

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Municipality of Juana Diaz</u> PHA Code: <u>RQ0038</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2010</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>115</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
PHA 1:						
PHA 2:						
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	<p>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</p> <p>The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination to all low, very-low and extremely-low income families in the jurisdiction. The Municipality of Juana Díaz continues to move towards the major initiatives outlined its Five-Year Plan approved by HUD in 2005. The Municipality will adhere to the following adopted mission:</p> <ul style="list-style-type: none"> ❖ Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient. ❖ Provide affordable, quality housing, services and opportunities to low-income families, while ensuring a continuum of housing opportunities for all program participants. ❖ Provide a broad range of redevelopment activities directed toward building and strengthening communities. <ul style="list-style-type: none"> ➤ Create alliances to nurture self-sufficiency. 					

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

HUD Strategic Goal : Increase the availability of decent, safe and affordable housing

PHA Goal #1: Expand the supply of assisted housing by 50%

Objective: Apply for additional rental vouchers: 60 new voucher

PHA Goal #2: Improve the quality of assisted housing

Objective: Improve voucher management: Obtain and maintain SEMAP score greater than 90% (High Performer rating)

Objective: Increase customer satisfaction to 100%

Objective: Concentrate on efforts to improve specific management functions: 100% On-Time Reexam; 0% Late-HQS inspections

PHA Goal #3: Increase assisted housing choices

Objective: Provide voucher mobility counseling to 100% of participants to allow them to lease in neighboring jurisdictions.

Objective: Increase voucher payment standards to maintain competitiveness in the market.

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal #4: Provide an improved living environment

Objective: Implement measures to deconcentrate poverty by bringing higher income voucher-holder households into lower income developments

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals.

PHA Goal #5: Promote self-sufficiency and asset development of assisted households.

Objective: Increase the number and percentage of employed persons in assisted families by 5% points.

Objective: Provide or attract supportive services to improve assistance recipients' employability.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal # 6: Ensure equal opportunity and affirmatively further fair housing

Objective: Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability

Objective: Use FHEO Logo on all written communications, internal as well as external.

Objective: Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

PROGRESS STATEMENT AND REPORT FROM PREVIOUS 5 YEARS PLAN

PHA Goal: Expand the supply of assisted housing; Objectives: Apply for additional rental vouchers. *Result:* The Municipality has been unsuccessful on obtaining additional voucher due to HUD's budget limitations. A Family Unification Program Voucher.

PHA Goal: Improve the quality of assisted housing; Objectives: Improve voucher management: (SEMAP score) 100%, Increase customer satisfaction, Concentrate on efforts to improve specific management functions. *Result:* The Municipality attained a 94% SEMAP Rating, achieving a High Performer Designation. Customer Satisfaction is at its highest and we continued to strive to improve all specific areas that required attention as they are identified.

PHA Goal: Increase assisted housing choices, Objectives: Increase voucher payment standards. *Result:* The city maintained its competitiveness on the rental market by keeping rents competitive without sacrificing the budget.

PHA Goal: Promote self-sufficiency and asset development of assisted households. Objectives: Increase the number and percentage of employed persons in assisted families. *Results:* A total of 12 families have graduated from the FSS Program. The PHA continues to refer to supportive services agencies to improve assistance recipients' employability.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing. Objectives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability. *Results:* No complains of Discrimination has been filed against this PHA. We continue to use the FHEO Logo on all written communication. Two big FHEO logos are posted on our facilities doors.

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: No PHA Plan Elements have been revised since the last Annual Plan submission for FY 2007-2008. See PHA Plan Supplement for the elements that were revised on the last Annual Plan.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Main administrative office of the PHA at 58 Munoz Rivera St. Juana Díaz PR Main administrative office of the local government – Mayor’s Office, City Hall Degetau St. Juana Díaz PR A copy of the 5-Year and Annual PHA Plan was provided to RAB.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p style="text-align: center;">N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p style="text-align: center;">N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p style="text-align: center;">N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p style="text-align: center;">N/A</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p style="text-align: center;">N/A</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs of Families on the PHA's Waiting List			
	Waiting List Type:		Section 8 Tenant-based Assistance
	# of Families	% of Total Families	Annual Turnover
Waiting list Total	412		10
Extremely Low Income <=30% AMI	370	90%	
Very Low-Income >30% but<=50% AMI	42	10%	
Low Income >50% but<80% AMI	0	N/A	
Families with Children	365	89%	
Elderly Families	2	0.5%	
Family with Disabilities	3	0.73%	
Race/Ethnicity	412	100%	

9.0

The Comprehensive Housing Affordability Strategy (CHAS) Data book issued by the U.S. Department of Housing and Urban Development, indicates that the Municipality of Juana Diaz, has a total of some 14,844 housing units, of which some 3,519 units are occupied by extremely low income families, 2,070 units by very low income families, 2,763 units by moderate income families and some 6,489 housing units are being occupied by above income families. It should be noted, that the housing needs were based upon the number of renter and owner-occupied units with one or more housing problems. The definition of housing units with problems included those that:

1. Occupying units having physical defects or being in deteriorated state.
2. Classified as being overcrowded.
3. Meet the definition of having a cost burden of more than 30 percent.

Based upon the latter, housing needs were determined to represent a major problem in terms of identifying housing problems in both renter and owner-occupied households with more than one problem, such as residing within overcrowded, deteriorated and/or dilapidated dwelling units, or meeting the definition of housing cost burdens greater than 30 percent of family's income.

Renter Households: According to the 2000 U.S. Census of Population, there existed out of a total 16,490 year-round housing units within the Municipality of Juana Diaz, some 2,939 units are occupied by renter's on a year-round basis, of which 2,656 units have some type of housing problem. It is estimated from figures obtained from such sources as the Department of Housing, the Department of the Family, Planning Board, and our own internal figures based upon demands from the public at large upon local public housing units as well as our locally administered Tenant-Based Subsidized Housing Program, that rental housing demands will require some additional 400 units by the year 2011, for a total renter household number of 2,873. This is assuming, of course, that the present economic conditions will stabilize at present levels, and that all social programs currently in place, will continue to be funded at present levels over the next five years. Should any existing social program be eliminated and/or receive severe cutbacks, the demand for renter households will then skyrocket at unpredictable levels.

Substandard units: Within the category of defining a substandard unit within the rental household group, it was determined that of these 300 units were found to be in deteriorating or dilapidated condition.

Other Housing Problems: According to the CHAS Data book dated 2000 there were some 1,290 or 49.9% renters occupied housing units were classified as encountering other housing problems. CHAS defines "other housing problems" as experiencing overcrowded situation and/ or without complete kitchen or plumbing facilities.

FOR FURTHER DISCUSSION REFER TO PHA PLAN SUPPLEMENT @ ATTACHMENT A

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Need: Shortage of Affordable Housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Maintain Section 8 Lease-up Rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain Section 8 Lease-up Rates by marketing the programs to owners.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Strategy 2. Increase the number of affordable housing units by:

- Applying for additional Section 8 units should they become available
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance

Need: Specific Family Types: Families at or below 30% of median

Strategy 1. Target available assistance to families at or below 30% of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI

Need: Specific Family Types: Families at or below 50% of median families at or below 30% of AMI

- Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1. Target available assistance to the elderly

- Apply for special-purpose voucher targeted to the elderly should they become available

9.1

Need: Specific Family Types: Families with Disabilities

Strategy 1. Target available assistance to Families with Disabilities

- Apply for special-purpose voucher targeted to families with disabilities, should they become available.

Other Housing Need and Strategies:

Strategy 1. Conduct activities to affirmatively further fair housing

- Counsel Section 8 tenants as to location of units outside of areas of poverty
- Market Section 8 program to owners outside of areas of poverty
- Use FHEO logo on all written communications

Reasons for selecting strategies: The above strategies were selected taking into consideration such factors as: Funding constrains, Staffing constrains, evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA, Influence of the housing market on PHA programs, and results of the consultation with residents and Resident Advisory Board.

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

PHA Goal: Expand the supply of assisted housing; Objectives: Apply for additional rental vouchers. *Result:* The Municipality has been unsuccessful on obtaining additional voucher due to HUD's budget limitations. A Family Unification Program Voucher.

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(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

10.0

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Juana Díaz and it will constitute a *substantial deviation* from its 5-Year Plan and/or *modification* of the Annual Plan submitted to HUD after having met the full public process requirement, including but not limited to a Resident Advisory Board Review:

- Changes to rent (i.e., minimum rent), admission policies and/or organization of the waiting list;
- Additions of new activities not included in the current Annual Plan;
- Any change with regard to the administration of the subsidized housing programs administered by the PHA, including but not limited to the establishment of the homeownership program.
- Changes to the grievance procedure as established within our Administrative Plan.

Notwithstanding, the Municipality of Juana Díaz will consider the following to constitute a "substantial deviation" from the HUD approved 5-Year Plan:

- Any substantial modification to the PHA's mission statement, goals and/or objectives.
- An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Furthermore, these same changes will not be considered substantial deviations or significant amendments by the Municipality.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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 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. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

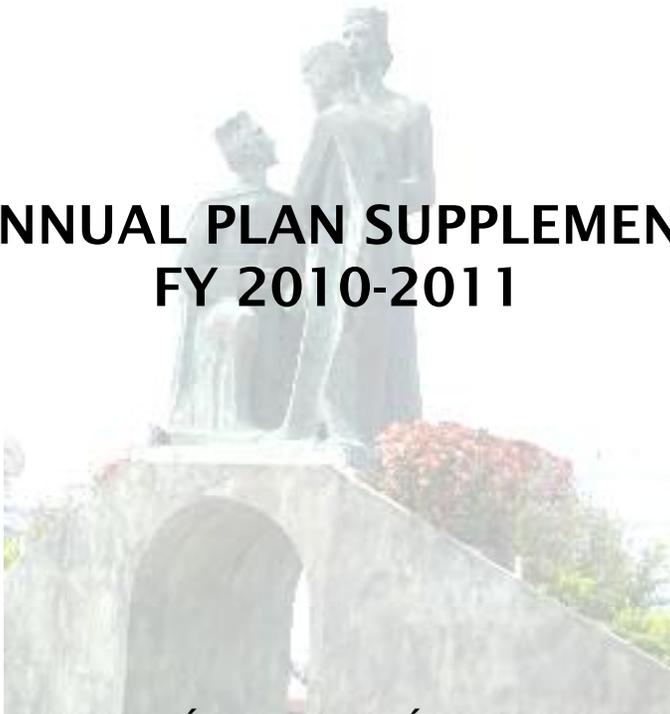
- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.



COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF JUANA DÍAZ
CITY OF POETS AND KINGS
RQ038

A large, faded image of the statue of Juan Ponce de León, showing him standing and a woman seated next to him, set against a background of a stone archway and foliage.

**ANNUAL PLAN SUPPLEMENT
FY 2010-2011**

**HON. RAMÓN A. HERNÁNDEZ TORRES
MAYOR**

JORGE L. MORALES RAMOS
INTEGRAL SERVICES ADMINISTRATOR



Table of Contents

I.	EXECUTIVE STATEMENT	1
II.	STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN, MISSION, AND GOALS	2
III.	PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM	4
IV.	SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR	4
V.	HOMEOWNERSHIP PROGRAM	6
VI.	FINANCIAL RESOURCES	8
VII.	CIVIL RIGHTS CERTIFICATION	10
VIII.	STATEMENT REGARDING THE STEPS THE MUNICIPALITY WILL TAKE TO AFFIRMATIVELY FURTHER FAIR HOUSING	10
IX.	PHA'S RENT DETERMINATION	13
X.	RECENT RESULTS OF PHA'S AUDIT	18
XI.	SEMAP SCORE	18
XII.	PHA'S GRIEVANCE PROCEDURE	18
XIII.	ADDITIONAL INFORMATION REQUIRED	20
XIV.	SCREENING AND EVICTION POLICY FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY	21
XV.	POLICY CONCERNING DENIAL OF ADMISSION AND TERMINATION OF ASSISTANCE FOR CRIMINALS & ALCOHOL ABUSERS	24
XVI.	DOMESTIC VIOLENCE STATEMENT, POLICIES AND PROCEDURES - HOUSING CHOICE VOUCHER PROGRAM	26
XVII.	SUMMARY	29

I. EXECUTIVE STATEMENT

The Municipality of Juana Díaz Housing Authority strives to be a contributing partner with low income families in order to secure decent, safe, and affordable housing that will enhance their self-esteem as well as augment their success in meeting life's many challenges.

Furthermore, the plans, statements, and policies set forth and/or referenced in this Annual Plan lead towards accomplishing the Municipality's goals and objectives as outlined in the 5-year plan. It should be noted that the Annual Plan provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based program, and other members of the public may locate basic PHA policies, rules, and requirements concerning its operations, programs and services. The Municipality firmly believes in the goals delineated in its 5-year plan and has highlighted the following major initiatives of said plan, which are as follows:

- A. The Municipality seeks to continue its outreach program to attract new landlords to participate in the Section 8 Program.
- B. The Municipality seeks to apply for additional rental vouchers in order to provide assistance to more participants.
- C. The Municipality seeks to counsel Section 8 tenants as to the location of units outside the local boundaries and assist them in locating these units.
- D. The Municipality seeks to market the Section 8 program to owners outside of its local boundaries.
- E. Assist families during financial distress, while gradually reducing the amount paid by the Program in an efficient manner as well as motivating these same families to become self-sufficient.
- F. Provide affordable, quality housing, services and opportunities to low-income families, while ensuring a continuum of housing opportunities for all program participants.
- G. Provide a broad range of redevelopment activities directed toward building and strengthening communities.
- H. Create alliances to nurture self-sufficiency.

The Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want better housing. The Municipality of Juana Díaz is a tenant-based (Section 8) only PHA.

This Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The following program is administered by the Municipality of Juana Díaz:

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

The Municipality of Juana Díaz has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, as amended.

II. STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

The Municipality of Juana Díaz continues to move towards the major initiatives outlined its Five-Year Plan approved by HUD. The Municipality will adhere to the following adopted mission:

- Assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Municipality is committed to operating in an efficient, ethical and professional manner. Juana Díaz will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

The Municipality has been aggressive in seeking alternative housing programs to meet the housing needs of the residents of Juana Díaz.

Due to funding cuts and program restraints imposed by existing regulations,

the Municipality of Juana Díaz has achieved the following:

1. Has been actively promoting freedom of housing choice so as to achieve spatial deconcentration of extremely low-income families within our homogeneous community.
2. The Municipality has been able to maintain a minimum a 95% lease-up rate of its base allocation.
3. Continue with our established goal of providing improved conditions for extremely low-income families, while maintaining their rent payments at an affordable level.
4. Provide an incentive to private owners to rent their dwelling units to economically disadvantaged families by offering timely assistance and competitive rents.
5. The Municipality will continue to adopt new policies and procedures to comply with current regulations.
6. Promote self-sufficiency and asset development of families and individuals.
7. The Municipality will continue to assist as many families as possible with the funding available. However, it is difficult to forecast how many families can be interviewed and assisted without knowing how much funding will be available.

While the Municipality of Juana Díaz is pleased with what has been accomplished, the Administration is aware of the long road ahead so as to meet the needs of its citizens. On an on-going basis, the Municipality continues to evaluate the goals and strategies that have been established concentrating on the following:

- A high level of customer service;
- Quality affordable housing opportunities;
- Continuum of housing opportunities for all program participants;
- Improving the overall Program administration, whereby making it more flexible and efficient.

- The Municipality continues to maintain the SEMAP score of a higher performer level.
- The Municipality continues its goal to ensure equal access to assisted housing.
- The PHA continues to counsel with residents on homeownership and pledged the Municipality's continue support if participating families choose to pursue homeownership.

III. PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM

The purpose of the FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Tenant-based Housing Assistance Program (Housing Choice Voucher Program) with public and private resources, to enable families for or receiving assistance under this same program achieve economic independence and self-sufficiency.

At the present, the Municipality of Juana Díaz does have a fully developed FSS Program, which strives to assist families who are participating in the Housing Choice Voucher Program achieve economic independence as well as become self-sufficient. This is accomplished by motivating the families to become fully employed or assist them in seeking the proper training, so that they may acquire the necessary marketable skills to become fully employed.

IV. SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR

The Municipality of Juana Díaz does not contemplate any significant changes or deviation in its policies or programs from last submitted PHA Plan that is not covered in other sections of this Plan. The following represents what the Municipality has done and included in the submission of the last plan in relation to its subsidized housing program. The Municipality adopted the following policy changes and incorporated them into the revised administrative plan presented to HUD.

1. Amendment to the Administrative Plan

To amend Chapter 9, Part 15 - Contract Execution Process: In the first paragraph we have included: As stated on the HAP Contract, Form HUD-22641, Pat A (7) the amount of the monthly Housing Assistance Payment (HAP) by the PHA to the

owner is subject to change during the HAP contract term in accordance with HUD requirements, our local Section 8 Program has decided that any changes made to the Housing Assistance Payment (HAP) will be reflected in the next contract.

2. To amend Part G. Selection Preferences

1. Local Preference

Part a: Victims of Domestic Violence:

In order to implement "Violence Against Women Act (VAMA)" as per "Public Law 109-162 Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1)" to include within the Five Year and Annual PHA plans to contain information that is intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. In this regard, once a "Certification of Domestic Violence, dating violence, or stalking [Form HUD-50066]) is completed by an alleged victim, that person shall be entitled to preference in securing assisted housing under the Section 8 Program.

3. To amend Chapter 2: Eligibility for Admission

Part A: Eligibility Factors - Reasons for denial of admission

"Screening and Tenant Selection Criteria - E - 2b - tenant(s) will be terminated or denied admission if any member of the family has ever been convicted for sexual offense or who is subject to the lifetime registration with federal, state or local law enforcement agencies."

4. Mandatory Language & Statements Incorporated into the
Administrative Plan:

The Municipality of Juana Diaz has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24 CFR 82.533(2)). The Municipality of Juana Diaz (RQ038) will screen the family by carrying out a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which is entrusted by Law to issue Certificate of

Conduct.

Furthermore, the Municipality will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

V. HOMEOWNERSHIP PROGRAMS

One of the major objectives of the Municipality of Juana Díaz, is to create maximum opportunities to both low and very low income families to become first-time homeowners. Experience has clearly demonstrated that homeowners take more pride in, and better care of their individual housing units, than those families who occupy rental units. This factor will clearly assist in:

- Eliminating blight and blighting conditions within low income areas by preserving existing housing units.
- Develop self-sufficiency by encouraging other low and very low income families to become self-sufficient, in order to qualify as first-time homeowners.
- Revitalize and stabilize existing and deteriorated low income neighborhoods.

The municipality has a goal of establishing a Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 and will attempt the necessary procedures to promote a Homeownership Program within its Housing Program. In this regard, the municipality will seek out not only HOME funds, but likewise will work with both the Puerto Rico Department of Housing, the Housing Development Bank, and other similar public private agencies in order to accomplish this same goal. The Municipality of Juana Díaz is in the process of evaluating how to coordinate efforts to merge the usage of two State sponsored programs which provide assistance to first-time homebuyers with the Municipal Section 8 Homeownership Program.

The following actions, we feel, will address the obstacles that may be faced

by potential buyers.

Activities:

- Provide Greater Assistance in Meeting both Down payment and closing cost Requirements:

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

Objective: Create Affordable Housing Within the Community:

Affordable housing within the Municipality of Juana Díaz has been adversely impacted by the following factors over time:

1. Family Income;
2. Land Costs;
3. Financing;
4. Lack of Available Land for Development.

Bearing this in mind, the Municipality of Juana Díaz will develop a strategy that identifies policies, which may require modification, and initiate the following actions that will address the problem of affordable housing and the establishment of the Homeownership Program.

Activities:

- Improve Land Development Regulations:

At the present time the Puerto Rico Planning Board is the primary regulatory agency of the State government, that deals with land use and requirements for construction of housing sub-division, which combined with requirements of other State agencies tend to create obstacles to affordable housing. In

this regard, the municipality will be working with our elected officials, namely-both the State Representative in the House of Representatives and our State Senator, in order to study existing applicable regulations and their impact upon the local housing market. Additionally, both the Mayor and representatives of the municipality will be working with their counterparts within the Planning Board in reviewing existing land policies.

- Provide For The Coordination of Funding:

In order to achieve any degree of success in creating affordable housing for households classified as being either low or very low income, requires funding for multiple funding sources. The Municipality will take into account and consider the appropriate changes in order to implement the Homeownership Program, whereby, it will consider the following:

- A. Assistance will be provided for:
 1. First-time homeowner;
 2. Family that owns or is acquiring shares in a cooperative.
- B. The total family that will be serviced through this program will be limited to approximately 20% of participating families, who are currently in good standing within our Housing Choice Voucher Program and who have been working in a verifiable job for over a year.
- C. Funding levels.

The Municipality of Juana Díaz will take into account and consider the appropriate changes in order to improve the application process for all federal programs that may have a beneficial impact upon the local housing market and affect programs covered within our 5-Year Plan.

VI. FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than do homeowners as it clearly is demonstrated by the 2000 U.S. Census of Population as well as has been our

own experience under our own local Housing Choice Voucher Program (Section 8). When renters are compared to homeowners of the same household type and income levels, the percentage of renters with housing problems is higher than owners.

We have identified the need for rental housing based upon the number of requests made to the Municipality by the population-at-large to numerous Municipal Agencies. In most cases, it was primarily a general need for more rental housing, since better than 80% of the population does not qualify to purchase a dwelling unit and require some type of rental assistance. It is in this regard that the Municipality of Juana Díaz has a one year goal to provide assistance of upwards to approximately 60 households with rental housing assistance.

The activities that will be undertaken by the Municipality to accomplish this goal are:

A. Housing Funding Sources

Seek out whatever available alternative housing Programs as they become available from such agencies as the Rural Economic and Community Development, Puerto Rico Housing Department, Housing Development of the Commonwealth of Puerto Rico, the U.S. Department of Housing and Urban Development, and local cooperatives, etc.

Additionally, work with island housing contractors that may be interested in constructing housing units within Juana Díaz, by offering incentives and assistance in one form or another that may be legally acceptable, in order to encourage such contractors to participate in the local housing market (short-term and long-term).

B. Additional Subsidized Funding under the Voucher Program

The Municipality of Juana Díaz will work closely with the U.S. Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers, if and, when funding becomes available.

C. Available Funding Sources

The Municipality of Juana Díaz will submit for HUD's consideration its Annual Plan (FY 2010-2011) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 127 families that are currently enjoying the benefits of the Municipality of Juana Díaz's tenant-based housing assistance program, we will be submitting for HUD approval the following budget, which is being presented in the following Table I.

Table I	
SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL	
Program	Budget Estimate
Housing Choice Voucher Activities: Tenant-Based Housing Assistance for 82 Families	\$ 447,765.00
Family Self Sufficiency Program Activities: Tenant-Based Housing Assistance for 33 families.	\$ 180,180.00
Program Administration	\$ 83,232.00
Total Estimate of Budget to be submitted to HUD for Approval	\$ 711,177.00
Portability Program Activities: Tenant-Based Housing Assistance for 12 Families.	\$ 162,444.00
Total for the Municipality of Juana Díaz Housing Budget (Grand Total)	\$ 873,621.00

VII. CIVIL RIGHTS CERTIFICATION

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

VIII. STATEMENT REGARDING THE STEPS THE MUNICIPALITY WILL TAKE TO AFFIRMATIVELY FURTHER FAIR HOUSING

With the enactment of the legislation under the “Quality Housing and Work Responsibility Act of 1998”, that created the merger of the Certificate and Voucher Programs into one market-driven program, such as the Housing Choice Voucher Program, and later amended by Title VII of the Housing and Economic Recovery Act of 2008, the Municipality of Juana Díaz is required to prepare a 5-year Plan and an Annual Plan, which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules, and requirements concerning its operations, programs and services that benefit very low and low income families.

Based upon the latter, the Municipality of Juana Díaz anticipates that the following activities will further fair housing, thereby benefitting those families, namely - the low and very low income families achieve safe, decent and affordable housing as

well as self-sufficiency and economic independence.

ACTIVITIES:

REVIEW OF EXISTING HOUSING PROGRAM

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

1. In order to promote fair housing, suitable living environment for families in assisted housing, remedy discrimination and encourage fair housing choice, our Program, which permits low-income renters access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability, will be assured of this with the briefing which will be given to new as well as incumbent owners during the briefing session prior to execution of the housing assistance contract. Brochures will be prepared and handed out covering Fair Housing in both Spanish and English and these same brochures will be included in the owners' and participants' packet, respectively.
2. After a thorough review of our records and programs, each staff member of our Municipality is uniquely aware of the existing Fair Housing laws and the importance of adherence to these same laws by the family, owner and staff. They have been instructed on the applicability of these same laws and how they must brief and/or provide proper orientation to a new as well as actual owner or family.
3. Where a family alleges that illegal discrimination is preventing them from finding a suitable unit within the community our local housing staff will provide reasonable assistance in this matter by directing the aggrieved to the necessary agencies.
4. The measures that will be undertaken to insure accessible

housing to persons with all varieties of disabilities regardless of unit size are as follows:

- (a) The local Housing Inspector will receive the proper training so that when a prospective home has been inspected, it complies not only with established HQS but also with the American Disabilities Act.

- (b) Brief the owner concerning established local and federal laws on how to make the prospective dwelling unit comply with said laws and HQS as established by HUD.

- (c) Revise the payment standard in accordance with our plan so as to assure owner acceptance as well as the incentive to invest and make the dwelling unit an accessible unit for individuals with disabilities.

COORDINATION BETWEEN PUBLIC/PRIVATE RESOURCES

The Municipality will contact public and private operators of housing, including local financial institutions located within Juana Díaz, to provide them with both information and descriptive materials making them aware of the need to further fair housing.

COORDINATING INFORMATION/REGULATIONS

Working closely with the housing division of HUD, the Municipality will obtain copies of regulations and other training aids in order to provide seminars, in order to create a public awareness of the importance of fair housing.

CREATE AWARENESS OF LEAD BASE PAINT HAZARDS

Since many of the private homes in Juana Díaz were constructed prior to being informed that lead-based paint represented a health hazard to all the members of the household, and the effect that this same problem has upon children, the Municipality of Juana Díaz is committed both in a short term, as well as in the long-

term, to work with the Puerto Rico Department of Housing, in order to both develop and implement a viable, effective, safe, and cost-effective method of reducing this same hazard. While a great many precautions currently exist, effective abatement and likewise, hazard reduction activity requires participation from providers and contractors, aside from individual residents.

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

ACTIVITIES:

COMPLYING WITH EXISTING REGULATIONS

The Municipality of Juana Díaz, has a goal of working with the existing management of the various Public Housing Projects located within the Community, to review all units in cooperation with the State Housing Department and other applicable State Agencies over the five-year period of the Consolidated Plan, in order to both assist and coordinate the required abatement services required.

IX. PHA'S RENT DETERMINATION

- Total Tenant Payment
Computation of the total-tenant payment will be determined in accordance with 24 CFR Part 5, Section 5.613. The computation of TTP will be made once all income has been duly accounted and properly verified and all credits and unusual expenses have been determined eligible under the other applicable factors. The total tenant's payment will be the highest of the following
 1. 30 percent of the family's monthly adjusted income;
 2. 10 percent of the family's monthly income;
 3. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of those payment's which is designated for housing;

4. Minimum rent in accordance with applicable provisions of Section 5.616.
 5. A family renting a unit above the payment standard pays the higher of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent, and the amount of rent above the payment standard but not more than 40% as the cap established by QHWRA of income on the family share of rent for initial leasing of any unit.
- **Minimum Rent**
The minimum rent established by the PHA will be \$50.00.
 - **Hardship exemption**
 1. Should a family request a hardship exemption, said request will be honored upon determination of whether there is a qualifying financial hardship. The suspension of the minimum rent requirement will begin the month following the family's hardship request.
 2. The following will be considered as financial hardship:
 - a. When the family has lost eligibility for, or is waiting an eligibility determination for a Federal, State or, local assistance.
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of a changed circumstances, including loss of employment;
 - d. When a death has occurred in the family;
 - e. Other circumstances as determined by the Municipality of Juana Díaz.
 - **Request for hardship exemption**
 1. If a family requests a hardship exemption, the Municipality of Juana Díaz will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Juana Díaz determines whether there is a

qualifying financial hardship and whether it is temporary or long-term.

2. If the Municipality of Juana Díaz determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Juana Díaz will not impose a minimum rent for a period of no more than 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.
3. If the Municipality of Juana Díaz has determined that there is no qualifying hardship exemption, the Municipality of Juana Díaz will reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Municipality.
4. If the Municipality of Juana Díaz determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent requirement in compliance with 24 CFR Part 5, Section 5.616.

- Appeal of financial hardship

Should the family appeal the financial hardship determination through the Municipality of Juana Díaz' grievance procedure, it will be exempt from any escrow deposit that may be required in accordance with 24 CFR Part 5, Section 5.616.

- Payment Standard

A payment standard will be set between 90%-110% of the Fair Market Rent for the PHA jurisdiction as established by QWHRA. The Municipality of Juana Díaz has a payment standard of 100% of the FMR Ponce Metro Area.

The following represents the subsidy standards(FY 2010) that determine the number of bedrooms required for families of various sizes and compositions:

0 BR	1 BR	2 BR	3 BR	4 BR
416	452	500	695	792

The local area Office of HUD, namely the Economic and Market Analysis Division (EMAD), as well as the HUD Public Housing Director will be consulted on an annual basis, so as to confirm that the FMR employed are both accurate and reflect the general cost of housing for our area.

In the case of the PHA requesting a revision to the existing FMR, the PHA will include documentation showing the current median rent for standard units in our area. In this regard the PHA's recommendations will be supported by such analytical data such as:

Evidence that significant changes in rents have been experienced in the rental market, which differ from those changes measured by the Consumer Price Index (CPI) factors used to update the Annual Housing Services' based Median Rent.

When convenient and/or required the PHA will provide local housing Market surveys that indicate the current median rent levels for standard units of various sizes within our designated FMR area.

- Determination of Unit Size in Relation to Family Composition

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

1. The subsidy standards provide for the smallest number of bedrooms required to house a family without causing overcrowding;
2. The subsidy requirements are consistent with space requirements under the Housing Quality Standards;
3. The subsidy standards have been applied consistently for all

4. families of like size and composition;
4. A child who may be temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size;
5. A family consisting of only a pregnant woman will be treated as a two-person family;
6. Any live-in aide which has been authorized by the Municipality to reside within the unit to care for a family member who is either disabled or at least 50 years of age will be counted in determining the family unit size;
7. The Municipality has agreed, that unless a live-in-aide resides with the family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit.
8. The Municipality will grant an exception to its established subsidy standards, in determining the family unit size for a dwelling unit, if it determines that the exception is justified by the age, sex, health, handicapped or relationship of family members or other personal circumstances.

- Exceptions to FMR on a Unit by Unit Basis

The PHA is entitled to establish its payment standard from 90%-110% of the FMR approved for Metropolitan area of the PHA. The PHA will be allowed to approve initial gross rents on a unit by unit basis which exceed the FMR's or payment standard established by the PHA for units, which by virtue of size, amenities or location, or in the case of expanding housing opportunities for low income families, or to obtain units which have been made accessible to the disabled, which are determined to warrant exception rents. The PHA accepts the fact that this same authority will not be exercised for more than 20 percent of the units authorized by the ACC.

- Affordability Adjustments

Upon recertification/redetermination of the applicant, any adjustments will be to the appropriate Payment Standard established by the PHA. Where it has been accurately determined by the PHA that based upon the documentation available to the PHA, that an overpayment was made by the PHA, the PHA will immediately advise the participant of the same and request a meeting in order to establish a repayment schedule or other acceptable plan in order for the PHA to recover the overpayment.

- Rent Adjustments

Rent adjustments requested by landlords will be processed as indicated in Section 982.509 Federal Register, April 30, 1998, page 23863. The owner must request said revision to the contract rent sixty (60) days prior to the HAP contract anniversary date.

X. RECENT RESULTS OF PHA'S AUDIT

The Municipality of Juana Díaz has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit which clearly demonstrated that the Municipality of Juana Díaz was in compliance with existing HUD regulations and even though there was one findings in the report which was already corrected during the current fiscal year.

XI. SEMAP SCORE

The Municipality's latest SEMAP Score was 94%, making it a High Performer.

XII. PHA'S GRIEVANCE PROCEDURE

A. Informal Review [24 CFR 982.54(d)(12)]

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

Specifically, the Municipality will be required to notify an applicant in writing that assistance has been denied no later than ten (10) working days after said decision has been made. Within this same written notice, the applicant will be informed of their right to appeal the decision in written form. Additionally, the participant must be advised by the Municipality, that they have some ten (10) days from the date of receipt of the written notice to request an informal hearing. Such a request will be in written form, and that the participant has the right to be represented by another family member, friend, and/or legal counsel. All cancellation notices will be sent by certified mail.

Furthermore, the Municipality in advising the participant of his rights must state within the denial letter the reason for the decision and at the same time reference that part of existing law, regulation and more specifically HUD

regulation that was used as a basis for denying assistance to the family participant.

B. Hearing Procedures [24 CFR 982.555 (a-f) & 982.54(d)(13)]

The following represents the Municipality of Juana Díaz' established procedures for conducting an informal hearing for participants:

1. The family will be afforded an opportunity to review any PHA documents that are deemed necessary before the hearing. The PHA will permit the family to copy any such document at the family's expense.
2. It is agreed that the PHA must be given the opportunity to examine at its office any family documents that are directly relevant to the hearing. The PHA is therefore allowed to copy any such documents at its own expense. It is then agreed, that should the family not make the document available for examination at the request of the PHA, the family will not be permitted to submit the document(s) at the hearing.

C. Representation of the Family

The Municipality agrees that, at its own expense, the family may be represented by legal counsel or other representative(s).

D. Hearing Officers

The hearing will be conducted by a member of the legal staff of the Municipality, or by any other person so designated by the Mayor, other than the person who made or approved the decision under review or a subordinate of this person. The Municipality in appointing a person to conduct the hearing is empowered to regulate the conduct of the hearing.

E. Evidence

The Municipality and the family will be given the opportunity to present evidence as well as question any witnesses brought forth by either party. The Municipality agrees that the evidence presented will be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

F. Issuance of Decision

The Municipality has agreed that the person who will be conducting the hearing must issue a written decision within thirty (30) days of the date of the informal hearing, which states the reasons for the decision taken. The Municipality has agreed, that factual determinations relating to the individual circumstances of the family will be based on a preponderance of evidence presented at the hearing.

G. Effect of Decision

The Municipality will not be bounded by a hearing decision as described in section 982.555(f) of the Federal Register.

H. Complaints to the Municipality

The Municipality will respond promptly to complaints from families, owners, employees, and members of the public. The Municipality's hearing procedures will be provided to the families in the briefing packet.

XIII. ADDITIONAL INFORMATION REQUIRED

SUBSTANTIAL DEVIATION FROM 5-YEAR PLAN OR AMENDMENT AND/OR MODIFICATION TO ANNUAL PLAN

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Juana Díaz and it will constitute a substantial deviation from its 5-Year Plan and/or modification of the Annual Plan submitted to HUD after having met the full public process requirement, including but not limited to a Resident Advisory Board Review:

- < Changes to rent (i.e., minimum rent), admission policies and/or organization of the waiting list;
- < Additions of new activities not included in the current Annual Plan;
- < Any change with regard to the administration of the subsidized housing programs administered by the PHA, including but not limited to the establishment of the homeownership program.
- < Changes to the grievance procedure as established within our Administrative Plan.

Notwithstanding, the Municipality of Juana Díaz will consider the following to constitute a "substantial deviation" from the HUD approved 5-Year Plan:

- Any substantial modification to the PHA's mission statement, goals

and/or objectives.

- An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Furthermore, these same changes will not be considered substantial deviations or significant amendments by the Municipality.

XIV. SCREENING AND EVICTION POLICY FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

1. Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Municipality of Juana Díaz to fully endorse and implement a policy designed to:

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

2. Administration

All screening and termination of assistance procedures shall be administered fairly and in such a manner so as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, sex, or other legally protected groups.

To the maximum extent possible, the Municipality will involve other community and governmental entities in the promotion and enforcement of this policy.

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

A. Prohibiting Admission of Drug Criminals

The Municipality of Juana Díaz will prohibit admission to the program of an applicant for five years from the date of

conviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. However, the Municipality may admit the household if it is determined:

- < That the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the State;
- < That the circumstances leading to eviction no longer exist such as that the criminal household member has died or is imprisoned.

The Municipality has established the following standards for prohibiting admission:

- < The Municipality has determined that any household member is currently engaging in illegal use of a drug;
- < The Municipality has determined that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
- < Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

B. Prohibiting Admission of Other Criminals

The Municipality has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. The Municipality will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the housing is located and in other States where the household members are known to have resided. This screening is to be carried-out through the Puerto Rico

Police Department, which issues' Certificate of Good Conduct.

C. Prohibiting Admission of Alcohol Abusers

The Municipality will prohibit admission to the program it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

D. Terminating Assistance for Drug Criminals and Other Criminals

The Municipality will terminate assistance for a family under the program if it is determined that:

- Any household member is currently engaged in any illegal use of a drug;
- A pattern of illegal use of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- The Municipality will immediately terminate assistance for a family under the program if it determined that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- The Municipality will terminate assistance under the program to a family it is determined that any family member has violated the family's obligation under Section 982.551 which states that the family will not engage in any drug-related criminal activity.

E. Terminating Assistance for Alcohol Abusers

The Municipality of Juana Díaz will terminate assistance under the Housing Choice Voucher Program if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to a peaceful enjoyment of the premises by other residents.

**XV. POLICY CONCERNING DENIAL OF ADMISSION AND
TERMINATION OF ASSISTANCE FOR CRIMINALS AND ALCOHOL
ABUSERS**

A. Prohibiting Admission of Drug Criminals

The Municipality of Juana Díaz will prohibit admission to the program of an applicant for five years from the date of conviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. However, the Municipality may admit the household if it is determined:

1. That the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the State;
2. That the circumstances leading to eviction no longer exist such as that the criminal household member has died or is imprisoned.

The Municipality has established the following standards for prohibiting admission:

1. The Municipality has determined that any household member is currently engaging in illegal use of a controlled substance;
2. The Municipality has determined that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
3. Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

B. Prohibiting Admission of Other Criminals

The Municipality has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration

requirement under a State sex offender registration program. The Municipality will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. This screening is to be carried-out through the Puerto Rico Police Department, which issues' Certificate of Good Conduct.

C. Prohibiting Admission of Alcohol Abusers

The Municipality will prohibit admission to the program, if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

D. Terminating Assistance for Drug Criminals and Other Criminals

The Municipality will terminate assistance for a family under the program if it is determined that:

1. Any household member is currently engaged in any illegal use of a controlled substance;
2. A pattern of illegal use of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
3. The Municipality will immediately terminate assistance for a family under the program if it determined that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing;
4. The Municipality will terminate assistance under the program to a family if it is determined that any family member has violated the family's obligation under Section 982.551 which states that the family will not engage in any drug-related criminal activity.

E. Terminating Assistance for Alcohol Abusers

The Municipality of Juana Díaz will terminate assistance under the Housing Choice Voucher Program if it is determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to a peaceful enjoyment of the premises by other residents.

F. Notice of Termination of Assistance

If the Municipality decides to terminate the assistance to the family, the provisions and procedures set forth in Section XVII, subpart E of this chapter shall be adhered to.

XVI. Domestic Violence Statement - Housing Choice Voucher Program

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) which requires PHA's five-year and annual plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and 607, respectively, amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking, as well as members of the victims' immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA, the Municipality of Juana Diaz has adopted the following goals and objectives as part of its Domestic Violence Policy:

- A. VAWA applies to the Housing Choice Voucher Program as well as any other Subsidized Housing Program administered by the Municipality.
- B. The applicant/tenant/victim will be treated with respect and dignity.
- C. The Municipality of Juana Diaz will notify the Housing Choice Voucher owners and managers of VAWA.

- D. The Municipality of Juana Diaz will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdiction to escape an imminent threat of further domestic violence or stalking.
- E. VAWA is incorporated into the landlord and tenant briefing process, respectively.

Furthermore, the Municipality of Juana Díaz:

- May not deny persons housing due to their status as a victim of domestic violence. See 42 U.S.C. § 1437d(c)(3) (2006); 42 U.S.C. § 1437f(c)(9)(A) (2006); 42 U.S.C. § 1437f(d)(1)(A) (2006); 42 U.S.C. § 1437f(o)(B) (2006).
- May not evict persons for criminal activity directly related to the domestic violence. See 42 U.S.C. § 1437d(l)(6) (2006); 42 U.S.C. § 1437f(c)(9)(C) (2006); 42 U.S.C. § 1437f(d)(1)(C) (2006); 42 U.S.C. § 1437f(o)(7)(D) (2006); 42 U.S.C. § 1437f(o)(20)(B) (2006).
- Must recognize the exception to the federal "one-strike" criminal activity eviction rule under VAWA 2005 on that an incident of actual or threatened violence does not qualify as a "serious or repeated violation of the lease" or as "good cause for terminating assistance, tenancy or occupancy rights of victims." See 42 U.S.C. § 1437d(l)(5) (2006); 42 U.S.C. § 1437f(c)(9)(B) (2006); 42 U.S.C. § 1437f(d)(1)(B) (2006); 42 U.S.C. § 1437f(o)(7)(C) (2006); 42 U.S.C. § 1437f(o)(20)(A) (2006)
- Must accept certifications provided for under the law.
- Must respect a right to confidentiality with respect to the status of an individual in that their identifying information may not be entered into the Homeless Management Information System (HMIS) and must generally be kept confidential. See 42 U.S.C. § 11383(a)(8) (2006). The new McKinney-Vento legislation will incorporate some version of these regulations, and may apply them more broadly.
- Allow victims to move to another jurisdiction with their Section 8 voucher, even if such a move would normally be a violation of the program, if the person has complied with other obligations of the program and if the move is necessary to protect the health, well-being or safety of victim. This creates an exception and

allows the Housing Authority to transfer the victim under the normal portability rules. See 42 U.S.C. §§ 1437f(r)(5) and (ee) (2006).

- Establish a priority for survivors in applications for Section 8 tenant-based assistance. If a priority is established, Public Housing Authorities may use stricter documentation requirements to establish proof that an applicant is a survivor.

- Provide emergency transfers to survivors of domestic violence.

- Allow survivors to bifurcate their lease. This means that even if a lease is both names or solely in the batterer's name, a the Housing Authority may put the lease in the survivor's name.

The services provided by the Municipality of Juana Diaz PHA to child or adult victims of domestic violence, dating violence, sexual assault, or stalking are Counseling and Referral.

0. Initial counseling is provided by our Social Worker, a trained professional, capable of establishing the necessary rapport to the victim of domestic violence. She will obtain the necessary information to assess the situation to direct the efforts to the applicable agency such as: Municipal Police Department, Department of Family Welfare, and to Emergency Shelter facility (Casa Protegida Julia de Burgos)
 - a. A priority will be given to issue a voucher if available or the next available voucher.

The services provided by the Municipality of Juana Diaz PHA that helps child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing are Counseling and Referral.

0. Counseling is provided by our Social Worker, a trained professional, capable of establishing the necessary rapport to the victim of domestic violence. She will obtain the necessary information to assess the situation to direct the efforts to the applicable agency such as: State Housing Department, Private Project-Based Housing Projects, and Regional Tenant-based program (State), in order for the victim of domestic violence apply for assistance or process a transfer if residing in a Public Housing project.
 - a. If the victim is a participant all consideration will be given as stated in our policy statement. Portability, allowing the termination of lease

without penalty, among others actions to protect the family and help them to maintain their housing assistance.

- b. Referral to our Municipal Police Department can be required in order to protect the assisted family.

The services provided by the Municipality of Juana Diaz PHA to prevent domestic violence, dating violence, sexual assault, or stalking to our assisted families are Counseling and Orientation.

1. A briefing is given to all participants regarding their rights under VAWA.
2. The Municipality of Juana Diaz will notify the Housing Choice Voucher owners and managers of VAWA.
3. The Municipality of Juana Diaz will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdiction to escape an imminent threat of further domestic violence or stalking.
4. VAWA is incorporated into the landlord and tenant briefing process, respectively.

XVII. SUMMARY

In order to comply with 24 CFR Part 903, PIH Notice 2003-34 dated December 19, 2003, which outlines the implementation of RIM, the Rental Housing Integrity Improvement Project (RHIIP), and the Improper Payments Information Act of 2002 as mandated by HUD, the Municipality of Juana Díaz has established the following standards and procedures to be carried out in furtherance of HUD's objectives and goals.

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

1. To provide low and very low income families the opportunity of choice and mobility in selecting where they want to live.
2. To maintain the essential elements of a private relationship

between the tenant and the landlord on matters other than rent.

3. To develop and implement a strong financial management system so as to ensure HUD's goal of improving efficiency and oversight to make certain that the correct amount of assistance goes to the families that needed most.
4. To develop strategies to coordinate the use of housing assistance under the Housing Choice Voucher Program with public and private resources, to enable families eligible to receive assistance under this same program to achieve economic independence and self-sufficiency.

It should be noted, that the Section 8 Office within the Municipality of Juana Díaz will implement the necessary management systems and oversight controls, so as to assure, that the individual programs included within this same Plan are:

1. Completed within a timely manner in compliance with HUD's requirements;
2. Compliance with the SEMAP indicators;
3. Compliance with the Rental Housing Integrity Improvement Project (RHIIP) and other related HUD regulations;
4. That they are indeed in total compliance with existing federal and state applicable regulations.

Once a year a physical audit will be accomplished which will include not only the accountability of funds, but also an audit of the management system used to carry out the mandate of the Tenant-based Housing Program. This same in-depth review will be on an on-going basis will serve to determine the effectiveness of individual programs based upon such data as:

1. Families Assisted;
2. Adherence to the Rental Housing Integrity Improvement Project (RHIIP) so as to assure improving any and all deficiencies detected during the RIM Reviews conducted by HUD or their designee.

3. Subsidies granted;
4. Complaints resolved;
5. Families that moved onto become first-time homeowners;
6. Families that moved from temporary shelter to permanent housing such as the Housing Choice Voucher Program and later moved on to become homeowners;
7. Compliance with HQS as established by HUD;
8. The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.

Furthermore, reviews will also serve to identify implementation problems or non-compliance with goals and objectives of the Plan, and how the resources were used to assist the maximum number of beneficiaries.

The use of this same data will assist the Mayor, members of the Municipal Assembly, interested citizens of the community, participants of the Tenant-based Housing Assistance Program recommend changes within our strategy due to perhaps changes in the population characteristics and housing market within the Municipality of Juana Díaz.

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

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

- Staff resources and performance;

The Municipality of Juana Díaz feels rather strongly that procedures contained herein will effectively perform the necessary monitoring of all programs so as to assure that these same programs both initiated and developed are in total compliance with the applicable regulations promulgated by HUD.

Informational Sheet for:

Municipality of Juana Díaz – RQ038

5-Year Plan and Annual Plan for Fiscal-Year 2010-2011

Mission Statement

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

The Municipality will strive to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families served, without discrimination.

The staff and the Housing Program is committed to providing quality, affordable housing in a safe environment as well as in an efficient and creative manner. Through partnerships forged with the program participants and other groups, the Municipality will provide opportunities for those served to become self-sufficient.

It is the Municipality's belief that the mission will be accomplished by a fiscally responsible and creative organization committed to excellence in public service.

Required Attachment : Membership of the Resident Advisory Board

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The Resident Advisory Board, for the Municipality of Juana Díaz's locally administered Housing Choice Voucher Program, was duly elected by the families participating within the program. The Board is composed of 6 members and the term of the board is one year. Annually the families come together to vote and elect their board members. The following is a list of the members that make up the board:

1. President

Nancy Hernandez

Urb. Mansiones de Coamo

Calle 2 G-7

Coamo, Puerto Rico

2. Vice-President

Ada Vázquez Apontes

Urb. Jacaguax, Calle 5 #2

Juana Díaz, Puerto Rico 00795

3. Secretary

Cecilia Rodríguez Irizarry

Calle Muñoz Rivera #70

Juana Díaz, PR

4. Vocal

Iris Nilsa Santiago

Calle Ext. Mario Braschi #10 Bajos

Juana Díaz, Puerto Rico 00795

5. Vocal

Luz María Corea

Urb Del Carmen

Calle 1 #10 Bajos

Juana Díaz, Puerto Rico 00795

6. Vocal

Sonia Vázquez Grateron

Bo. Río Chiquito

Ponce, PR 00731

Required Attachment: Resident Advisory Board (RAB) Recommendations and Response

The Resident Advisory Board (RAB) for the Municipality of Juana Díaz met and discussed the overall structure of the 5-Year & Annual Plan(2010-2014) to be presented to HUD in accordance with established rules and regulations. The Plans were discussed after a summary briefing of the components of the plans and the progress made from the last Annual Plan submitted. The plans were discussed in Spanish language in order to facilitate understanding.

Resident's Comments:

Residents encouraged continue efforts made to entice more landlords to participate in the program in order to increase housing choices.

The RAB feels that with the help of the Housing staff, most of the Annual plan was understandable and that it is a valuable source of publicly accessible information. On further comment, there is nothing in the plan that the RAB could think of that needs to be added, deleted or disputed.

One member of the RAB commented that more help is needed to offset the economic situation of the Island as well as the rise in rates for water and electricity. According to the RAB the situation is such that more aid is needed not less.

The RAB commented on the Minimum Rent of \$50.00 set by the municipality and how this may affect them.

Residents were encouraged that the Municipality's Informal Review Procedure is available to all Section 8 participants for their review.

Municipality's Response:

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

The Municipality explained to the RAB the policy concerning the Minimum Rent and how the family has the opportunity to request an exemption of the Minimum Rent in case of financial hardship.

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

Required Attachment : Section 8 Homeownership Capacity Statement

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

1. “Llave para tu hogar” – which is a State sponsored program designed to assist low-income families, who are in market to purchase a new home. The program provides a grant to these qualifying families from \$3,000 to \$15,000, which is used to bring the cost of the purchase down. These monies cannot be used as part of the closing cost. It is the responsibility of the family to secure the closing cost funding. The selling price of the home cannot be more than \$100,000.00
2. Homebuyer Program sponsored by the US Department of Agriculture, Rural Development Administration.
3. The Municipality is in the planning stage of low cost housing project for low-income families within the Municipality.

The Municipality is continuing its examination of the Homeownership Program Final Rules as proposed and its feasibility of implementation in Juana Díaz. The Municipality has serious concerns that based on the limitations of HUD’s final rule and the dynamics of the Juana Díaz, the program may not be viable. Therefore, Juana Díaz has made no determination at this time as to whether it will implement such a program during 2010-2011. The Municipality will continue to evaluate the implementation of the homeownership program and reserves its rights to implement Section 8 Homeownership by the capacity statement set out below.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program: The PHA has demonstrated its capacity to administer the program by :

Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price will come from the family’s resources.

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

Required Attachment : Statement Regarding Deconcentration Policy

The Municipality of Juana Díaz, in accordance with our Administrative and Continued Occupancy Policy, will select and place tenants to avoid concentration of the most economically and socially deprived families within the Housing Program using a broad range of incomes through rent ranges. Once a year the Municipality will conduct an analysis of the incomes of families residing in the Section 8 Tenant-based Housing Program, which is subject to the deconcentration rule to ensure compliance.

Required Attachment: Policy Changes Adopted and Implemented in the Housing Choice Voucher Program

The Municipality adopted the following policy changes and were incorporated into the revised administrative plan presented to HUD during last Annual Plan submission (FY2007-2008).

1. Amendment to the Administrative Plan

To amend Chapter 9, Part 15 -Contract Execution Process: In the first paragraph we have included: As stated on the HAP Contract, Form HUD-22641, Pat A (7) the amount of the monthly Housing Assistance Payment (HAP) by the PHA to the owner is subject to change during the HAP contract term in accordance with HUD requirements, our local Section 8 Program has decided that any changes made to the Housing Assistance Payment (HAP) will be reflected in the next contract.

2. To amend Part G. Selection Preferences

1. Local Preference

Part a: Victims of Domestic Violence:

In order to implement "Violence Against Women Act (VAMA)" as per "Public Law 109-162 Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1)" to include within the Five Year and Annual PHA plans to contain information that is intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. In this regard, once a "Certification of Domestic Violence, dating violence, or stalking [Form HUD-50066]) is completed by an alleged victim, that person shall be entitled to preference in securing assisted housing under the Section 8 Program.

3. To amend Chapter 2: Eligibility for Admission

Part A: Eligibility Factors - Reasons for denial of admission

"Screening and Tenant Selection Criteria - E - 2b - tenant(s) will be terminated or denied admission if any member of the family has ever been convicted for sexual offense or who is subject to the lifetime registration with federal, state or local law enforcement agencies."

4. Mandatory Language & Statements Incorporated into the Administrative Plan:

The Municipality of Juana Diaz has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24 CFR 982.533(2)). The Municipality of Juana Diaz (RQ038) will screen the family by carrying out a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which is entrusted by Law to issue Certificate of Conduct.

Furthermore, the Municipality will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

Required Attachment: Domestic Violence Statement - Housing Choice Voucher Program

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) which requires PHA's five-year and annual plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and 607, respectively, amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking, as well as members of the victims' immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA, the Municipality of Juana Diaz has adopted the following goals and objectives as part of its Domestic Violence Policy:

- a. VAWA applies to the Housing Choice Voucher Program as well as any other Subsidized Housing Program administered by the Municipality.
- b. The applicant/tenant/victim will be treated with respect and dignity.
- c. The Municipality of Juana Diaz will notify the Housing Choice Voucher owners and managers of VAWA.
- d. The Municipality of Juana Diaz will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking.
- e. VAWA will be incorporated into the landlord and tenant briefing process, respectively.

Furthermore, the Municipality of Juana Díaz:

- May not deny persons housing due to their status as a victim of domestic violence. See 42 U.S.C. § 1437d(c)(3) (2006); 42 U.S.C. § 1437f(c)(9)(A) (2006); 42 U.S.C. § 1437f(d)(1)(A) (2006); 42 U.S.C. § 1437f(o)(B) (2006).
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- Must recognize the exception to the federal "one-strike" criminal activity eviction rule under VAWA 2005 on that an incident of actual or threatened violence does not qualify as a "serious or repeated violation of the lease" or as "good cause for terminating assistance, tenancy or occupancy rights of victims." See 42 U.S.C. § 1437d(l)(5) (2006); 42 U.S.C. § 1437f(c)(9)(B) (2006); 42 U.S.C. § 1437f(d)(1)(B) (2006); 42 U.S.C. § 1437f(o)(7)(C) (2006); 42 U.S.C. § 1437f(o)(20)(A) (2006)
- Must accept certifications provided for under the law.
- Must respect a right to confidentiality with respect to the status of an individual in that their identifying information may not be entered into the Homeless Management Information System (HMIS) and must generally be kept confidential. See 42 U.S.C. § 11383(a)(8) (2006). The new McKinney-Vento legislation will incorporate some version of these regulations, and may apply them more broadly.
- Allow victims to move to another jurisdiction with their Section 8 voucher, even if such a move would normally be a violation of the program, if the person has complied with other obligations of the program and if the move is necessary to protect the health, well-being or safety of victim. This creates an exception and allows the Housing Authority to transfer the victim under the normal portability rules. See 42 U.S.C. §§ 1437f(r)(5) and (ee) (2006).
- Establish a priority for survivors in applications for Section 8 tenant-based assistance. If a priority is established, Public Housing Authorities may use stricter documentation requirements to establish proof that an applicant is a survivor.
- Provide emergency transfers to survivors of domestic violence.
- Allow survivors to bifurcate their lease. This means that even if a lease is both names or solely in the batterer's name, a the Housing Authority may put the lease in the survivor's name.

The services provided by the Municipality of Juana Diaz PHA to child or adult victims of domestic violence, dating violence, sexual assault, or stalking are Counseling and Referral.

1. Initial counseling is provided by our Social Worker, a trained professional, capable of establishing the necessary rapport to the victim of domestic violence. She will obtain the necessary information to assess the situation to direct the efforts to the applicable agency such as: Municipal Police Department, Department of Family Welfare, and to Emergency Shelter facility (Casa Protegida Julia de Burgos)
 - a. A priority will be given to issue a voucher if available or the next available voucher.

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 - a. If the victim is a participant all consideration will be given as stated in our policy statement. Portability, allowing the termination of lease without penalty, among others actions to protect the family and help them to maintain their housing assistance.
 - b. Referral to our Municipal Police Department can be required in order to protect the assisted family.

The services provided by the Municipality of Juana Diaz PHA to prevent domestic violence, dating violence, sexual assault, or stalking to our assisted families are Counseling and Orientation.

1. A briefing is given to all participants regarding their rights under VAWA.
2. The Municipality of Juana Diaz will notify the Housing Choice Voucher owners and managers of VAWA.
3. The Municipality of Juana Diaz will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdiction to escape an imminent threat of further domestic violence or stalking.

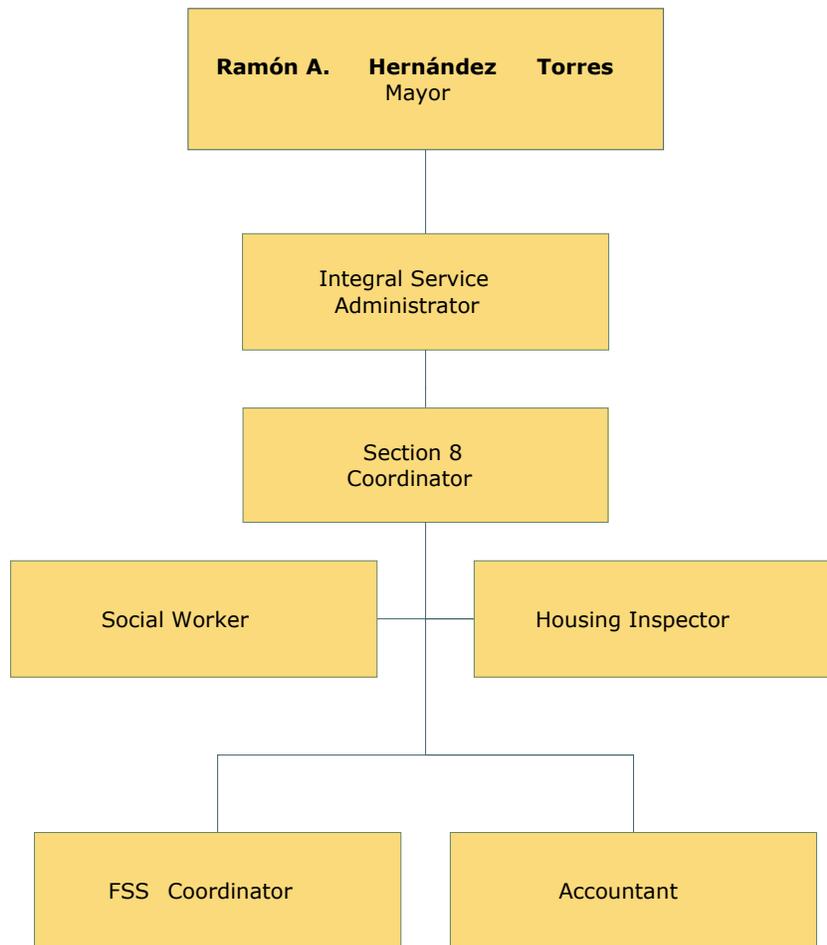
VAWA is incorporated into the landlord and tenant briefing process, respectively

Required Attachment: Required Attachments (all are found in the Annual Plan Supplement – RQ038a)

1. Statement of Progress is located in the attached annual supplement, Section II, page 2.
2. Summary of Policy or Program Changes For the Upcoming Year including a Policy Statement concerning Upfront Income Verification, Section IV, page 4.
3. Homeownership Program is located in the attached annual supplement, Section V, page 4.
4. Statement Regarding the steps the PHA will take to affirmatively further Fair Housing, Section VIII, page 10.
5. Statement of PHA's Rent Determination is located in the attached annual supplement, Section IX, page 13.
6. Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section XII, page 18.
7. Statement concerning Additional Information Required, Section XIII, page 20.
8. Screening and Eviction or Drug Abuse and Other Criminal Activity, Section XIV, page 21.
9. Policy concerning Denial of Admission and Termination of Assistance for Criminals and Alcohol Abusers, Section XV, page 24.
10. Domestic Violence Statement – Housing Choice Voucher Program, Section XVI, page 26.

ATTACHMENT B

Municipality of Juana Díaz RQ038 Housing Choice Voucher Program Organization Chart



Required Attachment C: Membership of the Resident Advisory Board and RAB Comments

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The Resident Advisory Board, for the Municipality of Juana Díaz's locally administered Housing Choice Voucher Program, was duly elected by the families participating within the program. The Board is composed of 6 members and the term of the board is one year. Annually the families come together to vote and elect their board members. The following is a list of the members that make up the board:

1. President
Nancy Hernandez
Urb. Mansiones de Coamo
Calle 2 G-7
Coamo, Puerto Rico

2. Vice-President
Ada Vázquez Apontes
Urb. Jacaguax, Calle 5 #2
Juana Díaz, Puerto Rico 00795

3. Secretary
Cecilia Rodríguez Irizarry
Calle Muñoz Rivera #70
Juana Díaz, PR

4. Vocal
Iris Nilsa Santiago
Calle Ext. Mario Braschi #10 Bajos
Juana Díaz, Puerto Rico 00795

5. Vocal
Luz Maria Corea
Urb Del Carmen
Calle 1 #10 Bajos
Juana Díaz, Puerto Rico 00795

6. Vocal
Sonia Vázquez Grateron
Bo. Rio Chiquito
Ponce, PR 00731

The Resident Advisory Board (RAB) for the Municipality of Juana Díaz met and discussed the overall structure of the 5-Year & Annual Plan(2010-2014) to be presented to HUD in accordance with established rules and regulations. The Plans were discussed after a summary briefing of the components of the plans and the progress made from the last Annual Plan submitted. The plans were discussed in Spanish language in order to facilitate understanding.

Resident's Comments:

Residents encouraged continue efforts made to entice more landlords to participate in the program in order to increase housing choices.

The RAB feels that with the help of the Housing staff, most of the Annual plan was understandable and that it is a valuable source of publicly accessible information. On further comment, there is nothing in the plan that the RAB could think of that needs to be added, deleted or disputed.

One member of the RAB commented that more help is needed to offset the economic situation of the Island as well as the rise in rates for water and electricity. According to the RAB the situation is such that more aid is needed not less.

The RAB commented on the Minimum Rent of \$50.00 set by the municipality and how this may affect them.

Residents were encouraged that the Municipality's Informal Review Procedure is available to all Section 8 participants for their review.

Municipality's
Response:

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

The Municipality explained to the RAB the policy concerning the Minimum Rent and how the family has the opportunity to request an exemption of the Minimum Rent in case of financial hardship.

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

Attachment -D

Domestic Violence Statement - Housing Choice Voucher Program

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

- A. VAWA applies to the Housing Choice Voucher Program as well as any other Subsidized Housing Program administered by the Municipality, to include the new Homelessness Prevention and Rapid Rehousing Program.
- B. The applicant/tenant/victim will be treated with respect and dignity.
- C. The Municipality of Juana Diaz will notify the Housing Choice Voucher owners and managers of VAWA.
- D. The Municipality of Juana Diaz will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdiction to escape an imminent threat of further domestic violence or stalking.
- E. VAWA will be incorporated into the landlord and tenant briefing process, respectively.

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;	5 Year and Annual Plans
X	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Annual Plan	Annual Plans
X	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-