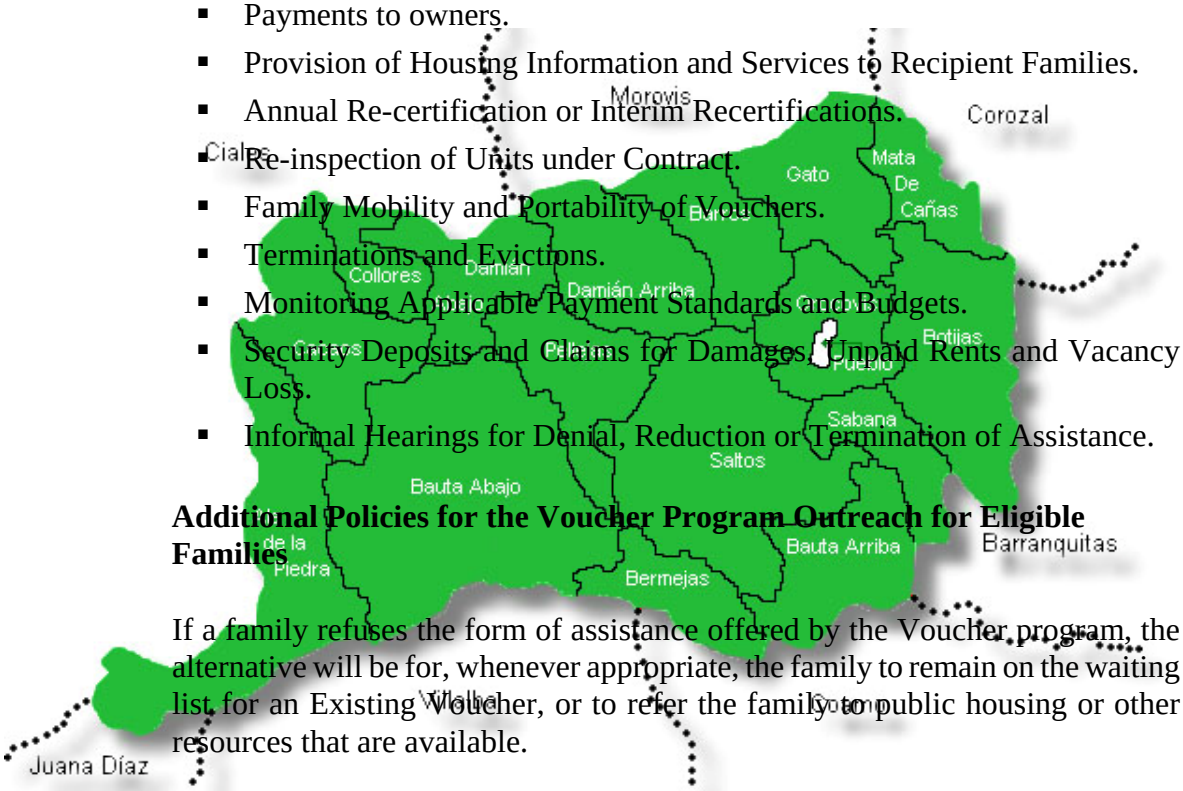
The Office of the Program Director for the Section 8 Housing Assistance Program will have the overall responsibility for ensuring compliance with federal regulations and the implementation of policies and procedures pertaining to the Voucher Program.

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.

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.
- Provision of Housing Information and Services to Recipient Families.
- Annual Re-certification or Interim Recertifications.
- Re-inspection of Units under Contract.
- Family Mobility and Portability of Vouchers.
- Terminations and Evictions.
- Monitoring Applicable Payment Standards and Budgets.
- Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss.
- Informal Hearings for Denial, Reduction or Termination of Assistance.



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 appropriate, the family to remain on the waiting list for an Existing Voucher, 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 Applicable 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.

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

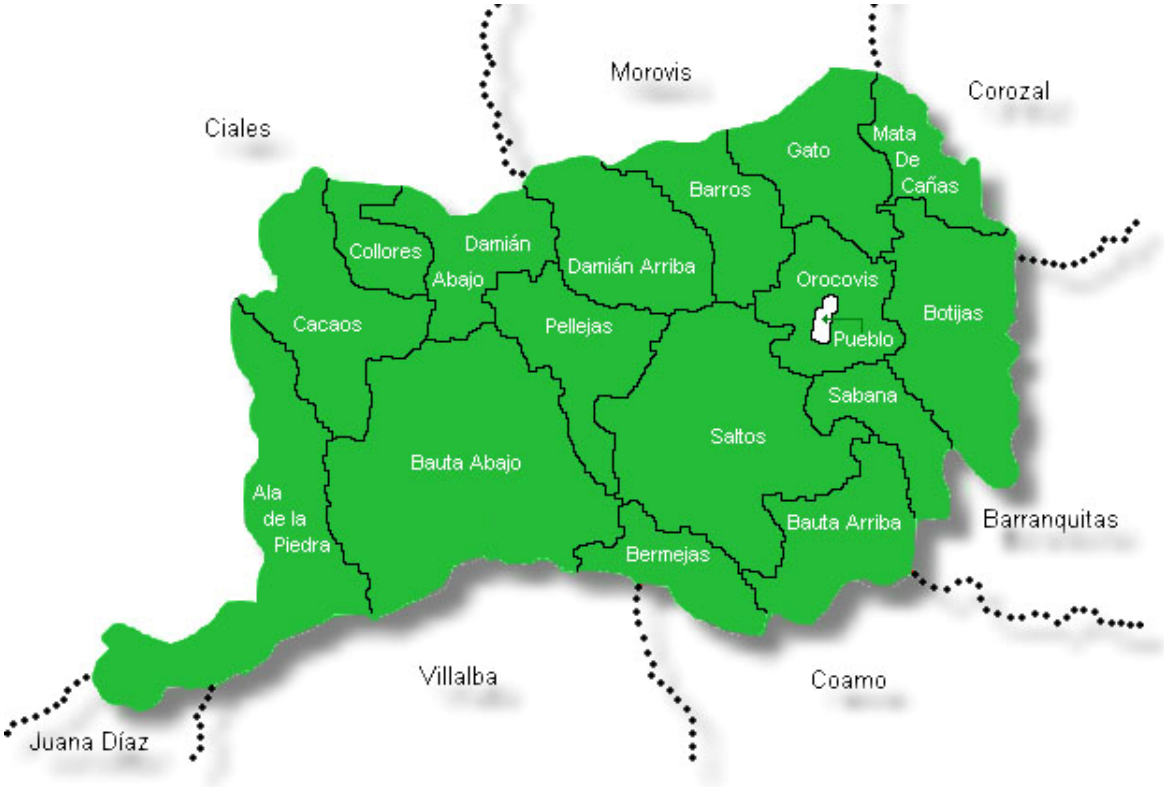
Once the family has filed an application and has provided the evidence required to complement it, office personnel will verify with sources and references, all basic information given by the applicant by means of a personal interview, telephone contact or by the mail. When all information is verified 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.

Briefing of Family and Issuance of Vouchers

When the family receives as Voucher, the following items will be orally explained, and a Holder's Packet will be given to them containing the following:

- Family and Owner responsibilities under the Lease and Contract.
- How to find a suitable unit.
- Housing Quality Standards.
- Fair Housing Information
- Lead Based Paint Information and Hot Water System
- Procedures for Family and owner dwelling unit inspections.
- Illegal Discrimination Complaint Form
- 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.


Morovis
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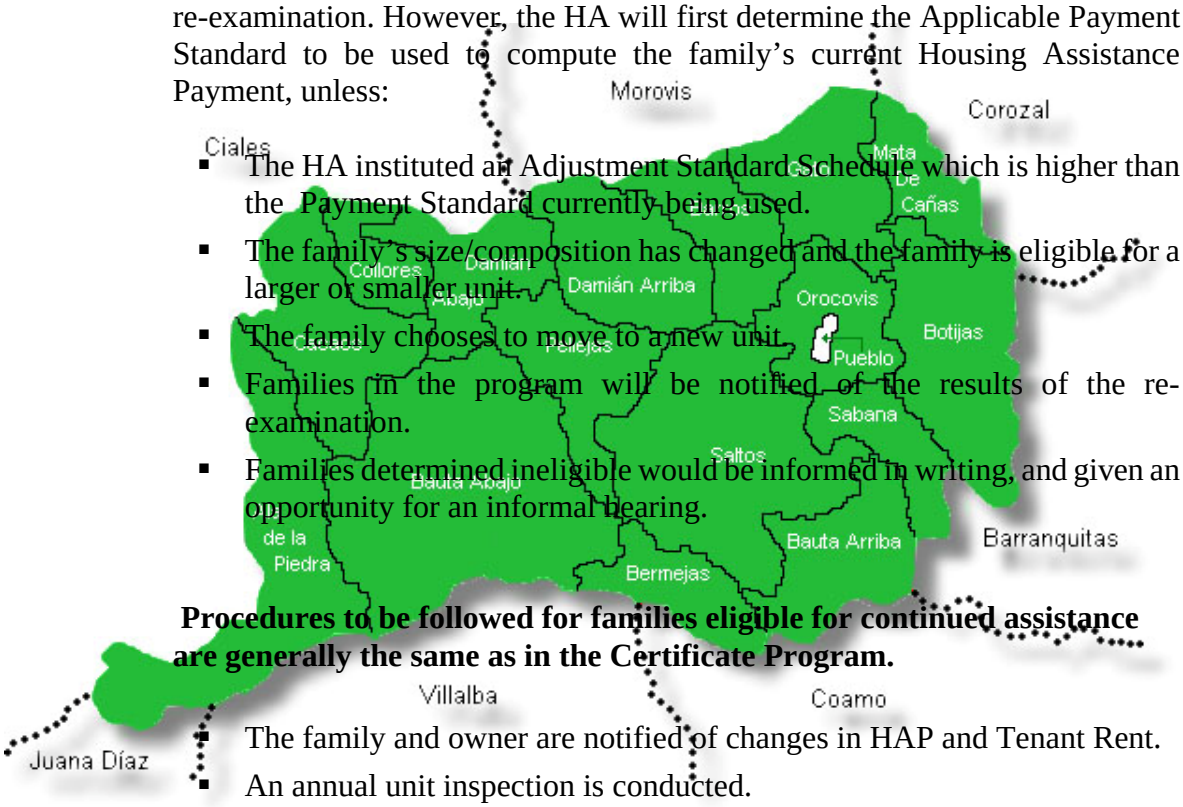
Damián
Abajo
Damián Arriba
Orocovis
Botijas
Cacaos
Pellejas
Pueblo
Sabana
Saltos
Bauta Abajo
Ala
de la
Piedra
Bauta Arriba
Barranquitas
Bermejas
Villalba
Coamo
Juana Díaz

Annual and Interim Re-certifications

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.

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 Applicable Payment Standard to be used to compute the family's current Housing Assistance Payment, unless:



- The HA instituted an Adjustment Standard Schedule which is higher than the Payment Standard currently being used.
- The family's size/composition has changed and the family is eligible for a larger or smaller unit.
- The family chooses to move to a new unit.
- Families in the program will be notified of the results of the re-examination.
- Families determined ineligible would 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 applicable).
- Families who intend to move will be briefed and issued a new Housing Voucher briefing packet.

Family Mobility and Portability of Vouchers

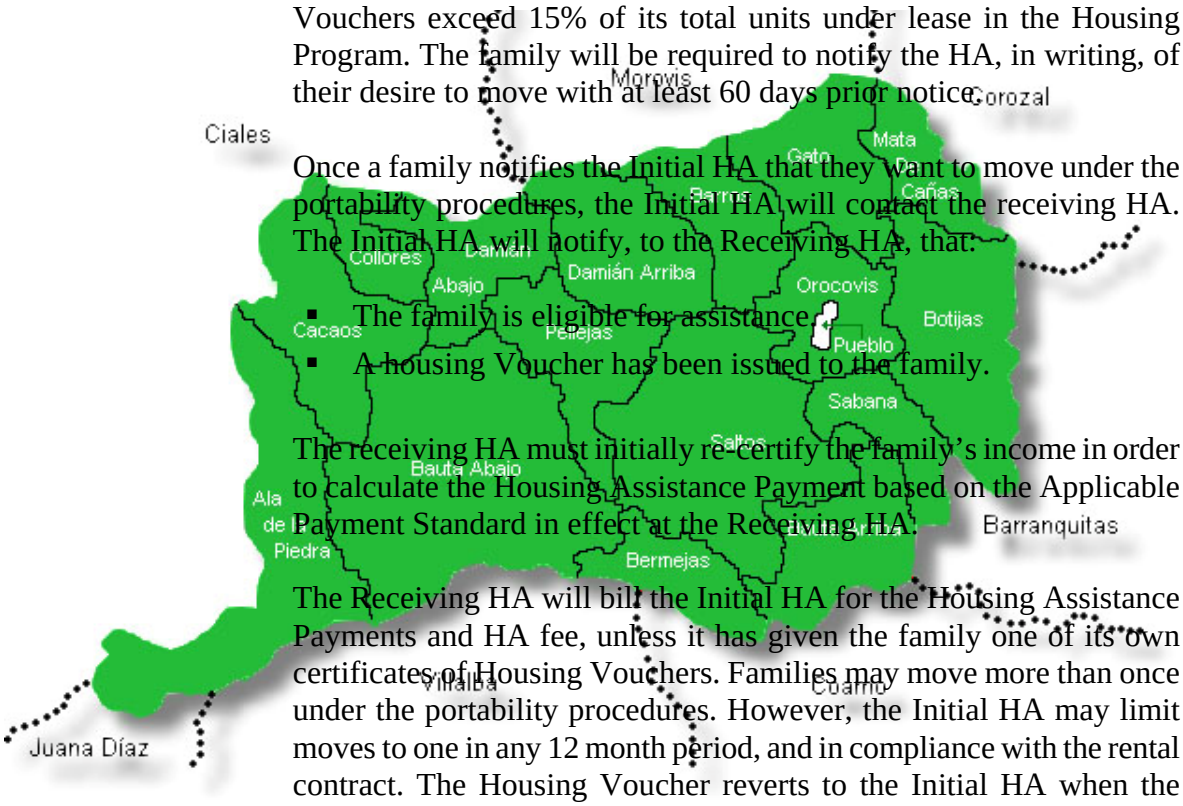
A participating Housing Voucher family is allowed to move, from one Housing Voucher jurisdiction to another, with continued assistance. This special program feature is defined as a Portability. This HA will implement this concept in the following manner:

5.11.1 General procedures

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 exceed 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.



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.
- A housing Voucher has been issued to the family.

The receiving HA must initially re-certify the family's income in order to calculate the Housing Assistance Payment based on the Applicable 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.

5.11.2 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.

A Receiving HA which chooses to administer the Housing Voucher is entitled to a $215.00 Preliminary Fee, and the $45.00 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 applicable FMR).

A Receiving HA which issues its own Housing Voucher to a family using the portability opportunity may claim the Preliminary Fee from Housing Voucher Fee reserve at the time of the Year-end Settlement.

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 those 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.
- 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.

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

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 Housing Voucher Program.

Monitoring Applicable Payment Standards and determine if any changes are appropriate.

At least annually, the HA will review Applicable Payment Standards and determine if any changes are appropriate. 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 reconciliation.

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 prohibits security deposits in excess of private market practice.

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 occurred.

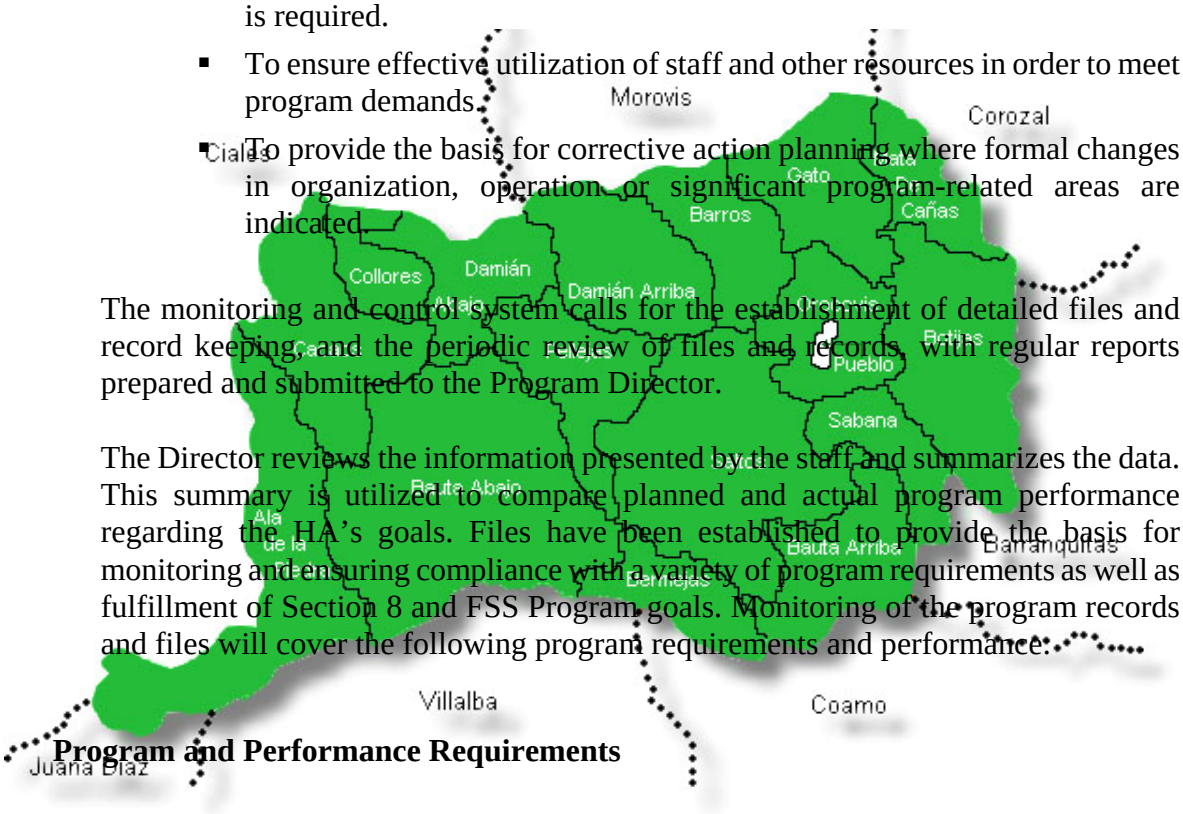
6. Monitoring Program Performance

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

- To ensure compliance with HUD program and regulatory requirements.
- To track the performance of the Section 8 and Program against established goals and objectives.
- 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.

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.

The Director reviews the information presented by the staff 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 needed 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.

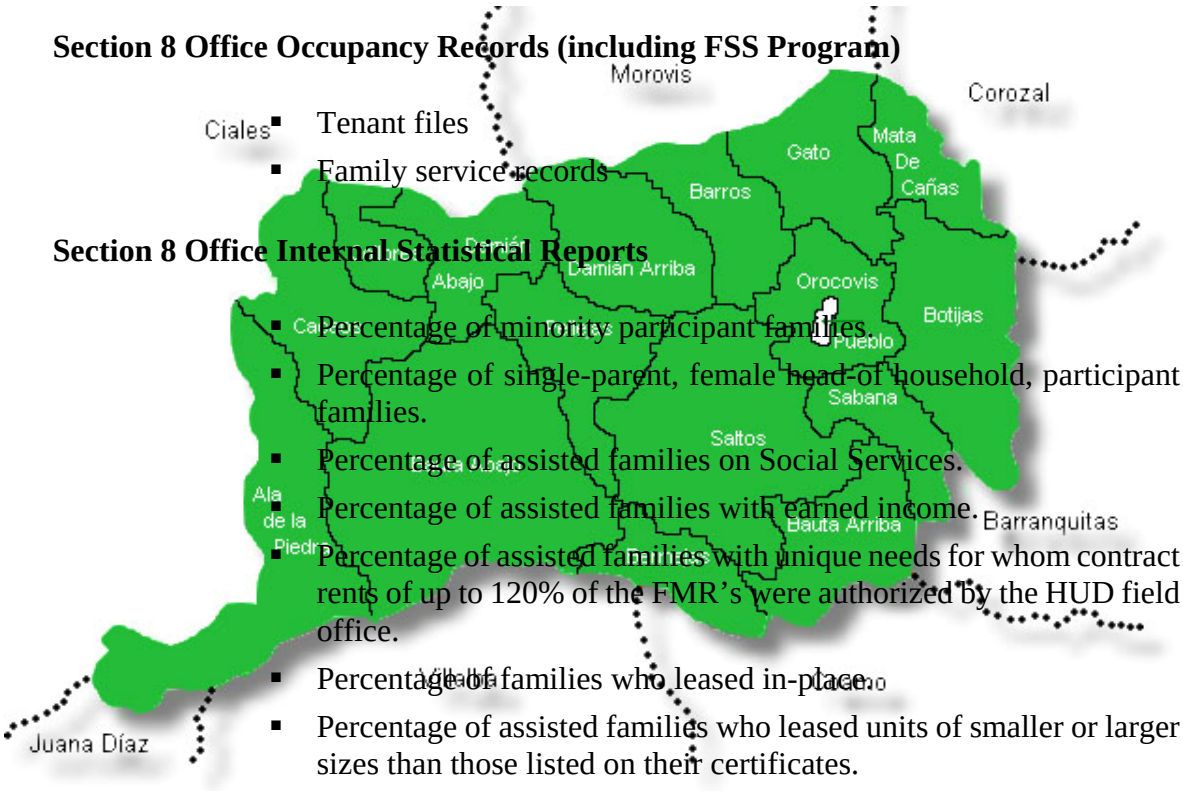
- Occupancy rate of units in the management phase.
- Supervisory review of 5% HQS and 10% of Section 8250.058.
- Size of waiting list.
- Implementation of Federal Preferences.
- Implementation of HQS.
- Determination of rent reasonableness.
- Annual revision of utility allowance.
- Implementation of a non-discrimination policy.

Section 8 Office Occupancy Records (including FSS Program)

- Tenant files
- Family service records

Section 8 Office Internal Statistical Reports

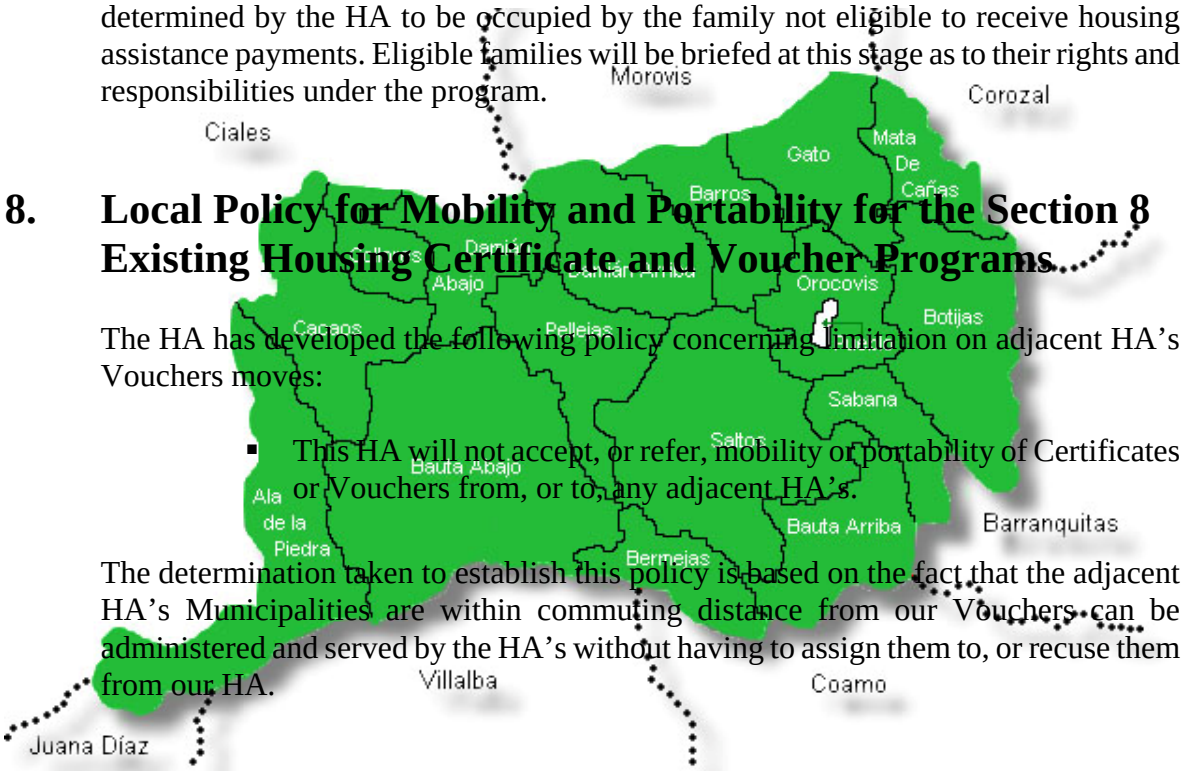
- Percentage of minority participant families.
- Percentage of single-parent, female head-of household, participant families.
- Percentage of assisted families on Social Services.
- Percentage of assisted families with earned income.
- Percentage of assisted families with unique needs for whom contract 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 has dropped out of the program.



7. 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.



8. 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 Vouchers moves:

- This HA will not accept, or refer, mobility or portability of Certificates or Vouchers from, or to, any adjacent HA's.

The determination taken to establish this policy is based on the fact that the adjacent HA's Municipalities are within commuting distance from our Vouchers can be administered and served by the HA's without having to assign them to, or recuse them from our HA.

9. 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 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.

10. 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

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 (3) 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 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.

11. HOMEOWNERSHIP PROGRAM (SPECIAL HOUSING TYPE UNDER SUBPART M OF 24 982 CFR)

Homeownership option allows first-time homeowner to use the voucher subsidy to meet monthly homeownership expenses, instead of using voucher subsidy to help family with rent.

Options:

- Family responsible of finding eligible property they wish to purchase.
- Homeownership assistance payment is provided to help the new homeowner with monthly homeownership expenses.
- HA may make monthly payment directly to the family or to the lender.

Subsidy:

- Payment standard determines maximum subsidy in voucher program.
- HA uses the same voucher program payment standard amounts for Homeownership families.

Family Eligibility B:

Minimum income requirement:

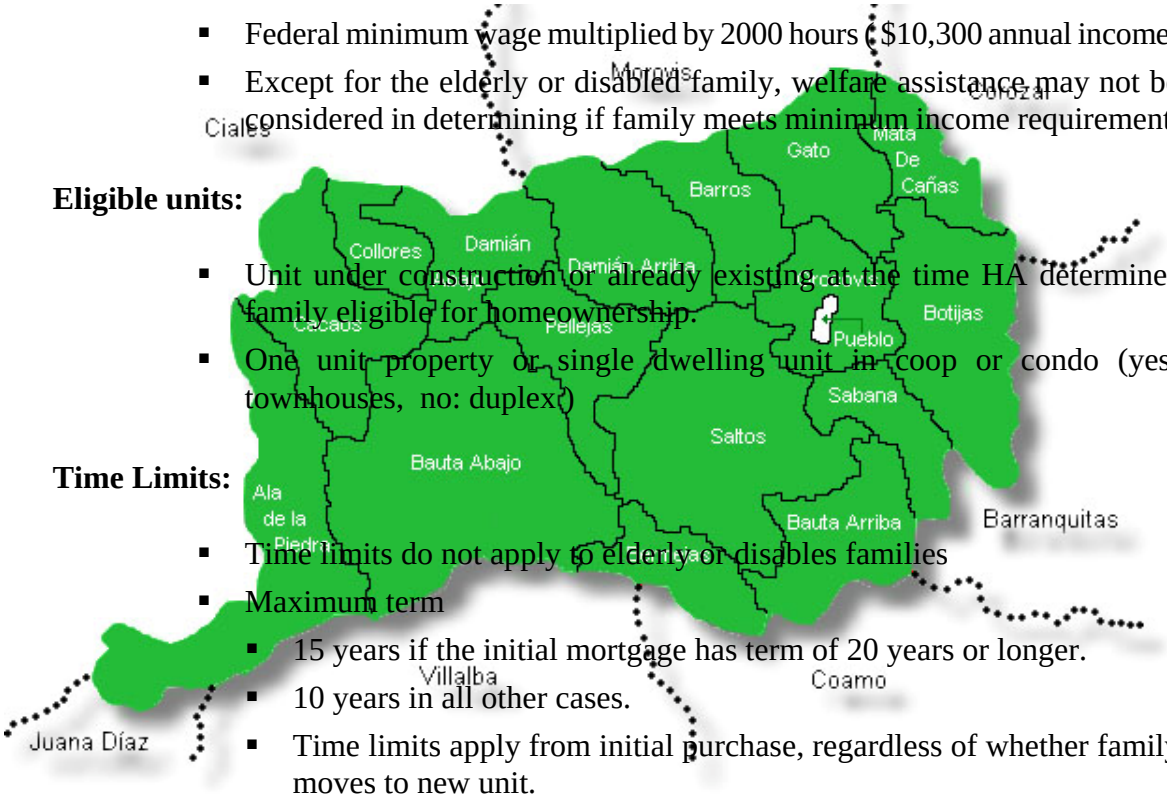
- Federal minimum wage multiplied by 2000 hours ($10,300 annual income)
- Except for the elderly or disabled family, welfare assistance may not be considered in determining if family meets minimum income requirement.

Eligible units:

- Unit under construction or already existing at the time HA determines family eligible for homeownership.
- One unit property or single dwelling unit in coop or condo (yes: townhouses, no: duplex)

Time Limits:

- Time limits do not apply to elderly or disables families
- Maximum term
  - 15 years if the initial mortgage has term of 20 years or longer.
  - 10 years in all other cases.
  - Time limits apply from initial purchase, regardless of whether family moves to new unit.



The Municipality of Orocovis, through conversations with OCMA officials, are promoting the inclusion of the homeownership program as one of the State's priorities. OCMA's participation is important, due to he fact that non-entitlement municipalities, as ours, rely greatly on OCMA's funding for this type of activity.

12. CODE OF CONDUCT

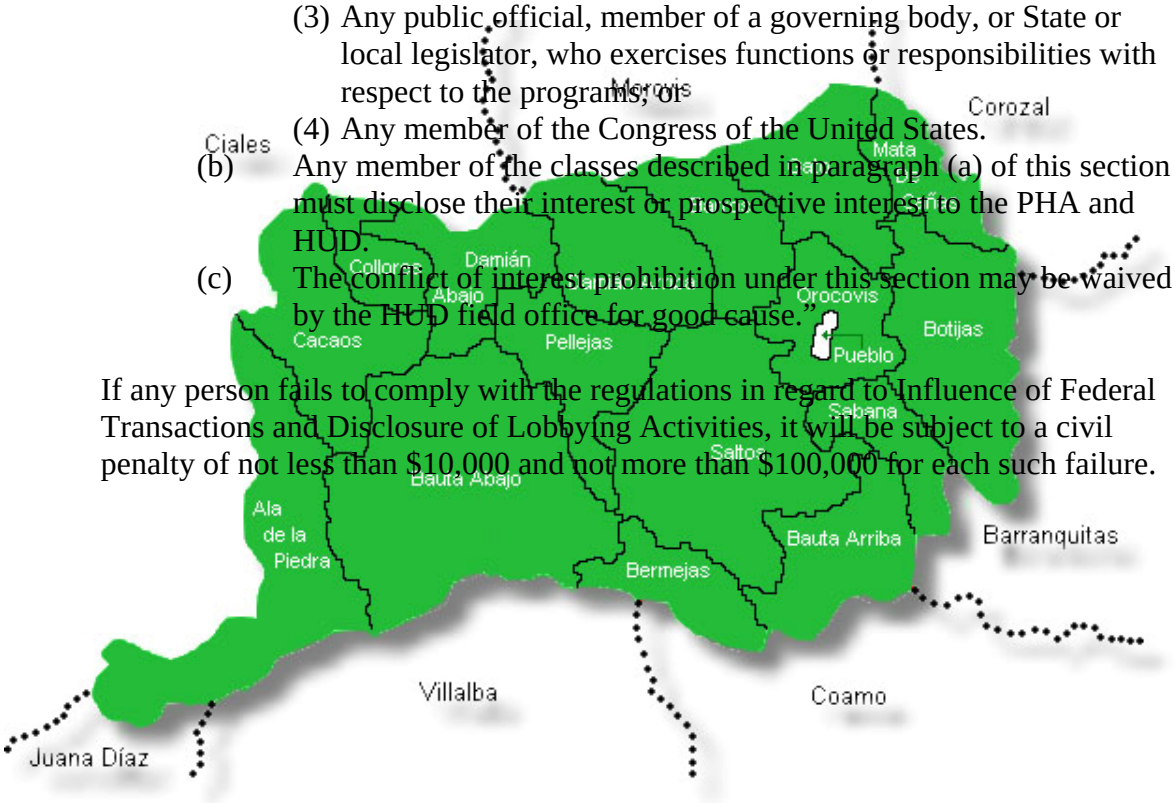
24 CFR, Part 982.161, states the Conflict of interest provision, where:

"(a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:

(1) Any present or former member or officer of the PHA (except a participant commissioner);
(2) Any employee of the PHA, or any contractor, subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs;
(3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
(4) Any member of the Congress of the United States.

(b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.

(c) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause."

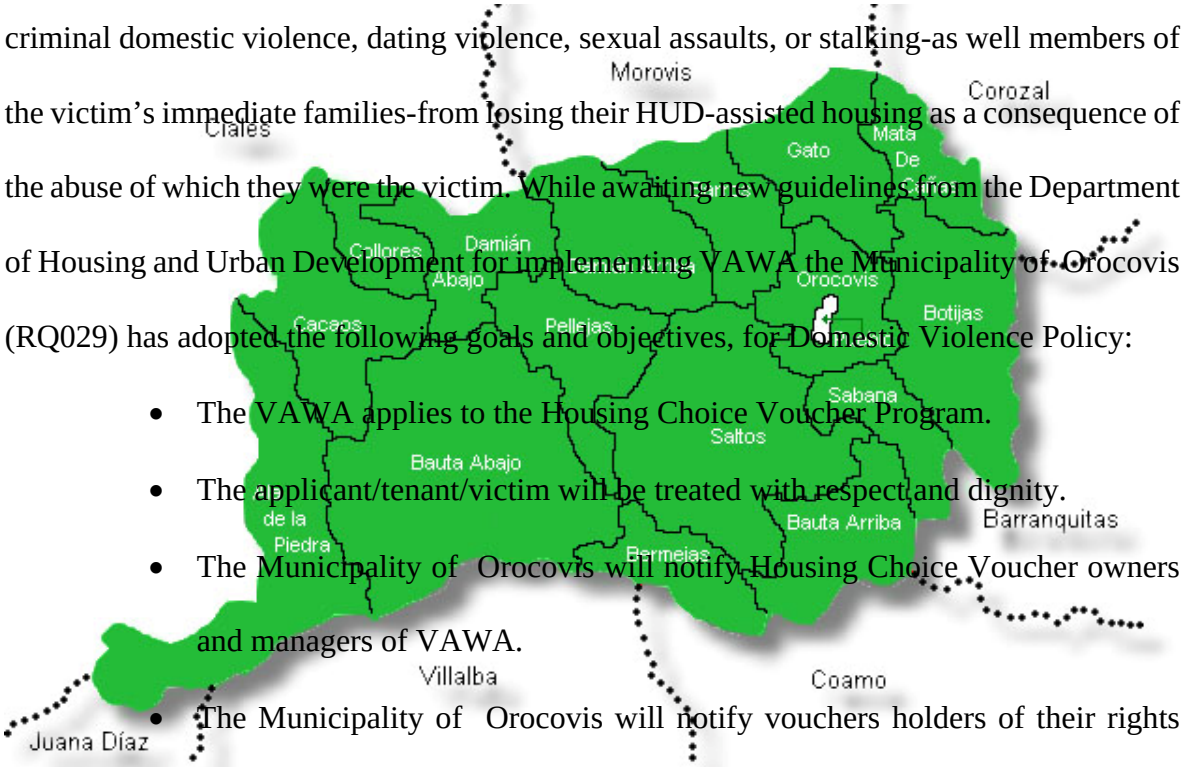


If any person fails to comply with the regulations in regard to Influence of Federal Transactions and Disclosure of Lobbying Activities, it will be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

13. Violence Against Woman Act- PHA policy

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 Orocovis (RQ029) has adopted the following goals and objectives, for Domestic Violence Policy:



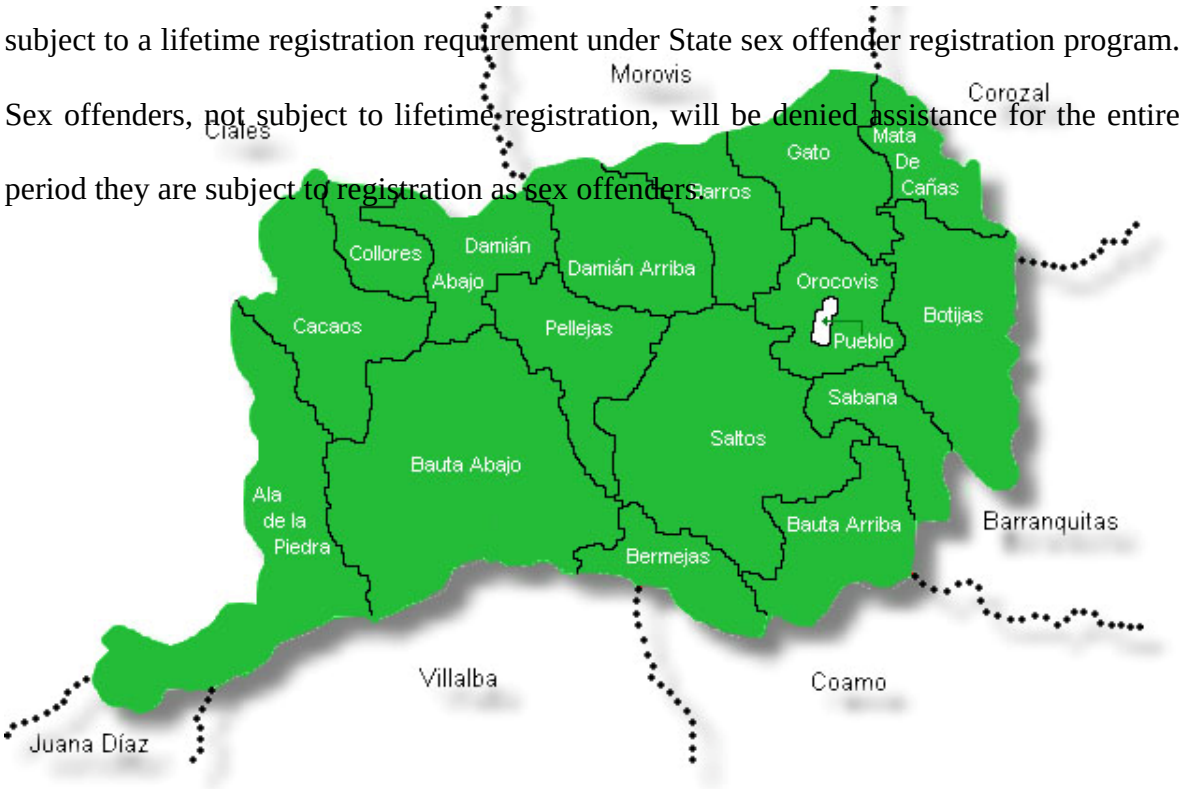
- The VAWA applies to the Housing Choice Voucher Program.
- The applicant/tenant/victim will be treated with respect and dignity.
- The Municipality of Orocovis will notify Housing Choice Voucher owners and managers of VAWA.
- The Municipality of Orocovis will notify vouchers holders of their rights 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).

14. Mandatory Prohibition of Sex Offenders Policy

The Municipality of Orocovis 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 Orocovis (RQ080)

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 will be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Orocovis 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.



Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

OROCOVIS HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

SECTION 8- HOUSING CHOICE VOUCHER PROGRAM

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

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

Name of Authorized Official	Title
JESUS E. COLON BERLINGERI	MAYOR
Signature	Date
X	03/31/2008

form **HUD-50070** (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

Certification of Payments to Influence Federal Transactions

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

Applicant Name

OROCOVIS HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

SECTION 8- HOUSING CHOICE VOUCHER PROGRAM

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
JESUS E. COLON BERLINGERI	MAYOR

Signature	Date (mm/dd/yyyy)
	03/31/2008

Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handboooks 7417.1, 7475.13, 7485.1, & 7485.3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
[B] a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	[C] a. bid/offer/application b. initial award c. post-award	[ ] a. initial filing b. material change **For Material Change Only:** year _____ quarter _____ date of last report _____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier _____, *if known*: **Congressional District**, *if known*: N/A	N/A **Congressional District**, *if known*:
6. Federal Department/Agency: N/A	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: N/A
8. Federal Action Number, *if known*: N/A	**9. Award Amount**, *if known*: $ N/A
10. a. Name and Address of Lobbying Registrant (*if individual, last name, first name, MI*): N/A	**b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*): N/A

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: JESUS E. COLON BERLINGERI
Title: MAYOR
Telephone No.: 787-867-5000 Date: 03/31/2008

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Standard Form LLL (Rev. 7-97)

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: Municipality of Orocovis **Page** 2 **of** 2

N/A