# PHA Plans

**Streamlined Annual Version**

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

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

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

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

# Streamlined Annual PHA Plan
# for Fiscal Year: 2008
# PHA Name: Municipality of Yauco
# RQ-083

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

# Streamlined Annual PHA Plan
# Agency Identification

**PHA Name:** MUNICIPALITY OF YAUCO **PHA Number:** RQ-083

## 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: 95 Number of public housing units:
Number of S8 units:

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

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

## PHA Plan Contact Information:

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## Public Access to Information

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

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

## Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

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

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

# Streamlined Annual PHA Plan
# Fiscal Year 2007
[24 CFR Part 903.12(c)]

## Table of Contents
[24 CFR 903.7(r)]

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

| | Page # |
|---|---|
| **Annual Plan** | |
| Executive Summary | 4 |
| Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies) | 6 |
| Capital Improvement Needs | 7 |
| Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program | 8 |
| Use of the Project-Based Voucher Program | 9 |
| PHA Statement of Consistency with the Consolidated Plan | 9 |
| Supporting Documents Available for Review for Streamlined Annual PHA Plans | 11 |
| Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor | 14 |
| Capital Fund Program Five-Year Action Plan | 17 |
| Prohibition Sex Offenders Policy | 20 |
| Violence Against Women Act | 20 |

**Attachments**

2008 Revised Administrative Plan
2007 Single Audit
Public Announcement
Public Hearing Participation Record
Required Certifications

# Executive Summary

This Consolidated Action Plan is an innovative consolidated process in which public housing recipients, tenants- based assistance program participants, and any other member of the public may locate and inspect basic PHA operations and services available within the Program.

Since the 2000 Census demonstrates an increase in the population in the Municipality of Yauco, we have had devote our efforts to provide low income families with better, decent, safer and affordable housing services. It has also established the Section 8 Office to administer the Housing Choice Voucher Program. In order to reach the Program goals the Municipality of Yauco had developed two mayor philosophies components in the tenant-based subsides housing program.

- To offer the very low income and low incomes families the flexibility and opportunity to choose where to live.
- To maintain the essential elements of a private relationship between tenants and landlords.

The Housing Choice Voucher Program is tenant-base and doesn't tie any of the Program participation to any particular housing unit.

The Municipality of Yauco has a considerable need for low-income housing, evidence of this are the 126 residents in our waiting list, as well as the data provided by the 2000 US Census for Housing Needs and the 2000 Comprehensive Housing Affordability Strategy (CHAS).
There is also a great big need for qualify and affordable housing units for low-incomes families within our Municipality.

Conscious of this, our PHA has established realistic and accessible goals to fullfield the needs of our low income citizens. We also want to become a facilitator for those citizens with needs for fair housing and those who have rental units available by creating a relationship in a manner were both parties will benefit with the PHA pro-active decisions.

This same Plan for the Municipality of Yauco as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality has established a unified vision of community actions. This same Plan will give the Municipality of Yauco the chance to structure the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

## A. PHA PLAN COMPONENTS

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

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

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

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

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

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

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

## A. Site-Based Waiting Lists-Previous Year

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

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

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

## B. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

## 2. Capital Improvement Needs

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

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

### A. Capital Fund Program

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Program Description:

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

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

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

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

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

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

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

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

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

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

## 4. Use of the Project-Based Voucher Program

## Intent to Use Project-Based Assistance

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

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

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

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

## 5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction:**PUERTO RICO**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☒ The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
☐ Other: (list below)

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

The jurisdiction of our Consolidated Plan supports our PHA by sharing information on the Federal Programs such as NOFA datelines and other Federal Funds related data.

# 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** |
| X | *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 |
| X | 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 |
| X | Public housing rent determination policies, including the method for setting public housing flat rents.<br>☐ Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development.<br>☐ 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 |
| X | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment). | Annual Plan: Management and Operations |
| | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and Community Service & Self- |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| | | Sufficiency |
| X | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| X | Any policies governing any Section 8 special housing types<br>☒ Check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures<br>☐ Check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| | Section 8 informal review and hearing procedures.<br>☐ 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 |
| X | 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<br>☐ 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 |
| X | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).<br>☒ 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)<br>Exhibit 1: 2007 Revised Administrative Plan<br>Exhibit 2: Most recent Single Audit<br>Exhibit 3: Copy of published announcements for Public Hearing and Plan availability<br>Exhibit 4: Required Certifications | (specify as needed) |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| X | SF LLL<br>PHA Certifications of Compliance with the PHA Plans and related Regulations<br>Form HUD 50070<br>Form HUD 50071<br>Certification by the State of PHA Consistency with the Consolidated Plan | |
| | Consortium agreement(s) and for Consortium Joint PHA Plans Only:<br>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**<br>Capital Fund Program Grant No:<br>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**<br>Capital Fund Program Grant No:<br>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 | |
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## 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**<br>Capital Fund Program No:<br>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 | |
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## 8. Capital Fund Program Five-Year Action Plan

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

## 8. Capital Fund Program Five-Year Action Plan

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

## 8. Capital Fund Program Five-Year Action Plan

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

## 9. Prohibition Sex Offenders Policy

The Municipality of Yauco (RQ-083) has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24CFR 982.553(2)). The Municipality of Yauco (RQ-083) will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Yauco (RQ-083) will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offenders 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.

## 10. Violence Against Women Act

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHAs' five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victims' immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA the Municipality of Yauco (RQ-083) 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 Yauco (RQ-083) will notify Housing Choice Voucher owners and managers of VAWA.
- The Municipality of Yauco (RQ-083) will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking.
- 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).

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF YAUCO
Federal Affairs Secretary's Office
Housing Choice Voucher Program

# Section 8
# Voucher Program
# Administrative Plan

~ 2008 Revision ~

INTRODUCTION ……3
STATEMENTS OF GOALS AND OBJETIVES …… 3
LIST OF ELECTED AND APPOINTED OFFICIALS…… 4
MUNICIPALITY OF YAUCO ORGANIZATION CHART…… 5
FEDERAL AFFAIRS ORGANIZATION CHART…… 6
SECTION 8 ORGANIZATION CHART …… 7
ADMINISTRATIVE STRUCTURE …… 8
Housing Inspector …… 8
Section 8 Accountant ……8
FSS Program …… 8
Section 8 Program Coordinator…… 9
Administrative Responsibility. ……9
Functional Responsibility. …… .9
Specific Duties …… 9
Section 8 Program Technicians …… 10
Administrative Responsibility ……10
Functional (Program) Responsibility …… 10
Specific Duties…… 10
Section 8 Program Accounts…… 11
Administrative Responsibility ……11
Functional (Program) Responsibility …… 11
Specific Duties …… 11
Section 8 Program Housing Inspector …… 12
Administrative Responsibility…… 12
Functional Responsibility. …… .12
Specific Duties……12
ADMINISTRATIVE PROCEDURES …… 13
OUTREACH TO FAMILIES AND OWNERS…… 13
COMPLETION OF APPLICATIONS …… 15
Determination of Eligibility and Selection of Families (24 CFR.982)…… 15
Definition of terms…… 15
Selection Preferences ……16
Criteria for The 10 Percent Exemption Priority ……16
Restrictions On Assistance To Non – Citizens …… 16
Suspension Of Application – Taking ……16
Initial Screening of Applications…… 17
Computation of gross families contribution …… 18
Family Briefing and Issuance of Certificates ……18
Holder Pack …… 19
DETERMINATION OF FAMILY INCOME AND FACTORS OF ELIGIBILITY…… 20
HOUSING QUALITY STANDARDS AND INSPECTION …… 27
Utility Allowances ……27
Lease Approval ……28
Housing Assistance Payments…… 28
Contract Execution ……28
Rent Reasonableness …… 28
OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS… 28
ANNUAL AND INTERIM RE – CERTIFICATIONS…… 30
INFORMAL REVIEW & HEARING FOR DENIAL: REDUCTION OR
TERMINATION OF ASSISTANCE…… 31
Procedure…… 31

REPAYMENT OF DEBT TO THE HA AND DENIAL OF ASSISTANCE…… 31
TERMINATIONS AND EVICTIONS……32
ADMINISTRATION OF THE VOUCHER PROGRAM…… 33
Overall Approach and Objectives……33

Increased Choice of Housing…… 34
Greater Equity in Place…… 34
Additional Terms and Concepts……34
INTERIM RE – EXAMINATIONS (RE – CERTIFICATIONS)..…… 36
ENFORCING HOUSING QUALITY STANDARDS (HQS)…… 36
EASING OF PRESSURE ON FAIR MARKET RENTS……36
ORGANIZATION AND STAFFING……..... 36
ADDITIONAL POLICIES FOR THE VOUCHER PROGRAM OUTREACH FOR ELIGIBLE FAMILIES…… 38
PROHIBITION SEX OFFENDERS POLICY…….. 38
VIOLENCE AGAINST WOMEN ACT…….. 39
VERIFICATION OF INCOME AND DETERMINATION OF ANNUAL INCOME AND TOTAL PAYMENT…..... 39
BRIEFING OF FAMILY AND ISSUANCE OF VOUCHERS……..... 40
ANNUAL AND INTERIM RE – CERTIFICATIONS……..... 40
FAMILY MOBILITY AND PORTABILITY OF VOUCHERS…… 41
GENERAL PROCEDURES……..41
PHA FEES……42
TERMINATION AND EVICTION…… 42
MONITORING APPLICABLE PAYMENT STANDARDS AND BUDGETS…….... 43
SECURITY DEPOSITS AND CLAIMS FOR DAMAGES, UNPAID RENT AND VACANCY LOSS……..… 43
MONITORING PROGRAM PERFORMANCE…… 44
LOCAL POLICY FOR MOBILITY AND PORTABILITY FOR THE SECTION 8 VOUCHER PROGRAMS…… 46
LOCAL POLICY CONCERNING VERIFICATION OF DOCUMENTS AND/OR INFORMATION…… 46
LOCAL POLICY CONCERNING PROHIBITION OF PREFERENCE IF APPLICANT WAS EVICTED FOR DRUG RELATED CRIMINAL ACTIVITY (24CFR,982.208) AND ADMINISTRATIVE HEARING PROCESS / TERMINAL NOTICE…..…… 46
MINIMUM REHABILITATION QUALITY STANDARDS…… 47
EASING OF PRESSURE ON FAIR MARKETS RENTS: ……47
HOUSING REHABILITATION PROGRAM FOR SINGLE FAMILY HOMES……. 47
Where to Apply for Assistance……48
Who May Qualify……..48
Required Documents…….. 49
Qualifying Process…….…… 49
Exemption Clause……... 50
HOME OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)…… 51
Qualification criteria for HOPWA Benefits…… 51
Preferences…….. 51
Service Areas of the jurisdiction……51
Special Admissions……52
Waiting List…… 52
Fair Market Rent……52
Payment Standard……52

Housing Quality Standard……53
Subsidy Standard…… 53
HAP Payments…… 53
Termination of Participation…….. 53
HOMEOWNERSHIP OPTION…… 54
ATTACHMENTS

# SECTION 8 ADMINISTRATIVE PLAN

## INTRODUCTION

The Housing Authority of the Municipality of Yauco has developed this Administrative Plan in order to outline its organizational and operational philosophy in the process of managing its Section 8 Voucher Program assets and the process of selection of eligible families as its beneficiaries/participants. This plan establishes the policies and procedures while it considers discretion on the treatment of applicants and participants. The Family Self Sufficiency Program (FSS) shall be considered to be establishing in the Municipality on a near future.

## STATEMENT OF GOALS AND OBJECTIVES

The Municipality of Yauco Housing Authority offers a Section Existing Housing Program that assists financially distressed families in meeting their housing needs. Its primary goal is to offer its eligible residents access to decent, safe and sanitary housing. The objective is twofold: to provide families the opportunity of choice and mobility when selecting where they would prefer to live, and to maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent. As a result of these fundamental principles the Section 8 Voucher Program is tenant based as opposed to being based on particular housing units.

The Family Self Sufficiency Program combined public and private resources to enable families that are eligible, to receive assistance to achieve economic independence and self-sufficiency as required by Section 984.101. Within its very modest fiscal and technical resources, the Municipality of Yauco intents to administrative such program to assist eligible families during financial distress, to promote self-sufficiency and to gradually reduce the amount paid by the program.

In Yauco, as throughout Puerto Rico, there is an adequate shortage of decent and sanitary rental housing stock, a problem made worse by the fact that roughly half of the units do no meet construction code standards, let alone HQS. This is further aggravated in a very poor and rural setting such as that of Yauco, were the median household income* is proportionately lower when compared to urbanized areas and demand for rental as opposed to homeownership units is much higher.

Thus, the approach to be followed by this HA is to safeguard those precious few units that meet HQS and to seek out those owners that may be interested to participate in the Section 8 Program. If the Yauco HA is to be successful at this, it will require an investment in sorely needed training and capacity building of the program's staff.

* According 2000 US Census

# MUNICIPALITY OF YAUCO
# LIST OF ELECTED AND APPOINTED OFFICIALS

## Elected Officials

Mayor
Hon. Abel Nazario Quiñones

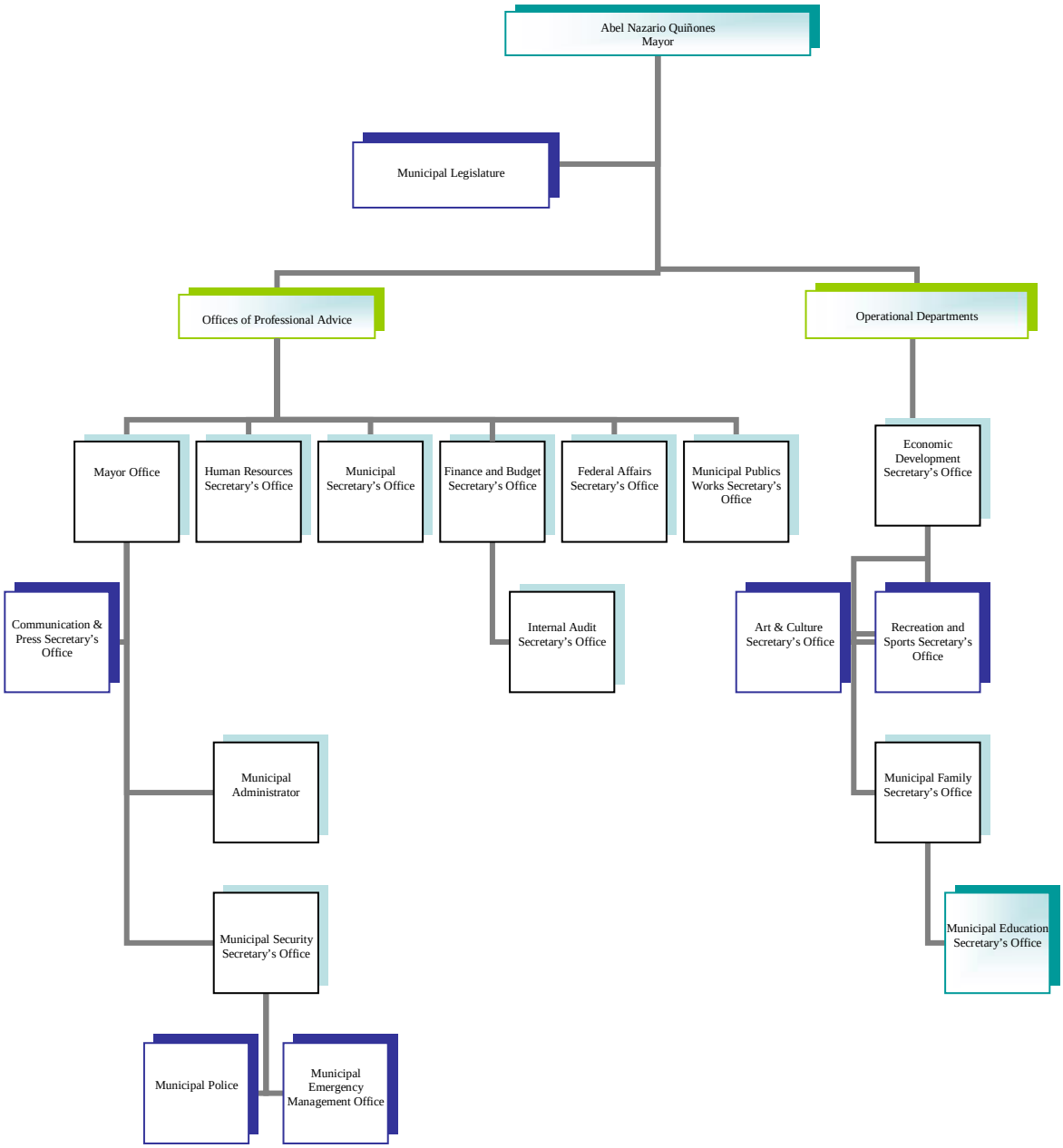
## Legislative Municipal Assembly

| | |
|---|---|
| Jaime L. Cintrón Rivera | President |
| Herminte Torres Rodriguez | Vice – President |
| Madeline Ortiz Nazario | Municipal Assembly Member |
| Israel Burgos Velez | Municipal Assembly Member |
| Miriam Ruiz Alfonso | Municipal Assembly Member |
| Heidi Pons Irizarry | Municipal Assembly Member |
| Eda A. Santiago Gonzalez | Municipal Assembly Member |
| Fidel Montes Rodriguez | Municipal Assembly Member |
| Eddie A. Cancel Ruiz | Municipal Assembly Member |
| Elaine Traverso Ramos | Municipal Assembly Member |
| Juan B. Romero Rodríguez | Municipal Assembly Member |
| Samuel Hernández Torres | Municipal Assembly Member |
| Milagros Pacheco | Municipal Assembly Member |
| Claribel Camacho Quiñones | Municipal Assembly Member |
| Carmen D. Feliciano Orengo | Municipal Assembly Member |
| Julio Caraballo Caraballo | Municipal Assembly Member |

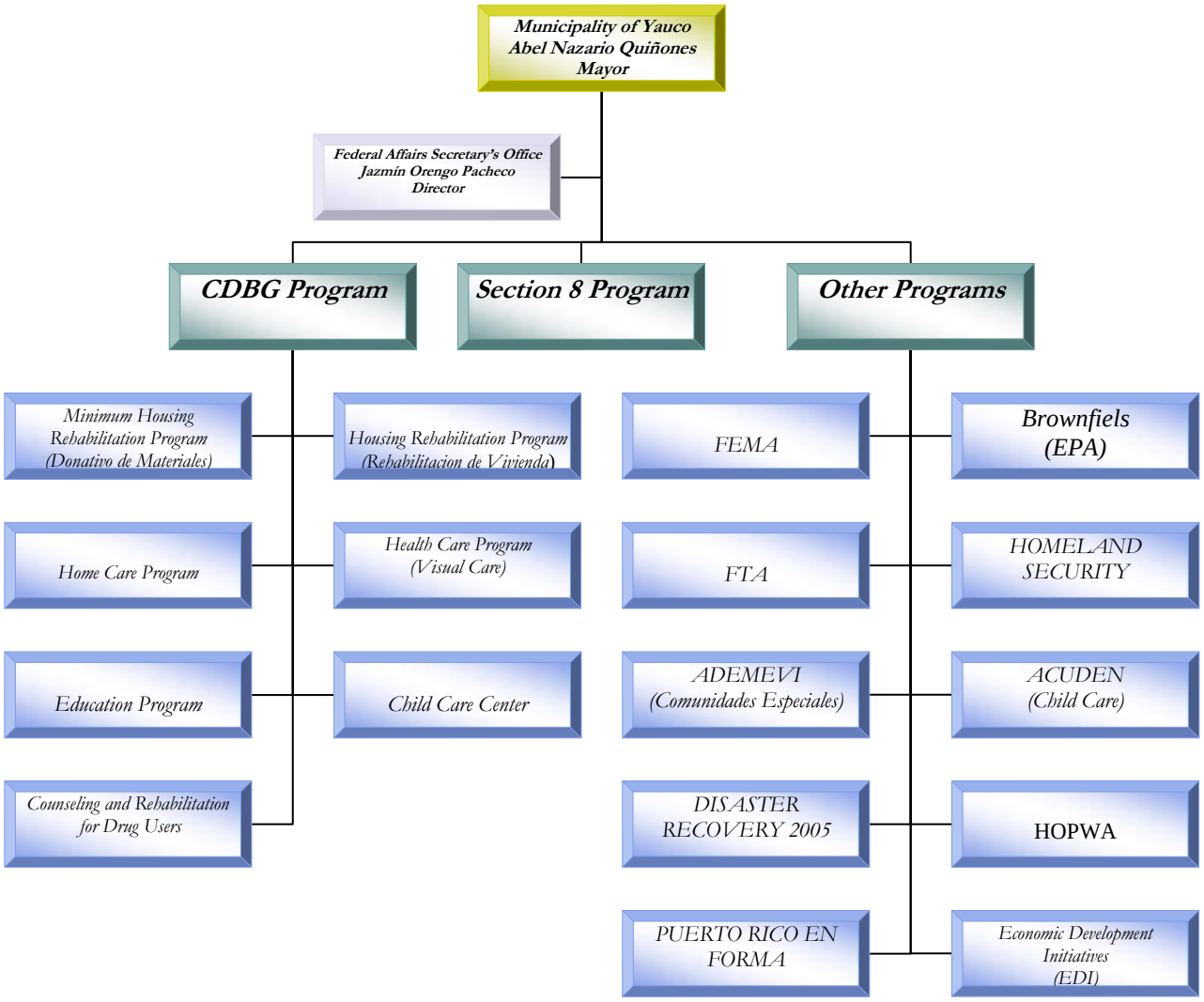
## Appointed Officials

| | |
|---|---|
| Ángel L. Torres Ortíz | Municipal Secretary |
| Carmen L. Geraldino Muñiz | Municipal Administrator & Human Resources Office |
| Freddie León Santos | Finance Director |
| Johanna Ramos Cedeño | Public Work |
| Joselyn Ortíz Pimentel | Communication & Press Secretary's Office |
| Brenda E. Irizarry Caraballo | Legal Affaire Secretary |
| Magaly Rodríguez | Internal Auditor |
| Francisco García Pacheco | Public Security & Municipal Police Secretary |
| Jazmín Y. Orengo Pacheco | Federal Affairs Director |
| Ricardo Cedeño Muñíz | Art & Culture Director |
| Delismel Mercado Arroyo | Municipal Family Department Director |
| Frances Irizarry Rivera | Sport & Recreation Director |
| José A. Martínez Borrero | Economic & Communal Development |
| Edwin Torres Gutiérrez | Municipal Emergency Management Office |
| Rafael Soto Mercado | Municipal Education Secretary's Office |

# MUNICIPALITY OF YAUCO ORGANIZATION CHART

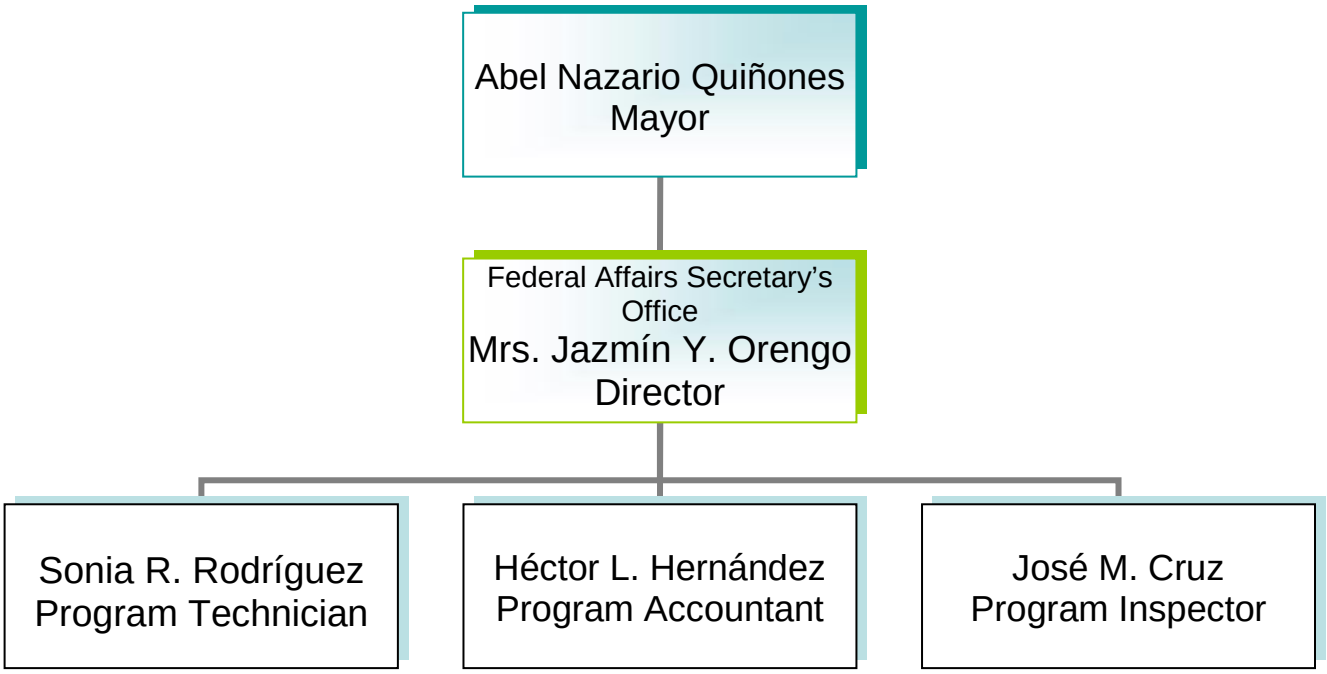


## MUNICIPALITY OF YAUCO
## FEDERAL AFFAIRS SECRETARY'S OFFICE ORGANIZATION CHART



**MUNICIPALITY OF YAUCO – HOUSING AUTHORITY**
**Section 8 Program**

**ORGANIZATIONAL CHART**



## 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 and for directing the day – to – day activities designed to meet program goals and objectives.

- Overall responsibility for ensuring compliance with federal regulations.
- The coordination and implementation of the Section 8 Tenant Policy.
- Coordination of the Affirmative Marketing Plan
- Directing the day – o – day activities designed to meet the program's goals and objectives.

**HQS Housing Inspector:**

The HQS Inspector is responsible for ensuring that housing units in the Voucher Program meet the Section 8 Housing Quality Standards and all applicable housing parameters.

**Section 8 Accountant:**

Maintains accounting books, records and reports in accordance with Municipal and HUD requirements. Ensures adequate funds for payment of rental contracts.

**FSS Program (when establish)**

Operates in compliance with the previous approved Administrative Plan as described in Section 984.201 and will provide comprehensive supporting services as defined in Section 984.103.

The Section 8 Program has the following job descriptions for each technical and administrative staff member to ensure that work performance conforms to the Section 8 Voucher Program's requirements.

**Section 8 Program Coordinator:**

**Administrative Responsibility**

Reports directly to the Federal Programs Office Director, supervise Section 8 staff and will manage the FSS Program upon implementation. The Section 8 Coordinator coordinates with the Account on financial matters.

**Functional Responsibility**

Has overall responsibility to execute the Administrative Plan's Tenant policy requirements, operations, and applicable Municipal policies and the Section 8 program's goals and objectives.

**Specific Duties**

- Compliance with the regulations and guidelines of the Section 8 and FSS programs.
- Responsible for supervising the technical and administrative work for the Section 8 Existing Housing Program.
- Setting program goals and preparing work plans for the staff.
- Staff supervision.
- Preparation of monthly performance reports.
- Preparation of narrative and statically reports in accordance with HUD regulations.
- Responsible for program compliance with HUD regulations.
- Delegate, assign and supervise work performed by program personnel.
- Negotiates contracts with unit owners and tenants.
- Establishment and coordination of the PCC and FSS Program Action Plan.
- Evaluate and resolve grievances presented by unit owners and tenants.
- Coordinate and manage the Administrative Hearings.
- Weekly reports to the Director of Federal Programs concerning progress and problems encountered.
- Carry out quality inspections based on the following table:

| Universe | Minimum number of files or records to be sampled |
|---|---|
| 50 or less | 5 |
| 51-600 | 5 plus 1 for each 50 (or part of 50) over 50 |
| 601-2000 | 16 plus 1 for each 100 (or part of 100) over 600 |
| Over 2000 | 30 plus 1 for each 200 (or part of 200) over 2000 |

and prepare the Quality Inspections Report.

- Analyze and report on current rents' reasonableness.
- Coordinate and obtain the required documentation in order to prepare additional fund proposals.
- Comply with any other duty assigned by the Federal Program Director.

**Section 8 Program Technician:**

Executes special investigations due to grievances or information received regarding program abuse. The technician is responsible to ensure that each family selected to participate in the Section 8 Program enters into a contract with the owner and that the lease contract between owner and household is signed by the head of the selected family. The technician is also responsible to ensure that the HAP contract is signed by both the agency and the owner.

**Administrative Responsibility**

Reports to the Section 8 Program Coordinator. The technician is responsible to ensure that each family selected to participate in the Section 8 Program enters into a contract, between owner and household which is to be signed by the head of the family. The technician is also responsible to ensure that the HAP contract is signed by both the agency and the owner.

**Functional (Program) Responsibility**

Responsible for initiate and maintain contract with clients and applicants, verification of eligibility and follows – ups. Responsible for maintaining current, updated files on available housing units and for providing information to clients. Responsible for establishing the terms and conditions of the lease contract and the consequences for non – compliance according to Section 984.302 (5).

**Specific Duties**

- Carries out special investigations due to grievances or information received regarding program abuse.

- Interviews owners' applicants and complete applications for Section 8 assistance, including telephone contacts.
- Verify eligibility of families in order to ensure compliance with program eligibility criteria.
- Prepares case reports and maintain an adequate file of all documents.
- Prepares weekly activity reports.
- Conducts annual family reexaminations.
- Verify family income.
- Participates in the negotiation of contracts with owners.
- Maintain files including required documents and current listing of available housing units.
- Periodical contact with Realtors, owners, lessees, etc., in order to update rental housing market information in coordinating with the HQS Inspector.
- Provides individual information to clients concerning available housing and any other related matters.
- Prepares monthly payrolls for housing owner participants of the Section 8 Program.
- Visits participants and/or neighborhoods to perform any required special investigation or inspection.

## SECTION 8 PROGRAM ACCOUNTANT:

### Administrative Responsibility

Reports to the Section 8 Program Coordinator and is responsible for the application of proper accounting practices and standards.

### Functional (Program) Responsibility

Has overall responsibility to ensure that all accounting books, records and reports are maintained in accordance with HUD requirements and that book are kept under generally accepted and accounting standards.

### Specific Duties

- Informs the Section 8 Program Supervisor on the status of the program's finances.
- Processes requisitions for program funds.

- Prepares annual Section 8 applications (Form HUD 52672 and 52673).
- Maintains and record of rental payments issued to the owners (HAP Register).
- Works together with Section 8 Program Supervisor to ensure that accounting records are updated in all issues relating to changes related to participating family's social and economic conditions such as home – address, income, family composition and any other information pertaining to tenants and owners.
- Prepares year-end financial reports.
- Carries out other duties as required by the Section 8 Program Supervisor.
- Conducts Section 8 Program accounting processes.
- Maintains accounting files in accordance with the Section 8 Program needs.
- Verifies payrolls of Section 8 Housing Choice Voucher Program employees.
- Maintains and updates record of portability payments and receivables.
- Prepares and submit, the Monthly Trial Balance for the Section 8 Program.

**Section 8 Program Housing Inspector:**

**Administrative Responsibility**

Reports to the Section 8 Program Coordinator

**Functional Responsibility**

Is responsible for ensuring that existing and proposed housing units meet Section 8 Housing Quality Standards.

**Specific Duties**

- Performs initial, annual or special inspections on proposed or under contract existing housing units.
- Approves units in compliance with Housing Quality Standards.
- Notifies deficiencies encountered and sets time frame to complete the necessary repairs.
- Analyzes and reports on current rent reasonableness for each contract housing unit.
- Executes Inspection Form (HUD–52580), Lead–based Paint Certification, Rent Reasonableness and Request For Lease Approval forms.

- Fully documents each file with the necessary documentation.
- Advises applicants/participants on all matters relating to complaint procedures.
- Hand-delivers documents to participants.
- Arranges appointments with participant owners and tenants to discuss matters related to the Section 8 Housing Choice Voucher Program.
- Responsible for the maintenance of documentation related to Housing Quality Standards inspections and for its proper record-keeping.
- Performs other duties as required by the Director of Federal Programs and / or the Section 8 Program Supervisor.

## ADMINISTRATIVE PROCEDURES

The Yauco Housing Authority has developed detailed procedures for the administration of the Section 8 Housing Choice Voucher Program. These procedures provide the framework for direction, management, supervision and for monitoring program activities. The procedures include local standards and polices for the handling of applications and participants´ requests as follow.

## 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 know 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 Housing Choice Voucher Program, 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 Municipal Government Reception Bulletin Board, and the Section 8 Reception Area and/or other suitable means, as necessary, in order to reach a maximum number of owners and real estate brokers located in all geographical sectors within the jurisdiction of the Housing Administration.

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

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

~ Families identified in the Housing Assistance Plan.

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

~ Families identified in the Rental Rehabilitations Program.

~ Provide area-wide housing opportunities to families.

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

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

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

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

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

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

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

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

c.) Supportive outreach assistance provide by other organizations.

## COMPLETION OF APPLICATIONS

### Determination of Eligibility and Selection of Families (24CFR 982).

Completed applications are entered into a pool according to date and time received, after all required documents have been received, evaluated and accepted by the HA.

### Definition of Terms

(a) Family. (24 CFR, 812.2) a single or a group of persons living together, subject to the provisions and eligibility criteria established under the program Family Composition found in 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 together, or one or more elderly or disabled persons living with one or more live-in-aides.
- An elderly family (or single person) which includes remaining members of a tenant family
- A disabled person
- A displaced person
- A single pregnant woman with no other family members
- Unmarried couples and other non-related persons living as a family
- A child who is temporarily away from the home because of placement in foster care is considered a member of this family.

Family selection is governed by the date and time of the application. The Application forms must be signed. The process must comply with (24CFR, 982.208 (1) (9) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), Title VIII of the Civil Rights Act of 1968 (42 US.C. 3601-19/Fair Housing Act), Executive Order 11063 on Equal Opportunity in Housing, Section 504 of the Rehabilitation Act of 1972 (29 U.S.C. 794), the Age Discrimination Act of 1975, and the Americans with Disabilities Act (42 U.S.C. 12101-12213). The preferences must be consisted with the HA Affirmative Fair Housing Objectives.

**Selection Preferences**

Applicants that certify housing needs in one of the following categories are listed in order of priority within each category.

Priority I. Families with overcrowding conditions
Priority II. Families with one or more severe handicapped members
Priority III. Families with one or more elderly members

**Criteria for The 10 Percent Exemption Priority**

The Municipality of Yauco identifies applicants on the waiting list with various housing needs. All applicants qualify for 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 is conducted by the HA simultaneously with verification of other aspects of eligibility requirements for assistance under 24 CFR Section 214 (200.180 through 200.192, Sub-part G) and Section 912.

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

**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 for the waiting list.
When the number of applications on the waiting list is such that new applications would have to wait for more than one year for a certificate and/or a voucher, the HA will suspend the taking of applications. Application taking will remain open for applicants who, according to their situation, request to be placed on the waiting list, such as families with unexpected housing needs. Suspension of application taking will be publicly announced in the same manner as the public notices for program availability.

**Initial Screening of Applications**

The procedures and documents required to determine family eligibility are as follows. These items will be required at the discretion of the HA whenever applicable, provided that it does not impose financial hardship.

- Applicants present evidence of all income received by the family including, Social Security Benefits, Pensions, Child Support, Scholarships, Social Services Assistance, Assets, etc.
- Applicants and participants are required to disclose and verify their Social Security numbers as well as their children's Social Security numbers when the children are over 6 years of age.
- Employer's business identification number, when applicable
- Certification of employment signed by the employer
- Affidavits for seasonal workers or for the self-employed
- Eviction notices, when applicable
- Evidence or receipt of most recently paid rent
- Marriage certificate or divorce decree, when applicable
- Birth certificates of all the members of the family
- Good Conduct verification from the PR Police Department
- Certification of ongoing studies for all children over 18 years of age
- Affidavit for common-law couples (unmarried co-habitants)
- Income tax returns forms
- Certification of unemployment for persons who are older than 18 years of age and are not in school.
- Certificate 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

- ID photo identification for persons who are older than 18 years old.

- 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 instructions such as PR Family Services Department, Housing Authority, and Social Security Administration. Program personnel may also conduct interviews at their current place of residence to document living conditions.

Once the family's eligibility has been determined, the family is notified by mail and informed regarding the steps to follow. Ineligible families will be offered an informal hearing on the determination of their ineligibility no later than thirty (30) days after the date their application was submitted and the ineligibility notice was issued.

**Computation of gross family's contribution**

Computation of family's gross contribution will be determined as per HUD regulations. The computation for the 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 applicable rules.
Computation of gross family contribution (GFC) is the greater of the following computations.

- 10% of the monthly income before any deductions.

- 30% of the monthly income after allowances for minors, medical and other eligible expenses.

**Family Briefing and Issuance of Certificates**

When the family receives a certificate, the following issues will be fully explained:

- Family and owner responsibility under the lease and HAP contracts

- How to find a suitable unit

- Housing Quality Standards

- Procedures for both the family and the owner regarding dwelling unit inspections

- Fair Housing Equal Opportunity and Grievance procedures

The certificate or vouchers issued will be determined by the family size. The length of extension for a certificate or voucher, beyond the initial 30-day 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 certificate or voucher for a period not to exceed thirty (30) days based on a good cause. In case a certificate or voucher expires, the family may reapply and be added to the waiting list in order of priority.

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

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

**Holder Pack**

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)

## DETERMINATION OF FAMILY INCOME AND FACTORS OF ELIGIBILITY

1. Application for Admission

   The Housing Agency shall determine eligibility for Section 8 rental assistance in accordance with criteria established by HUD and the Municipality of Yauco Housing Agency. In so doing, the Housing Agency shall require every applicant to complete and sign an application prescribed by the Housing Agency, as well as applicable verification consent forms.

2. Determination of Annual Income

   Family income for purposes of determining income eligibility and tenant rent and subsidy shall be computed in accordance with HUD specified sources and amounts of income to be included or excluded as stated at 24 CFRS 5 Subpart F.
   Additionally, the Municipality of Yauco Housing Agency shall exclude certain amounts of earned income under designated and qualified local training programs related to Welfare Reform as specified in HUD Notice 98-2, and consistent with 24 CFRS5.609.

3. Verification of Factors of Initial Eligibility and Tenant Rent

   To document program eligibility, preference rating, dwelling size and rent to be paid, the information submitted on the application for admission shall be independently verified. Program verification used shall be valid for a period of 60 days prior to admission.

   Program verifications used for annual re-exams shall be valid for a period of 120 days prior to the effective date of reexamination of family circumstances.

   The Housing Agency will follow the verification methods prescribed in HUD PIH-Notice 92-45 and PIH Notice 2001-15.

   When third party verification source cannot or will not provide the required information within four weeks this will be noted in the applicant or tenant file and the Housing Agency will document the alternative method used.

   The Housing Agency may review original documents provided by the family and use this as the basis for a provisional determination that will remain subject to third party verification.

   If third party verification is received after the provisional determination of initial/continued eligibility or tenant rent has been made the Housing Agency will use the third party independent verification to make a retroactive determination. A family's rent may be increased or decreased retroactively.

If there is a determination that a family was not initially eligible for program participation the family will be terminated on 30 day written notice to the family and owner. Any ineligible family will be required to make full repayment of subsidy received to which the family was not entitled.

4. Verification of Annual Income

Anticipated income is a prime determinant of an applicant's eligibility for participation and their level of rental assistance. An annual means income from all sources received by the family head and spouse (even if temporarily absent), and by each additional member of the family, including all net income to be derived from assets for the upcoming 12-month period.

Annual income will be determined based on appropriate third party verification. Initial income eligibility is established by comparing annual income to the HUD-prescribed maximum income limit.

There is no minimum income requirement for participation in the Section 8 rental assistance programs.

5. Record of Family

A file folder shall be established for each applicant and participant family and shall contain the original application and all data collected to verify and document the family's status. For each participant family the Housing Agency will maintain as part of the family record the family's application, applicable verifications, a copy of the executed lease and the HAP contract, as will as correspondence between the family and Housing Agency. The Housing Agency shall retain all applicant/tenant certifications and relevant documentation as set forth in 24 CFR 982, amended.

6. Misrepresentation of Family Circumstances

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, the Housing Agency may deny and/or terminate assistance and may refer the family file/record to the proper authorities for appropriate disposition.

7. Determination of Ineligibility

If an applicant is determined to be ineligible for Section 8 rental assistance, the Housing Agency shall promptly state the reasons for its determination to the applicant in writing. The letter shall also state that the applicant may request an informal discussion and explain how to request the informal discussion.

8. Suspension of Voucher Issuance

   If there is insufficient funding to assist the family at the top of the waiting list, the Housing Agency will not issue any form of assistance to any other family at the top of the waiting list.
   However, if HUD awards the Housing Agency funds for a specified category of families on the waiting list, the Housing Agency must select families in that category, even if they are not at the top of the waiting list for one year. All such selections will be made as a Special Admission and so noted in the tenant and waiting list records.

9. Removal from the Tenant-Based Assistance Waiting List

   The Housing Agency will remove a family's name form the Section 8 TBA waiting list if the family is determined ineligible in accordance with criteria prescribed by HUD or Housing Agency policy. The Housing Agency may also remove a family's name from its waiting list for family's failure to provide the Housing Agency with a new mailing address and/or any correspondence is returned with no forwarding address or family fails to participate in 2+ scheduled appointment(s) without good cause. The Housing Agency may also remove a family's name from the waiting list based upon a family's written request.

## PG-S1.00 Policy and Procedures for Verifying Factors of Eligibility

Verification of income and asset information is required to determine eligibility for admission and continued assistance. All of the family's written representation that affect the family's eligibility or rent, must be verified by the Housing Agency's Section 8 Admissions staff.

Written inquires will include:
- Statement of the purpose for requesting family data; and
- Statement signed by the applicant to permit the source to release information/family data.

When an applicant or tenant report annual income that appears to be less than adequate for the family's needs, or if the family appears to eligible for income that is not reported to be received, (1.e., Temporary Assistance for Needy Families (TANF), welfare, unemployment compensation, child support, etc.) the absence of such income will be verified.

Family may be required to sign verification consent forms for:
- Temporary Assistance for Needy Families (TANF)
- Nutritional Assistance
- Unemployment Compensation
- State Wage Information Collection Housing Agency
- Credit Report
- Child Support Agency

For an initial determination of eligibility all required verifications must be current (i.e., issued within the 60 day period preceding the data of interview)

Tenant files will contain documentation of all required verifications

1. Applicants/tenants must cooperate with Section 8 staff and comply with the Housing Agency's certification/verification process by providing enough information to allow the Section 8 office to obtain verification from a third party of all statements regarding eligibility and rent. Family composition is generally treated as a self-certification. The signature of the head and/or co-head of household on the application for housing assistance will normally by considered sufficient verification for family composition. However, the Housing Agency may require proof of family composition consistent with in Housing Agency's definition of family.

2. All income, assets and each applicable deduction will be verified at the time of admission and at each subsequent re-examination. Income will be verified by third party verification. If third party written verification is not possible Section 8 staff shall attempt to receive third party oral verification by calling the source or participating in a meeting with the source. Whenever third party oral verification is utilized the Eligibility Specialist/Housing Representative (OS) who received the information will be required to document the date of the phone contact, the name of the person they spoke with, information received and sign their name. Additionally, the Eligibility Specialist/Housing Representative will complete the Housing Agency's third party oral verification form. This form will identify with whom they spoke, the date, and other critical information. If neither third party neither written nor oral verification is possible this will be noted in the file and Section 8 staff shall undertake a review of documentation provided by the family. Eligibility Specialist/Housing Representatives are to review documents provided by the family for: date, authenticity, and completeness. If documents appear to be altered they should not be considered and alternative documentation should be requested.

The following statements will also be verified and documented in the tenant file:

a. Age of family members when the sole factor determining factor of eligibility is age or to support deductions claimed for minors or elderly households status;

b. Displacement, handicap, disability, veteran or servicemen status when they are a factor in determining eligibility for certain deductions or preferences;

c. Full-time student's status.

## PG-S1.00.a Policy and Procedures for Third Party Verifications

The verification process during the time of application, interim, reexamination and annual Re-examination is a critical task in the administration of the Department of Housing and Urban Development (HUD) assisted housing programs. This task requires Public Housing Agencies (PHA's) to verify factors that affect the determination of an applicant's/participant's adjusted income. The verification process also requires the applicant/participant to provide and disclose information that is true and complete, which is necessary in the administration of HUD's assisted housing programs. The Housing Agency of the Municipality of Yauco is committed to insure that all applicants and participants information if verified for accuracy and completeness.

The requirement for third party verification can be found at 24CFR S960.259 (c)(l), and s982.516(a)(2) and states that "The PHA must obtain and document in the family file third party verification of the following factors, or most document in the file why third party verification was not available:

- Reported family annual income:
- The value of assets,
- Expenses related to deduction from annual income; and
- Other factors that affect the determination of adjusted income or income-based rent."

The Department has defined third party verification requirements established by the Inspector General's Office, prior HUD polices and guidebooks. References: PIH Notice 2001-15: Improving Income Integrity in Public and Assisted Housing Choice Voucher Program Guidebook (Section 12-4) issued April 2001 The Tenant Integrity Program Training Guide issued by the Office of the Inspection General (Page 51) issued October 1989.
Third Party Verification is defined as independent verification of income and or expenses by contracting the individual income expense source(s) supplied by the family. The verification documents must be supplied directly to the independent source by the PHA and returned directly to the PHA from the independent source.

The tenant shall not hand carry documents to or from the independent source. The Agency will mail, fax, or e-mail the verification request form to the independent source. In the event that the independent source does not respond to the Agency's, faxed, mailed, or emailed request for information, the Agency will secure and document oral third party verification.

The Agency will ensure that they use appropriate consent forms to obtain specific information. The HUD Form 9886 authorizes HUD and the PHA to obtain third party verification of the following:

- Any income information or materials from State Wage Information Collection Agencies (SWICA).
- Income information obtained from previous and current employers. The HUD Form 9886 authorizes HUD only, to obtain third party verification of the following:
- Income Information from the SSA.
- Incomes return information from the IRS.

The HUD form 9886 may not be used to obtain any other information.

Verification Guidance

The Agency will make every effort to secure HUD Systems Available for Upfront Income verification.
The Agency will use HUD's Tenant Assessment Sub-System (TASS) the Enterprise Income Verification System (EIV) and centralized UIV System as acceptable methods for verifying family income.
Note: The Agency will ensure to have a valid HUD Form 9886 signed by all household members who are 18 years of age or older in the tenant file.

The Agency will make use of the Third Party Verification to Supplement Upfront Income Verification.

Written Third Party Verification: Independent verification of income and or expenses will be secured by contacting the individual income expense source (s) supplied by the family. The verification documents must be supplied directly to the independent source by the PHA and be returned directly to the Agency from the independent source.

One Third Party Verification: Independent verification of income and or expenses will be secured and documented by contacting the individual income expense source(s) supplied by the family, via telephone or in-person visit. Agency staff will document in the tenant file, the date and time of the telephone call, the name of the person contacted and telephone number; along with the confirmed verified information. This verification method will be the last resource used in the event that the independent source does not respond to the Agency's faxed, mailed, or e-mailed request for information in ten (10) business days.

Document Review: The Agency will review original documents provided by the tenant in support of their declaration of income during the income reexamination. This verification method will only he used as the sole source of income verification when all other sources of third party verification cannot he obtained. When the

Agency has to resort to reviewing tenant-provided documents, the Agency will document in the tenant file why third party verification was not available.

Part HH of this plan provides further guidance on the verification method that the Agency will utilize to insure full compliance and adherence with this policy and with HUD's requirements.

The Housing Agency of the Municipality of Yauco will use the following verification methods in the order listed below:
(1) Upfront verification
(2) Written Third Party Verification
(3) Oral Third Party Verification
(4) Document Review
(5) Enterprise Income Verification (EIV)
(6) Tenant Declaration

The Agency will attempt to use upfront income verification first and whenever possible, since it is the most preferred method by HUD and does not rely on an individual filling out a form, which may result in lower data integrity.

If upfront verification is not available then the Agency will obtain required written third party verification. Verification forms are to be mailed, faxed or e-mailed directly to the independent source. In the event that the independent source fails to respond to written verification requests, the Agency will then contact the independent source by telephone or an in a personal visit to obtain the verification. Upon receipt of the information, the Agency must document in the family file, the date and time the information was received along with the name of the person and title that provided the information.

**EXCEPTIONS TO THIRD PARTY VERIFICATION REQUIREMENTS**:

The Housing Agency of the Municipality of Yauco is aware that in some situations, third party verification is not available for a variety of reasons. Oftentimes the Agency may have to make numerous attempts to obtain the required verifications with no luck, or the income source may not honor written or oral requests for income information or the asset or expenses to be verified is an insignificant amount, or it may not be cost effective to obtain third party verification of assets and expenses, when the impact on total tenant payment is minimal (See summary of example exceptions to third party verification in Part HH). In these cases, it is acceptable for Agency to review original documents provided by the tenant. However, the Agency is required to document in the family file the reason(s) why third party verification was not available. The Agency will maintain a photocopy of the original document in the family file.

## PG-S1.01 Verification of Handicapped/Disability Status

To ensure compliance with the non-discrimination provisions of the fair Housing Amendments Act of 1998 and Section 504 of the Rehabilitation Act of 1973, the Housing Agency will implement the following procedures when verifying a family's representation that the head or co-head/spouse is handicapped or disabled for 12 months or more.

1. Such verification will only occur when the head/co-head has indicate in writing that a family member is handicapped or disabled and the family feels that such status entitles them to special deductions and/or special assistance in locating suitable units or preference in tenant selection.
2. Person(s) who receives Supplemental Security Income Disability Payments (SSI) or Social Security Disability (SSD) benefits will be determined handicapped/disabled and no further verification will be required.
3. No family/family member will be required to neither attest to nor establish their ability to live independently as a condition of initial or continued eligibility for assistance.
4. If the individual with a disability has been recently de-institutionalized or states they are otherwise disabled, but is not receiving SSI/SSD, verification from a trained professional (i.e., doctor, therapist,) that the named person meets HUD's definition of handicap or disability will be adequate verification. Section 8 staff will provide the third party with a certification form containing the HUD definition.

## HOUSING QUALITY STANDARDS AND INSPECTION

The Section 8 Program utilizes the inspection Form HUD-52580 to perform and record inspections performed to units.

The housing unit must comply with the Housing Quality Standards and acceptability criteria. The inspection is conducted with the participation of the owner, the tenant and the Section 8 HQS Inspector. 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 ensure that Housing Quality Standards are met, the Section 8 Coordinator will supervise 5% of all inspections. Reports of inspections (5% of inspections and re-inspections) will be kept in the program's files.

### 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.

**Lease Approval and Housing Assistance Payments, Contract Execution and Rent Reasonableness**

a.) Prior to executing a lease contract, the Section 8 Program undertakes a study to determine the rent that is being paid for housing units with the same characteristics in the area. Each participant's file has a copy of the study conducted certifying the reasonableness of the contract rent. Reasonableness of rent will be determined by means of comparison with the rent of similar standard units in the neighboring areas.
The Section 8 Program informs families on the process of locating a suitable housing unit as well as on lease provisions. The owner is oriented about program procedures and regulations at the Office of Federal Programs. 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 are 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 uses a model lease contract approved by HUD. The HA conducts 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.

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

c.) The HA assists the families that claim that illegal discrimination has prevented the family from leasing a suitable unit. e.g., single woman with many children.

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

**OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS**

PHA is responsible for ensuring that the rents charged by owners are reasonable based upon objective comparable in the rental market. PHA will not approve the lease or execute a payments contract until it has determined that the unit meets the minimum HQS and that the rent is reasonable. PHA will determine rent reasonableness at initial lease-up, before any increases in rent to owner, and at other times as described in this section. PHA will provide the owner with information concerning rent adjustments.

This part explains PHA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the Payment Standards, and rent adjustments.

## A. RENT REASONABLENESS DETERMINATIONS [ 24 CFR 982.503 ]

PHA will not approve a lease until PHA determines that the initial rent to owner is a reasonable rent. PHA will re-determine rent reasonableness whenever an owner requests a regular or special contract rent adjustment for the program or any increase in the rent for a Voucher unit. PHA must also re- determine rent reasonableness if: 1) there is a 5% decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary; and 2) if directed by HUD); and 3) based on a need identified by PHA's auditing system.
PHA may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by PHA.

PHA will determine and document on a case-by-case basis that the approved rent:

- Is reasonable in comparison to rent for other comparable, unassisted units in the market; and
- Does not exceed rents currently charged by the same owner for an equivalent assisted or unassisted unit in the same building or complex.

The data for other unassisted units will be gathered from newspapers, Realtors, professional associations, inquiries of owners, market surveys, and other available sources.

The market areas for rent reasonableness are indicated by zip code and census tract within PHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area.

The reasonableness or the rent requested by the owner will be determined by considering at a minimum, the following factors:

Location (the primary factor)

- Type
- Unit Size

Utilities provided by the Owner (in accordance with the Lease offered)

PHA will collect additional data and, to the extent possible, will consider the following additional factors when making a comparison of the proposed assisted unit to other unassisted units:

- Quality
- Age of the Contract Unit
- Amenities

- Housing Service Maintenance

Housing Counselors will obtain market data on comparable units in the course of regular business by:

- Calling in response to newspaper or internet rental advertisements;
- Knocking on doors of units in the neighborhood of assisted units and asking questions of the residents;

Obtaining information from owners and real state agents.

Data on comparable will be entered into the PHA computer module used to assist in comparison of units, and the computer will be used to select the most comparable of all units in the database. A rent comparison and rent reasonableness determination will be made using the units selected from the database.

PHA will update information in the computer database periodically and will not use information that is more than 12 months old when making rent reasonableness determinations.

At least two comparable of unassisted unit will be used for each rent determination. All comparable must be based on the rent that the unit would command if leased in the current market. Leased in the current market means that the unit has been leased within the last 360 days.

PHA reserves the right to conduct rent reasonableness determinations on units assisted under the program at any time in such instances, owners will be informed of the re-determination, and notification in accordance with the HAP Contract will be made for any Change in approved rent.

## 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 request made by the families or by any indication that the status of the family has 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 also, 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.

## INFORMAL REVIEW & HEARING FOR DENIAL: REDUCTION OR TERMINATION OF ASSISTANCE

Upon determining that an applicant or participant is ineligible the HA will notify the applicant or participant in writing the reason (s) for the ineligibility. The HA will also notify the applicant or participant as to their right to request an informal review for applicants, or informal hearing for participants.

### Procedure

When an informal review or hearing is requested by an applicant, 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. External Program Consultant will be helpful in the procedure.

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 and must be based solely on the evidence provided at the hearing and must state the legal and evidentiary grounds for the decision.

## REPAYMENT OF DEBT TO THE PHA AND DENIAL OF ASSISTANCE

The HA will offer an applicant and / or participant the opportunity to enter into an agreement for repaying the money owed 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, and may terminate housing assistance payments which are being made on behalf of the participant under an outstanding contract.

a) The HA will no longer consider the participation of a family in the Section 8 Voucher Programs, after the family has been denied assistance and they have been

terminated by the program due to violations of the program's policies and procedures.

b) The HA will allow the family to be absent from the dwelling unit for no more than 180 days under the following first three verified circumstances:

1. Illness or hospitalization-medical history verification requested.
2. Illness of a relative who needs care from a family member, in another location medical history verification requested
3. Any other HA approved and verified circumstances, e.g., military Service (reserves, etc)
4. Vacation leave for no more than 60 days.

c) 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.

**TERMINATIONS AND EVICTIONS**

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:

- If the family vacates the unit in violation of the lease
- When owner terminates tenancy in accordance with regulations
- When 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.

When the tenant vacates its unit in violation of the lease or tenancy agreement, the owner shall receive the housing assistance payment due under the HAP contract for the period of the current month. The owner must shall receive a housing assistance payment from the HA in the amount of 80% of the contract rent. The owner must reimburse the HA for any excess collected from the family after the vacancy loss payment has been made. If an owner fails to collect a security deposit, the PHA's liability will be reduced by the amount the owner could have collected.

When the owner intents to evict the family in accordance with state/local law, the Section 8 Program must her notified prior to instituting such eviction procedures. Additionally, the HA may also terminate the contract if:

- The family no longer requires assistance
- The until 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

**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 determinate whether the family is eligible to receive continued assistance under the Section 8 Program

**ADMINISTRATION OF THE VOUCHER PROGRAMS**

**Overall Approach and Objectives**

The Section 8 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 choose 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. The feature makes the program different from the Section 8 Existing Certificate Program, specifically in the following areas:

- **Increased Choice of Housing**

  No Fair Market Rent Cap or amount of rent can be paid for a unit leased under the housing Voucher Program. Families have unlimited choice of any housing that meets the Housing Quality Standards, and are not limited to choosing units in the bottom half of the standard housing inventory.

- **Greater Equity In Place**

  Families who do not want to move are not precluded from participation in the program because the rent for their unit 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.

**Additional Terms and Concepts**

In addition to the terms and concepts use 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 887.151 (a), that qualifies as a very low income family at the time it initially receive 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- theSchedule of Housing Costs used to calculate the Housing Voucher subsidy.

Applicable Standard-The Schedule of Housing Costs used to calculate the Housing Voucher 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-3-lover Schedule-The HA may establish a new family-mover schedule at any time. The amounts on the new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the Initial

Payment Standard (and 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 (and 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 and stating their 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 I of the section 8 Existing Housing Certificate ACC.

Housing Voucher Contract- A written contract between the HA and 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.

An HA which administers a Housing Voucher Program must accept or refer a Housing Voucher or Certificate holder from another HA jurisdiction (24 CFR 982.354 & 982.355). Unlike the Certificate Program, there will be no HA limits on increases which the owner can impose. Families will make their own decision 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 size appropriate to the family's new circumstances will be used.

## ENFORCING HOUSING QUALITY STANDARDS (HQS)

- The HA will complete HQS inspection s 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.

## EASING OF PRESSURE ON FAIR MARKET RENTS

Fair Market Rent thresholds may be modified /adjusted if one of the following is present:

- If FMR decreases the demand for units at or below, Fair Market Rents.
- If a pre-program unit meets 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 PHA'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 polices and procedures pertaining to the Voucher Program.

The 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-certifications, Interim Re-certifications
- 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 Hearing 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 Certificate, or to refer the family to public housing or other resources that are available.

The maximum Housing Voucher subsidy the HA may pay is the 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 |
| 3-6 | 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.

## PROHIBITION SEX OFFENDERS POLICY

The Municipality of Yauco (RQ-083) has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24CFR 982.553(2)). The Municipality of Yauco (RQ-083) will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Yauco (RQ-083) will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offenders 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.

## VIOLENCE AGAINST WOMEN ACT

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHAs' five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victims' immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.

While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA the Municipality of Yauco (RQ-083) 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 Yauco (RQ-083) will notify Housing Choice Voucher owners and managers of VAWA.
- The Municipality of Yauco (RQ-083) will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking.
- 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).

## 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 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 24 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 a Voucher, the following items will be fully explained and a Holder's Packet, the same as in the Certificate Program, will be provided to the family containing the following:

- Family and Owner responsibilities under the Lease and Contract
- How to find a suitable unit
- Housing Quality Standards
- Procedures for family and owner dwelling unit inspections
- Portability eligibility (24 CFR 982.354 & 982.355)

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

Families will be briefed on the protection afforded to them by the Privacy Act and its restrictions against third parties interfering or intending to access or mediate in confidential matters concerning their Section 8 record. A copy of the Act is attached.

## ANNUAL AND INTERIM RE-CERTIFICATIONS

As in the Certificate Program, the HA must annually re-examine income and family composition for families receiving assistance in the Housing Voucher program. Re-examinations will be, at least, on an annual basis, and will generally be schedule to coincide with other annual activities. (e.g., Annual Unit Inspection).

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

1. The HA instituted an Adjustment Standard Schedule which is higher than the Payment Standard currently being used.

2. The family's size / composition have changed and the family is eligible for a larger or smaller unit requiring a new standard because of the change in unit size.

3. The family chooses to move to a new unit.
4. Families in both programs will be notified of the results of the re examination.

Families determined ineligible, will be informed in writing, and given an opportunity for an informal hearing. Procedures to be followed for families eligible for continued assistance are generally the same as in the Certificate Program.

1. The family and owner are notified of changes in HAP and Tenant Rent.
2. An annual unit inspection is conducted.
3. 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 VOUCHER

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

## GENERAL PROCEDURES

Whenever this HA, for portability purposes, is the Initial HA. A family must live in the Initial PHA'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 exceeds 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 wish to move under the portability procedures, the Initial HA will contact the receiving HA. The Initial HA will notify, to the Receiving HA that.

- The family is eligible for assistance (i.e., meets the income eligibility requirements of the Initial HA), and
- 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 (if the Initial PHA's Housing Voucher was used).

**PHA FEES**

The 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 (the Housing Voucher is part of a new funding increment).

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 Certificate or Housing Voucher to a family using the portability opportunity, may claim the Preliminary Fee from its Certificate ACC reserve or Housing Voucher Fee reserve at the time of the Year-end Settlement.

**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 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/social law.
- The HA may also terminate the Housing Voucher Contract if:

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

- The units fail 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 Program.
- The HA discovers program abuse.
- The owner is not in compliance with the terms of the Housing Voucher Contract.
- As in the Certificate Program, 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**

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

- Comply with the requirements of state/local law.
- Provides 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 BUDGETS

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 its Annual Contract Authority is not exceeded.

The HA will submit end-of-year financial re-conciliations.

## SECURITY DEPOSITS AND CLAIMS FOR DAMAGES, UNPAID RENT AND VACANCY LOSS

Security Deposits

In the Voucher program, owners may collect a security deposit of one month's contract rent, but it may not be unduly high so as to preclude participation by program applicants.
If an owner fails to collect a security deposit, the PHA's liability will be reduced by the amount the owner could have collected.

Damages/Unpaid Rent

The Housing Voucher Program reimbursement for unpaid rent, damages or other amounts owed, will not exceed the lesser of:

1. The amount owed the owner or one month's contract rent less the security deposits actually collected.
2. The security deposit the owner could have collected.

Vacancy Loss

In the Housing Voucher Program, owners will not be eligible to receive Housing Assistance Payments after the family moves from the unit. If the Housing Voucher family vacates its unit in violation of its lease, the owner retains the payment for the month in which vacancy occurred.

**MONITORING PROGRAM PERFORMANCE**

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

- To ensure compliance with HUD program and regulatory requirements.
- To track the performance of the Section 8 and FSS Programs 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 signification program-related areas are indicated.

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

The Program personnel prepare and submit weekly reports to the Program Director. The Director reviews the information presented and summarizes the data. This summary is utilized to compare planned and actual program performance regarding the PHA'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 and Performance Requirements

- The 100% very low income requirement.
- The HUD-approved unit size distributions.

- The 10% exemption authority. If authority is needed for more than 20% of the units, the PHA'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 HQS.
- Implementation of Federal Preferences.
- Determination of rent reasonableness.
- Annual revision of utility allowance.
- Implementation of a non-discrimination policy.

Section 8 Program Occupancy Records (including FSS program) will consists of:

- 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 receiving other public welfare assistance.
- Percentage of assisted families with unique needs, whose contract rent exceeds 120% of the FMRs will be authorized by HUD's 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 Program authorization.
- Number of families who have left the program.

- Number of units occupied by handicapped families.
- Number of vacancy loss claim.
- Number of AP Contract terminations due to non-compliance with Housing Quality Standards.
- Number of owners who have dropped out of the program.

**LOCAL POLICY FOR MOBILITY AND PORTABILITY FOR THE SECTION 8 VOUCHER PROGRAMS**

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

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

The determination taken to establish this policy is based on the fact that the adjacent PHA's within commuting distance from our HA.

The Certificates and Vouchers can be administered and serviced by adjacent PHA's Municipalities without having to assign them to, or receive them from the Yauco HA.

**LOCAL POLICY CONCERNING VERIFICATION OF DOCUMENTS AND/OR INFORMATION.**

Verification of citizenship and/or place of birth will be implemented through a third party (independent) verification process. If third party verification cannot be used, the HA will document in the file as to why another method was used. This policy also applies to all other Program verification requirements.

**LOCAL POLICY CONCERNING PROHIBITION OF PREFERENCES IF APPLICANT WAS EVICTED FOR DRUG RELATED CRIMINAL ACTIVITY (24CFR, 982.208) AND ADMINISTRATIVE HEARING PROCESS/TERMINAL 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 years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program.

It's up to the HA to reach the final decision to give admission preference in any of the following cases:

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

2. If the HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.
3. If the HA determines that the evicted person no longer participates in any drug-related criminal activity.

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

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

## MINIMUM REHABILITATION QUALITY STANDARDS

- Enforcing Housing Quality Standards (HQS):
- The HA will complete HQS inspections and complaint as needed.
- The HA understands that HUD may reduce administrative fees if the unit fails HQS.
- The HA understands that HUD may reduce administrative fees if it fails HQS.

## EASING OF PRESSURE ON FAIR MARKET RENTS:

- Decrease the demand for units at, or below, Fair Market Rents.
- If a pre-program unit meets 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, as opposed to HUD determining the Fair Market Rent

## HOUSING REHABILITATION PROGRAM FOR SINGLE FAMILY HOMES

The Municipality of Yauco may, provided it identifies and receives funding from programs such as Housing Preservation Grants, the state HOME Program and Small Cities CDBG, implement a program to improve the availability of housing stock. This program may provide funds to homeowners to fully rehabilitate their housing unit provided the structure is their primary dwelling. The structure to be rehabilitated will also be brought up to hurricane construction standards.

The projects will comply with Puerto Rico's Uniform Construction Code (UBC) and recommended guidelines as provided by FEMA, ARPE and the School of Architecture and Engineering. Additionally, it wills comply0 with housing operations' guidelines as provided by OCAM in such a way that the Section 8 standards to improve the quality of housing in special communities are met. General participation guidelines will be as follows:

- Once launched, interested families may file pre-applications available in the Office of Federal Programs
- Eligible participants will be selected in the chronological order in which the application was received and logged.
- Participants will have to meet the median income scales as provided by the Department of Housing and Urban Development.
- The structure will be inspected to determine the type and amount of work needed to bring the property up to Housing Quality Standards.
- The average contribution to cover the cost of construction materials is estimated at $3,000.00 For the purpose of this program, maximum contribution is considered to be an amount equal to the expense incurred, in the process of bringing the property up to Housing Quality Standards.

**Where to Apply for Assistance**

Eligible Yauco residents interested in receiving assistance may receive information regarding the program from Section 8 staff in the Office of Federal Programs located in the Yauco City Hall.

- In house visitors will be asked to sign a log.
- Visitors will be offered orientation on a first-come first-served basis. An exemption will be made in the case of handicapped or expecting mothers.

**Who May Qualify**

- Homeowners that use the property to be rehabilitated as a primary dwelling.
- Homeowners whose property is located in the geographical area of Yauco.
- Low and very-low income families whose income does not exceed the adjusted annual income according to the family size as established by HUD.

- A homeowner whose property falls short of compliance with HUD Housing Quality Standards but the structural condition may be rehabilitated.

**Required Documents**

- Three photographs depicting the property's façade, one side and back.
- A family portrait (standard size photograph)
- Estimated cost of materials
- When a cemented roof or a contention wall is to be installed, a floor plan by a licensed engineer and a construction permit will be required.
- A copy of the property's deed
- Copy of the Birth Certificate of all family members that reside in the property
- Copy of the Social Security Card for all family members residing in the property
- When applicable a letter that indicates current welfare benefits received by the family such as Food Coupons, other services or economic assistance provided by any government agency.
- A letter from the Department of Labor's Unemployment Office, if applicable
- A certification or verification of employment, if applicable
- A current certification from ASUME (the child support enforcement agency) or a copy of the Divorce Decree sealed by the Court.

**Qualifying Process**

The Section 8 staff will be responsible for overall management of the program, including but not limited to the following tasks:

- Preparation of statistical data
- Soliciting required documents from participants
- Establish a time frame for applicants to submit the necessary documents
- Prepare a request from and assign a case number
- Set-up participants' records
- Expedite the property inspection order

Once the resident is qualified:

- Establish a date to initiate the construction work

If disqualified:

- Mail a notification to the resident. The resident must be informed that there is a ten-day time frame to request reconsideration and a second site visit.

Proceed with qualified residents:

- Prepare the contract and ensure signed by the home/owner or head of the family.
- Prepare purchase order for construction materials.
- Construction materials have to be purchased from the stores approved by BID offering.
- Once the contract is signed the homeowner has 10 days in which to present the purchase orders for the construction materials to the corresponding stores.

A time frame of 90 to 120 days has been established to complete the rehabilitation work. Unusual situations and weather conditions as deterring factors may be considered in a case-by-case basis.

The inspector visits the construction site to determine if the work is complete and to corroborate the adequate use of the construction materials. A clause in the contract will compel the homeowner to ensure that construction materials are delivered to the construction site. The homeowner will be responsible to repay the Municipality of Yauco for the full amount invested in construction materials if any or all are lost due to misappropriation or if these are used for other than the authorized purpose. Since labor is provided through volunteers, the residents will not be held accountable for any construction material damaged or lost caused by volunteer mishandling.
Municipal employees that meet the program requirements will have to obtain a waiver approval from HUD to participate in the program.

**Exception Clause**

The Housing Rehabilitation Program will not provide, construction materials for new housing construction, this includes the completion of work or finishing touches.

## HOME OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

### Qualification criteria for HOPWA Benefits

1. To have a diagnosed HIV/AIDS positive patient in the family nucleus.
2. Fall into the family income criteria of very low, low or moderate

### Preferences:

1. Severe Handicapped Members
2. Families with one or more elderly
3. Families with overcrowding conditions
4. Involuntary displacement
5. Families with high rent burden

### Service Areas of the jurisdiction:

The Municipality of Yauco will extend the HOPWA service area to the following neighboring municipalities:

- Guánica
- Guayanilla
- Lajas
- Lares
- Maricao
- Peñuelas
- Ponce
- Sabana Grande

In the HOPWA Program the Fair Market Rent will be the same as the Section 8 Occupancy Standard with the exception that the HIV/AIDS patient in the family unit will have a bedroom for his own in order to assure his/her privacy. In the event of HIV/AIDS patient needing special housing accommodation due to his/her condition, such as a handicapped ramp, an adapted handicapped bathroom and bedroom, or expanded health care treatment areas, the Rent Subsidy Standard could be above the 100% of the Fair Market Rent.

Since the HOPWA Program does not provide for portability, the Municipality of Yauco will be in charge to administer and monitor the vouchers for all the participants of our Program living within the Municipality and in the neighboring catching area of the Municipality.
In cases in which the HIV/AIDS HOPWA participant pass away, the participation of the family in the HOPWA Program will be terminate, however the program will provide a time period or a waiver for the family members to look for other resources to pay their rent or to move out of the unit. Each case is different and will be evaluated according to the family members needs.

In the event that the Municipality of Yauco will have a higher demand for HIV/AIDS housing assistance the Municipality we will apply for more HOPWA Federal Funds in order to fulfill the public demand.

**Special Admissions**:

- In order to give preference to HIV/AIDS Participants the HOPWA Program will have a separate waiting list from Section 8.

- In order to comply with participants and tenants demands and to avoid delays in the payment reimbursement process the Municipality of Yauco will make all effort to submit all reports and information up to date in order request financial funds in advance.

- An independent bedroom will be provided for the HIV/AIDS patient. The head of the household, spouse or patient will decide if they want separate a bedroom in case the medical condition of the patient reaches the point in which special accommodations for medical equipments or treatment is needed or extra space is necessary for comfort and good quality of life of the patient.

**Waiting List:**

The Municipality of Yauco will continue to use it's previous waiting list from last FY 2007 establishing turns by date and arrival time of the admission to the HOPWA program. The voucher for the HOPWA-TBRA Program will be grant to the participants when he/she completes all the requirements for eligibility.

In order to be eligible to register in the HIV/AIDS waiting list, the head of the household of the family, the spouse, or any other member of the family, adult or minor, must be a medically certified HIV/AIDS patient and the level of income of the family must be within the 80% of the median income for the geographic area where the Municipality is located.

**"Fair Market Rent" (FMR)**

The FMR for the HOPWA Program will be the same as the FMR establish by the Section 8 "Voucher" Program.

**"Payment Standard"**

The HOPWA Housing "Payment Standard" will be a 100%, the same as the one established in the Section 8 Administrative Plan of the Municipality of Yauco. The "Payment Standard" must indicate if the Municipality grants any type of reasonable arrangements for the HIV/AIDS and the percent of the increase in the "Payment Standard".

**"Housing Quality Standard" (HQS)**

The HQS for the HOPWA Program will be same as the one established in the "Section 8 Voucher Program". The inspections, the complaints, contract cancellations, reinspections and new contracts will comply with same criteria as the "Section 8 Voucher Program".

**"Subsidy Standard"**

The form HUD-50058 will be utilized for the subsidy, taking in consideration that such form will not be transmitted to PIC. The use of this form is exclusively to assure that the calculations of the subsidy, including the credits and analysis are done the correct way. The maximum rent contribution will be the 10% or the 30% or whichever is the greater. The minimum rental contribution will be $50.00.

**"HAP Payments"**

The form HUD-52641 will be utilized to prepare the HAP contract. The housing utilities will be based in a AAA (Autoridad de Acueductos y Alcantarillados) and a AEE (Autoridad de Energía Eléctrica) study taking in consideration the total amount of bills for housing units of families with the same number of family members and the same number of rooms in the area. Taking in consideration these factors we will determinate an average amount for housing utilities, then the average utilities amount is add to the amount of rent that the landlord is asking for the housing rental. The total amount of rent and utilities that will be paid to the landlord is called "gross rent".

If the housing utilities are included in the gross rent by the landlord, the utilities credits is not add to the gross rent.

If the gross rent exceeds the Payment Standard the difference has to be paid by the tenant if is not above the 30% of the tenant budget. If the gross rent is above the tenant budget the housing facility doesn't qualify for the tenant.

However; if the utilities are included in the gross rent, the rent utilities credits can not be granted to the landlord, instead the gross rent is deducted from the payment standard, and the difference if any, is given to the tenant as "negative rent".

**"Termination of Participation"**

In case of death of the participant diagnosed with HIV/AIDS the family would have (90) ninety days (3 months) for termination of service in the HOPWA Program. However every case is unique and different, reason why every case would be evaluated individually taking in consideration the family needs and circumstances, furthermore preventing family crisis and preserving family unit.

## HOMEOWNERSHIP OPTION

The Yauco Housing Authority may opt in the near future to provide the recently approved homeownership option to eligible Section 8 participating families. However, based on local circumstances, particularly to the extent that a vast majority of our participants fall within the very low-income bracket (thus precluding the possibility of homeownership as real option); it has determined to exercise its prerogative not to offer it at this moment.

Should the HA eventually decide to offer the homeownership option, it will do so following the guidelines established in Section 8 (y) of the Homeownership Final Rule published in the Federal Register.