

<p>5.2</p>	<p>Goals and Objectives.</p> <p>IMPROVE VOUCHER MANAGEMENT, INCREASE COSTUMER SATISFACTION. PROVIDE SUPPORTIVE SERVICES TO IMPROVE EMPLOYABILITY AND SELF SUFFICIENCY.</p> <p>PHA Goal #1 Expand the supply of assisted housing</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • Apply for additional vouchers when available • Leverage private or other public funds to create additional housing opportunities by combining state and local funds to create additional housing opportunities for low income persons. <p>PHA Goal # 2 Improve the quality of assisted housing</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> • Improve voucher management to maintain SEMAP highest score • Increase customer satisfaction by enforcing the Housing Quality Standards • Concentrate on efforts to improve specific management functions by maintaining the PHA Staff with policies and occupational training <p>PHA Goal #3 Increase assisted housing choices</p> <p>Specific Objectives</p> <ul style="list-style-type: none"> • Conduct outreach efforts to potential voucher landlords • When necessary increase voucher payment standards <p>PHA Goal # 4 Promote self sufficiency and asset development of families and individuals</p> <p>PHA Goal # 5 The Violence Against Women Act (VAWA) Public Law 109-162 was signed into law on Jan 5, 2006. Section 603 of the law amends section5A of the U.S Housing Act(42 U.S.C. 143 c-1 to require PHA's five year plan and annual plan to contain a Domestic violence policy statement regarding any assistance provided to victims of domestic violence. This requirement is in our Administrative Plan.</p> <ul style="list-style-type: none"> • See Appendix 2 <p>Specific Objectives</p> <ul style="list-style-type: none"> • Provide or attract supportive services to improve assistance recipients' employability. • Make alliance with public (WIA) and private organizations to provide supportive educational services to tenants <p>PHA Progress in meeting goals and Objectives Described in the previous 5 Year Plan for FY2005-2009</p> <ul style="list-style-type: none"> • The Municipality of Salinas keeps searching for opportunities to apply for additional vouchers as they become available • Landlords are oriented about the section 8 program requirement and enrollment requirements • In the initial briefing tenants were oriented about mobility and portability options • At least once a year tenants are oriented about the importance of acquire a job or self sufficiency • Reviewing payment standards • Training was given to personnel to enhance HQS, Section 8 Management • Working towards a High Performance level on SEMAP • The waiting list system was enhanced
<p>6.0</p>	<p>PHA Plan Update Elements that have been revised since our last Annual Plan Submission</p> <p>(a) The Violence Against Women Act (VAWA) Public Law 109-162 was signed into law on Jan 5, 2006. Section 603 of the law amends section5A of the U.S Housing Act(42 U.S.C. 143 c-1 to require PHA's five year plan and annual plan to contain a Domestic violence policy statement regarding any assistance provided to victims of domestic violence. This requirement is in our Administrative Plan.</p> <p>(b) The public may review copies of the 5-Year and Annual PHA Plan at our agency ,</p> <p>Federal Programs Office and Section 8 Hector Hernandez # 6 Salinas, P.R. 00751</p> <p>progfedsalinas@yahoo.com</p>
<p>7.0</p>	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</p> <p style="text-align: center;">N/A</p>

8.0	Capital Improvements. N/A
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. N/A
8.2	Capital Fund Program Five-Year Action Plan. N/A
8.3	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. N/A
9.0	Housing Needs. Our municipality is growing very fast and rent prices are rising. More and more people are visiting our agency looking for assistance that we don't have. As a small PHA from with only 84 vouchers on our ACC we have done great servicing many families. We have referred people to other agencies since we don't have sufficient vouchers and we also have help many families porting out looking for better opportunities in the main land. Our agency opened our waiting list with 100 applicants and we have done this, three time during the past four years. On Appendix 1 you will find the Housing needs of families on our waiting list, this do not reflect the needs of the many that during the year visit our agency looking for some type of housing assistance. <ul style="list-style-type: none"> • See Appendix 1

9.1	Strategy for Addressing Housing Needs- Identified need #1: Shortage of Housing for all eligible population Strategy #1 Increase the amount of vouchers available. Our agency has requested the increase of ACC in order to provide more opportunities. <ul style="list-style-type: none"> • Our jurisdictions FMR needs to be review. Rents are going up in this area and since funds are still the same the housing search is very difficult since almost every body is asking for their units, more that what we can subsidized. Strategy #2 Increase the opportunities offer by our agency to the participants in order to help them become self sufficient and reach "o" HAP. <ul style="list-style-type: none"> • We continue to refer participants to training provided by different agencies, employment agencies and training institutions. We encourage participants to better there way of life and we have provided assistance to participants on ways or places they can go to receive this services.
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<p>10.0</p>	<p>Additional Information.</p> <p>(a) Progress in meeting our mission goals:</p> <p>Our agency is working very hard in order to motivate participants into becoming self sufficient. During the next five years, as we have done during the past five years, we will encourage participants to seek new opportunities, to attend job fairs, and to enroll in training programs so they can grow and find better opportunities. Is in our best interest not only to serve our participants but our goal is to make them self sufficient as soon as possible, and we will continue to work in order to accomplish our goal.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification.</p> <p>Our PHA has defined substantial deviation/modifications any changes made to polices concerning;</p> <ul style="list-style-type: none"> • Changes to rent • Admissions policies • Preferences • Payment standards <p>Any significant amendment or substantial deviation/modification to our PHA Plan will be subject to:</p> <ul style="list-style-type: none"> • Consult with the Resident Advisory Board (RAD) • Consistency with the Consolidated Plan of the Jurisdictions • Review of the amendment or modification by the public during a 45-day public review period • We may not adopt the amendment or modification until notification until a meeting with our governing body. This meeting at which the amendment or modification is adopted will be open to the public and • Our agency will not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD’s plan review procedures <p>All of these procedures are as defined in 24 CFR 903.13; 15; 17; 23 respectively</p> <p>None significant amendments or substantial deviation/modifications have been made since the last Annual Plan</p> <p>(c) Sexual Offender and VAWA Policies See Appendix 2</p> <p>(d) Resident Advisory Board Meeting Attendance See Appendix 3</p> <p>(e) Public Hearing and Resident Advisory Board Comments See Appendix 4</p> <p>(f) Newspaper ad promoting and announcing Hearing Process See Appendix 5</p>
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<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template please find:</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) See Appendix 6</p> <p>Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) See Appendix 7</p> <p>Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i> See Appendix 8</p> <p>Disclosure of Lobbying Activities See Appendix 9</p> <p>Civil Rights Certification See Appendix 10</p> <p>Certification By State or Local official of PHA Plans Consistency with the Consolidated Plan See Appendix 11</p> <p>FSS Action Plan</p>
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Administrative Plan

I. Introduction

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

II. Goals and Objectives

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

III. Administrative Structure

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

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

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

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

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

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

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

A. Office of the Housing Department Director

1. Section 8 Program Coordinator *Administrative Responsibility*

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

Functional Responsibility

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

Specific Duties

- ~ Direct technical and administrative work of the Section 8 Existing Housing Programs.
- ~ Perform program goals and prepare staff work plans.
- ~ Responsible for staff supervision.
- ~ Prepare monthly performance reports for the Federal Funds Office Director.

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

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

- ~ Responsible for measuring the success of the FSS Program.

- ~ Supervise work performed by the program personnel.

- ~ Negotiate contracts with unit owners and tenants.

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

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

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

- ~ Analyze and report on current rent reasonableness.

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

- ~ Comply with any other duty assigned by the Mayor

2. Section 8 Program Technicians

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

Administrative Responsibility

Reports to the Section 8 Program Director.

Functional (Program) Responsibility

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

Specific Duties

- ~ Interview owners' applicants and complete applications for Section 8 assistance.
- ~ Verify eligibility of families in order to ensure compliance with program eligibility criteria.
- ~ Prepare case reports and maintain an adequate file of all documents.
- ~ Prepare monthly activity reports.
- ~ Conduct annual family reexaminations.
- ~ Verify family income.
- ~ Participate in negotiation of contracts with owners.
- ~ Maintain files including required documents and current listings of available housing units.
- ~ Periodical contact with realtors, owners, leasers, etc., in order to update rental housing market information in coordination with Housing Inspectors.
- ~ Provide individual information to clients concerning available housing and any other related matters.
- ~ Prepare FSS Program families individual contracts. The contract shall incorporate the individual training and service plans, the family's rights and responsibilities, the service to be provided and the activities to be completed by the head of the family, and each adult member of the family, who care to participate in the program.
- ~ Prepare monthly payrolls for housing owner participants of the Section 8 Program.
- ~ Visit participants and/or neighborhoods to perform any required special investigation or inspection.

3. Section 8 Program Account

1) Fiscal Unit Coordinator

Administrative Responsibility
Reports to the Section 8 Program Director.

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

Specific Duties

- ~ Inform Section 8 Program Director on the status of the program's finances.
- ~ Prepare requisitions for program funds.
- ~ Prepare annual Section 8 applications (especially Form FUD 52672 and HUD 52673).
- ~ Maintain a record of rental payments to the owners (HAP register).
- ~ Coordinate with the Section 8 program Coordinator about changes in address, income, family composition and any other information pertained to tenants and owners.
- ~ Prepare financial reports at the end of the fiscal year.
- ~ Perform other duties as required by the Section 8 Program Director.
- ~ Perform the accounting for the Section 8 Program.
- ~ Maintain accounting files in accordance with Section 8 Program needs.
- ~ Verify payrolls of Section 8 Program employees.
- ~ Keep records of Portability payments and receivables.
- ~ Prepare monthly trial balances for the Section 8 Program.

4. Section 8 Program Housing Inspector

Administrative Responsibility
Report to the Section 8 Program Director.

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

Specific Duties

- ~ Perform initial, annual or special inspections to proposed or under contract existing housing units.
- ~ Will approve units in compliance with Housing Quality Standards.
- ~ Notify owners and participants of deficiencies encountered and will give a time frame to perform the repairs.
- ~ Analyze and report on current rent reasonableness for each contract housing unit.
- ~ Execute the Inspection Form (HUD-52580), Lead-based Paint Certification, Rent Reasonableness and Request for Leas Approval Forms.
- ~ Fully document each file with the necessary documents.
- ~ Advise clients on all matters including complaint procedure. Hand-deliver documents to participants.
- ~ Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program. Make and receive telephone calls related to the Section 8 Program.
- ~ Responsible for the maintenance of documentation related to Housing Quality Standards inspections and of keeping them properly filed.
- ~ Perform other duties as required by the Housing Department and/or the Section 8 Program Director.

IV. Administration of Program Procedures

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

1. Outreach to Families and Owners

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

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

- ~ When families may apply for the program.
- ~ A brief description of the Section 8 and FSS Programs, including the possibility of families receiving assistance for the units which they are currently occupying.
- ~ It states that occupants and applicants of public and/or other housing may apply for the Section 8 Housing Programs if they wish to participate.
- ~ Special outreach for handicapped families.

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

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

- ~ Families identified by the HA as the least likely to apply (e.g., handicapped families, very low-income families, large families, and homeless families).
- ~ Families identified in the Housing Assistance Plan.
- ~ Owners of rental properties located outside areas of low-income or minority concentrations.
- ~ Families identified in the Rental Rehabilitations Program.

~ Provide area- wide housing opportunities to families.

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

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

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

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

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

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

- a.) Newspaper announcements in widely circulated newspapers and/or other suitable means.
- b.) The "Word of Mouth" approach by currently assisted and/or applicant families, encouraging them to inform their friends, relatives and neighbors about the program.
- c.) Supportive outreach assistance provide by other organizations.

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

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

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

The term includes, but is not limited to:

- ~ A single person.
- ~ A family with a child or children.
- ~ A group of people consisting of two or more elderly persons or disabled persons living, or one or more elderly or disabled persons living with one or more live-in aides.
- ~ An elderly family (or single person) which includes a remaining member of a tenant family.
- ~ A disabled person.
- ~ A displaced person.
- ~ A single pregnant woman with no other family members.
- ~ Unmarried couples and other non-related people living as a family.
- ~ A child who is temporarily away from the home because of placement in foster care is considered a member of this family.

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

Local preferences have been established in order as follows;

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

b) Federal Selection Preferences (Section 882.219)

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| * | <i>Priority I:</i> | Families under Law 54 protection |
| | <i>Priority II:</i> | Families with three Federal Preferences |
| | <i>Priority III:</i> | Families with two Federal Preferences |
| | <i>Priority IV:</i> | Families with one Federal Preference |

* The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHA's five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Sections 607 amend the Section 8 and public housing 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 Salinas (RQ 069) has adopted the following goals and objectives, for Domestic Violence Policy:

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

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

c) Criteria for the 10 percent Exemption Priority

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

d) Restrictions on Assistance to Non-citizens

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

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

3. Suspension of Application-taking

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

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

4. Initial Screening of Applications

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

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

~ Applicants and participants are required to disclose and verify their Social Security numbers as well as their children's Social Security

numbers (children over 6 years of age), and their employers business identification number (if necessary).

- ~ Certification of employment signed by the employer.
- ~ Affidavits for seasonal workers or for the self employed.
- ~ Eviction notice, where applicable.
- ~ Evidence or receipt of most recently paid rent.
- ~ Marriage certificate or divorce decree, where applicable.
- ~ Birth certificates of all the members of the family.
- ~ Good Conduct Certificate from the Police Department.
- ~ Certification of ongoing studies for all children over 18 years of age.
- ~ Affidavit for common-law couples.
- ~ Income tax return forms.
- ~ Utility receipts paid and or negative certification from utility providers
- ~ Certification of unemployment for persons who are older than 18 years of age and are not studying.
- ~ Certification of a handicap or a medical disability.
- ~ Property Title of the location currently occupied by the applicant in order to verify that the property is not owned by the applicant.
- ~ Family group photograph.
- ~ These items will be required at the discretion of the agency whenever applicable (provided that it will not impose financial hardship).
- ~ Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions- e.g., the Social Services Department, the Housing Authority, the Social Security Administration, etc. and to obtain verification of income. The FSS Program may screen families for participation in the FSS Program.

The factors to be used by the HA are family interested and motivated to participate in the FSS Program. The HA requires attendance at FSS orientation sessions and/or a pre-selection interview [Section 984.203 (c) (1) (2)].

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

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

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

b) Computation of Gross Family Contribution

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

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

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

5. Briefing of Families and Issuance of Vouchers

When vouchers become available, our agency will contact more than one family for that available voucher. The voucher will be issue to those families selected from the top of the waiting list. Once the notification to receive the voucher is sent, we'll be issue then as first in first serve basis. This is the reason that we may see, for example, participant number 50 receive a voucher at an earlier date than participant number 49. (Both were notified at the same time but participant number 50 completed the process first)

A- Tenant Selection - The Salinas Housing Agency will issue housing voucher pursuant to HUD's final rule, effective October1, 1999. An available housing choice voucher will be issued to eligible applicants as the family reaches the top of the waiting list and in accordance with applicable preferences and date and time of application.

B- Family Briefing- When the family receives a voucher, a full explanation of the Section 8 program requirements shall be provided as part of family's briefing as outline in 24 CFR 982.301, as amended, for voucher holders. The following items will be fully explained:

- ~ Time of participation-Our agency has established a five year period in order to work with each family in development strategies to coordinate the use of housing assistance and combined them with other federal, Local and Private programs to enable families to achieves economic independence. During this period we will maximize efforts to help families to become independent. We believe that by setting specific goals and time frames we will keep our participants motivated. There will be special considerations for participants with disabilities or senior citizens but we will work with each case in order to get them to buy there own home or to move into a permanent housing unit.
- ~ Family and owner responsibilities under the lease and HAP contracts.
- ~ How to find a suitable unit.
- ~ Housing Quality Standards.
- ~ Procedures for both the family and owner regarding dwelling unit inspections.
- ~ Fair Housing Equal Opportunity and Grievance Procedures.

The certificate or voucher issued to the family will be determined by the size of the family.

C- Expiration and Extension of Voucher- The term of the Voucher shall be as outline in 24 CFR 982.303, as amended. The initial term of the Voucher is 60 days. As a reasonable accommodation for a family where the head or spouse is disable, the Housing agency will initially grant a family the full 120 day term, as an added reasonable accommodation. A disabled family may hold such form of assistance for more than120 days term where supported by documentation that the family's inability to secure approved housing within the 120 day term was directly related to a family member's disability.

If a family submits a Request for Tenancy Approval (RFTA) prior to the expiration date and the RFTA is subsequently disapproved, the Voucher may be extended upon written request of the family for a period equivalent to the number o days between his submission of the RFTA and the date of disapproval of the RFTA.

A family may submit a written request for an extension of time to search for suitable housing. The written request must be received before the expiration date on the voucher. The Housing Agency will evaluate each request and determine the likelihood of the family finding housing with additional time to search. An approved extension will be granted for a 30 days period of time with proof of effort to timely secure an approved form of housing. Only in extenuating circumstances, such as hospitalization or injury sequestration, will a second extension of 30 days be granted.

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

- ~ Request for lease approval
- ~ Required lease provisions
- ~ Lead-based paint notices and certificate
- ~ Fair housing information
- ~ Schedule of utility allowances
- ~ Informal hearing procedures
- ~ Information on the total tenant payment (tenant rent)
- ~ Portability eligibility (24 CFR 982.354 & 982.355)

7. Housing Quality Standards and Inspections

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

The housing unit must comply with the Housing Quality Standards and Acceptability criteria. The inspection is conducted with participation of the owner, the tenant and the Section 8 Office Housing Inspector. Each person initials each page of the inspection form signs the last page. This procedure is used for initial inspections and reinspections.

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

8. Utility Allowances

The HA will conduct a study on utility allowances when it is considered necessary. The schedule will be adjusted whenever rates have increased or decreased **by** 10% or more.

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

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

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

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

- b) In accordance with Final Rule 982 (7/3/95), the HA eliminated the imposed limit on the amount owner security deposit. The HA prohibit security deposit in excess of private market practice. Our HA, recommends an amount not less than one month of the contracted rent.
- c) The HA will assist the families that claim that illegal discrimination has prevented the family from leasing a suitable unit: Ex., single woman with many children.
- d) The HA states that it will be its policy to provide non-confidential information about a family to prospective owners.

10. Annual and Interim Recertification

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

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

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

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

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

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

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

Procedure:

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

In addition:

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

~ Either the family or its counsel/representative must be given the opportunity to examine the evidence and question any adverse witness(es). The family, or its counsel/representative, must also be given the opportunity to present testimony and evidence in its favor. The decision of the official presiding over the hearing must be in

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

12. Repayment of Debt to the HA and Denial Assistance

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

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

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

- ~ Illness or hospitalization – medical history verification requested.
- ~ Illness of a relative who needs care from a family member, in another location- medical history verification requested.
- ~ Any other HA approved and verified circumstances, e.g., military service (reserves, etc.).
- ~ Vacations for no more than 30 days.

d) The HA will continue giving assistance, after the break-up of a marriage, to the family member to whom the custody of the children was granted by the court. In a case where there are no children involved, the HA will determine who will continue to receive the assistance.

13. Terminations and Evictions

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

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

- ~ The owner terminates tenancy in accordance with regulations.
- ~ The family moves from the unit without the owner's approval and/or without the owner's approval and/or without notifying the program.
- ~ Our HA, in accordance with the Final Rule 982, dated July 3, 1995, eliminated the right of the owner to claim reimbursement from the HA for damages, unpaid rents and other amount owed by the tenant under the lease. The owner must seek, from the tenant, payment of any damages.

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

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

The HA may also terminate the contract if:

- ~ The family no longer requires assistance.
- ~ The units fail HQS.
- ~ The unit is overcrowded and does not meet the HQS space requirements.
- ~ The HA discovers program abuse and fraud.
- ~ The owner is not in compliance with the terms of the housing contract.
- ~ The family does not comply with the obligations stated in the contract.
- ~ The tenant does not comply with the recertification process on time.
- ~ Section 8 voucher holders do not participate of the different programs offer to them in order to improve their way of life and reach self-sufficiency. Educational programs or employment searching will be required to all participants unless medical or disability reasons.

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

Evictions

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

- ~ Comply with the requirements of State/Local Law.
- ~ Provide a copy of the notice to the HA when the notice is given to the family.

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

14. Administration of the Voucher Program

Overall Approach and Objectives

The Section 8 Existing Housing Voucher Program offers expanded opportunities for rental assistance to very low income families by utilizing existing housing units. One of the Housing Voucher Program's principal features is its flexibility: *families will have a broader range of housing and neighborhoods to chose from*. They may select units with rents higher than the applicable Payment Standard but will not receive additional assistance payment (only participants with income); conversely, if rents are lower than the standard, the assistance payment is not reduced. This feature makes the program different from the Section 8 Existing Certificate Program, specifically in the following areas:

Increase Choice of Housing

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

Greater Equity

- ~ In-place families who do not want to move are not precluded from participation in the program because the rent for their unit exceeds the limits of Fair Market Rent.
- ~ All similar families (i.e., same number of household members and same income) receive identical subsidies.

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

B. Additional Terms and Concepts

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

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

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

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

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

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

~ *New Family/Mover Schedule*- The HA may establish a new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the Initial Payment Standard (or Adjustment Standard, if applicable) and the FMR in effect at the time the new family/mover schedule is adopted.

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

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

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

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

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

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

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

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

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

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

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

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

2. Interim Re-examinations (Recertification)

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

If the family stays in the same unit:

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

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

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

3. Enforcing Housing Quality Standards (HQS)

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

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

4. Easing of Pressure on Fair Market Rents

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

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

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

5. Organization and Staffing

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

number of vouchers assigned to the program and administrative expenses as follows.

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

This Staff will perform the following functions:

- ~ Prepare all the necessary documents, budgets, forms, and files required by the program.
- ~ Prepare and/or adapt the necessary forms, information, instructions, and material required for the organization and implementation of the program.
- ~ Initiate the training of staff to work on the project, at the HA.

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

- ~ Outreach to Eligible Families and Contact with Owners.
- ~ Determination of Family Eligibility and Tenant Selection.
- ~ Verification of Income and Determination of Total Tenant Payment.
- ~ Briefing of Family and Issuance of Vouchers.
- ~ Housing Quality Standards Inspections.
- ~ Lease Approval and Contract Execution.
- ~ Payments to owners.
- ~ Provision of Housing Information and Services to Recipient Families.
- ~ Annual Re certification. Interim Recertification.
- ~ Reinspection of units under Contract.
- ~ Family Mobility and Portability of Vouchers.
- ~ Terminations and Evictions.
- ~ Monitoring Applicable Payment Standards and Budgets.

- ~ Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss.
- ~ Informal Hearings for Denial, Reduction or Termination of Assistance.

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

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

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

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

<u>Family Members</u>	<u>Bedrooms</u>
1-2	1
2-4	2
3-4	3
4-8	4

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

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

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

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

capability and intent to compare tenant reported information through the Tenant Assessment Subsystem (TASS) among other tools.**9. Briefing of Family and Issuance of Vouchers**

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

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

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

10. Annual and Interim Recertification

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

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

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

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

- ~ The HA instituted an Adjustment Standard Schedule which is higher than the Payment Standard currently being used, or...
- ~ The Family's size/composition has changed and the family is eligible for a larger or smaller unit (requiring a new standard because of the change in unit size), or...
- ~ The family chooses to move to a new unit.

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

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

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

- ~ The family and owner are notified of changes in HAP and Tenant Rent.
- ~ An annual unit inspection is conducted.
- ~ A new lease and Housing Voucher Contract are prepared and executed (if applicable).
- ~ Families who Intend to move will be instructed and issued a new Housing Voucher briefing packet.

11. Family Mobility and Portability of Vouchers

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

General procedures

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

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

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

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

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

- ~ The family is eligible for assistance (i.e., meets the income eligibility requirements of the Initial HA), and...
- ~ A housing Voucher has been issued to the family.

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

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

PHA Fees

This Municipality, as the Initial HA:

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

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

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

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

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

12. Termination and Eviction

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

Termination

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

- ~ The family vacates the unit in violation of the lease.
- ~ The owner terminates tenancy in accordance with HUD regulations.
- ~ The family moves from its unit with the owner's approval.
- ~ The owner has evicted the family in accordance with State/Local Law.

The HA may also terminate the Housing Voucher Contract if:

- ~ The family no longer requires assistance, i.e., if 30% of the adjusted income exceeds the Applicable Payment Standard (the Housing Voucher Contract remains in effect for one year after the family's assistance is terminated).
- ~ The unit fails HQS.
- ~ The unit is overcrowded and does not meet the HQS space requirements.
- ~ The family does not comply with the obligations stated in the Housing Voucher.
- ~ The HA discovers program abuse.

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

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

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

Evictions

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

~ Comply with the requirements of State/Local Law.

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

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

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

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

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

The HA will submit end-of year financial reconciliations.

14. Security Deposits: Amounts Owed by Tenants

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

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

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

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

VI. Monitoring Program Performance

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

- ~ To ensure compliance with HUD program and regulatory requirements.
- ~ To identify HA operational areas where improvement or corrective action is required.
- ~ To ensure effective utilization of staff and other resources in order to meet program demands.
- ~ To provide the basis for corrective action-planning where formal changes in organization, operation or significant program-related areas are indicated.
- ~ To track the performance of the Section 8 and FSS Programs against established goals and objectives.

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

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

HA's goals. Files have been established to provide the basis for monitoring and ensuring compliance with a variety of program requirements as well as fulfillment of Section 8 and FSS Program goals. Monitoring of the program records and files will cover the following program requirements and performance:

Program and Performance Requirements

- ~ The 100% very low income requirement.
- ~ The HUD-approved unit size distributions.
- ~ The 10% exemption authority. If authority is ended for more than 20% of the units, the HA's request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.
- ~ The utilization of the program by eligible elderly, handicapped, and disabled families.
- ~ The annual and special re-examinations requirements.
- ~ Accuracy of AP payments to owners.
- ~ Leasing progress in a new increment of units.
- ~ Occupancy rate of units in the management phase.
- ~ Supervisory review of 6 HQS and 10% of Section 8250.058.
- ~ Size of waiting list.
- ~ Implementation of Federal Preferences.
- ~ Implementation of HQS.
- ~ Determination of rent reasonableness.
- ~ Annual revision of utility allowance.
- ~ Implementation of a non-discrimination policy.

Section 8 Office Occupancy Records (including FSS Program)

- ~ Tenant files
- ~ Family service records

Section 8 Office Internal Statistical Reports

- ~ Percentage of minority participant families.
- ~ Percentage of single-parent, female head-of household, participant families.
- ~ Percentage of assisted families on Social Services.
- ~ Percentage of assisted families with earned income.
- ~ Percentage of assisted families with unique needs for whom contract rents of up to 120% of the FMR's were authorized by the HUD field office.
- ~ Percentage of families who leased in-place.
- ~ Percentage of assisted families who leased units of smaller or larger sizes than those listed on their certificates.
- ~ Number of assisted families who have been evicted with Section 8 Office authorization.
- ~ Number of families who have left the program.
- ~ Number of units occupied by handicapped families.
- ~ Number of vacancy loss claims.
- ~ Number of AP Contract terminations due to non-compliance with Housing Quality Standards.
- ~ Number of owners who have dropped out of the program.

VII. Project Based Certificate Program

The HA unit selection policy will be as follows:

The HA will take the applications and determine the eligibility of all tenants residing in approved units who wish to apply for the program. After eligibility of all tenants has been determined, the owner must be informed of any adjustment in the number of units to be assisted. In order to make the most efficient use of housing assistance funds, an agreement may not be entered into covering any unit occupied by a family that is not eligible to receive housing assistance payments. Therefore, the

number of units approved by the HA for a particular proposal must be adjusted to exclude any units(s) determined by the HA to be occupied by the family not eligible to receive housing assistance payments. Eligible families will be briefed at this stage as to their rights and responsibilities under the program.

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

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

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

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

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

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

This policy also applies to all other Program verification requirements.

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

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

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

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

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

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

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

B. Prohibiting admission of other criminals—Mandatory prohibition.

This HA prohibits the admission of any member of the household that is subject to a lifetime registration requirement under a State Sex Offender registration program.

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

Note:

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

X. Local Policy Concerning Establishing and Documenting Reasonableness of Owners Rent

The rent to owner under the Housing Choice Voucher Program must be reasonable when compared to comparable units.

The Housing Representative must execute a rent reasonableness certification at initial occupancy; whenever the owner submits a request for an increase in contract rent; and when there is a decrease in FMR of five percent (5%) or more, in the 60 day period preceding the effective date of rent increase.

PHA must ensure that the rents charged by owners to housing choice voucher program participants are reasonable. This determination involves two comparisons. First, the PHA must compare the rent for the voucher units to rents for similar unassisted units in the market place. Second, the PHA must compare the rents for similar units on the premises.

In determining comparability the PHA must consider:

- Location, quality, size, unit type, and aged of the contract unit and,
- Amenities, housing services, maintenance, and utilities the owner must provide under the lease.

The PHA will document each decision on tenants' files.

INTRODUCTION

In the past few years, we have seen a significant increase in the number of students who are struggling in our classrooms. This is a result of many factors, including the changing needs of our students, the increasing demands of our curriculum, and the limited resources available to us. We must take action to address these challenges and ensure that every student has the opportunity to succeed.

Section I
INTRODUCTION

The purpose of this document is to provide a clear and concise overview of the current state of our program and to outline the key areas where we need to focus our efforts. We will discuss the challenges we face, the goals we want to achieve, and the strategies we will use to address these challenges. This document will serve as a guide for our ongoing work and will be updated as we progress.

FSS ACTION PLAN

INTRODUCTION -

The Municipality of Salinas has taken the opportunity to implement the Family Self-Sufficiency program, as a result of a development of what we believe to be is realistic Action Plan in order to both correct and combat the numerous problems of poverty and the dependency upon the various social programs, using basic but realistic strategies that focus directly upon both work preparation and the development of personal values. In this regard, community agencies, both public and private have been mobilized and encourages to participate actively within the same program. We have prepared this Action Plan upon having received approval of our previously submitted program which includes specific dates and strategies to be implemented.

It should be noted, that in many instances, a family who experiences poverty in various degree is but a short term phenomenon. Such instances as the loss of a job; the break-up o a family due to divorce or death; the expenses incurred as a result of treatment of a major medical condition, may all cause a temporary condition of poverty, that is beyond the control of a particular family. However, in many cases, may families who have experienced this type of poverty, manage to recover. On the other hand there is a major segment which appears to be on the rise within our population that despite all the social programs and financial assistance that is made available to them, continues to remain poor; be chronically unemployed; and basically becomes totally dependent upon government assistance programs.

In this regard, the primary objective of the municipality's "Self-Sufficiency Program" we have established, is to target and promote self-sufficiency among participating families, and provide for the necessary supportive services to those families, in order to enable hese same families to achieve economic independence.

II PROGRAM DESIGN -

a. **Demographic Information - Description of the number, size, characteristics, and other demographic, including both racial and ethic data, and the supportive service**

need of the families expected to participate within the "Family Self-Sufficiency Program.

It should be noted at the outset, that the census data, provided on Puerto Rico does not provide information by either ethnic or racial groupings. For purposes of the data presented by the United States Bureau of the Census all Puerto Rico are classified as being Hispanics. A review of interested and/or qualified applicants contained within both our waiting list and actual Section 8 Participants indicate that the family composition in perhaps equal to the make-up of the general population, in that the majority are female heads-of-households, all of which are Hispanic, either unemployed, or having incomes that would classify them as being below the poverty level. Some forty percent (40%) of these same applicants lack a superior school educational level, many only achieving the 8th grade, combined with little or no known past working experience.

The 2000 U.S. Census figures indicate that these are a total of some 10,184 households within the Municipality of Salinas, of which some 1,823 units or 17.9% have 1.01 or more occupants per room. Additionally of the total housing units, (10,184), some 32,5% do not possess an automobile, and 32.2% have no telephone service available to them. Fifty (50%) percent of the total housing units are classified as having three or more bedrooms.

The Municipality of Salinas as seen a growth from 1970 through and including 2000, but this same growth for the most part, was among those with incomes below the poverty.

*Persons				
1970	1980	1990	1995	2000
21,837	26,438	28,335	28,704	29,831

Source: U.S. Department of Commerce Bureau of the Census Puerto Rico Planning Board

Of the total 2000 population of Salinas, some 58.2% are classified as having incomes below the poverty level.

Some 27.4 percent of the total population (29,831) or some 817 persons are classified as being handicapped, and are not institutionalized.

Of the total population 25 years and over some 26.6% with less than a 9th grade education; some 56.7% of the total population are high school graduates or higher, and some 12.8% of the total population have a bachelor's degree or higher.

It should be noted, that the Department of Social Services of the Commonwealth of Puerto Rico recently indicated that some 65% of requirements of the Nutritional Assistance Program (PAN). Additionally, recently released statistical data from this same Agency (DSS) covering the Program for the Rehabilitation of Families living in what is called "Extreme Poverty", clearly indicates that there has been a steady increase in families reporting below poverty incomes since the 1990 Census. According to the U.S. 2000 Census some 67.6% of related children under 18 years of age; have been classified for whom poverty status has been determined.

Based upon available statistics provided by both the Puerto Rico Planning Board and likewise the United States 2000 Census, it is estimated that some 54.9% families in Salinas have indeed incomes below the poverty level. 16,377

The occupancy and financial characteristics obtained from both the Puerto Rico Planning Board and likewise the United States Census indicate of a total of some 10,184 occupied housing units within the municipality, have a median contract rent of \$173.00, with a median gross rent of \$218.00. The 2000 Census data indicates that some 9.3% lack complete plumbing facilities, and some 5.5% are lacking complete kitchen facilities. The "median" household income is \$11,391.00. While the "median" family income is \$13,197.00. However the "Per-Capita Income is listed in the 2000 U.S. Census as being \$6,133.00

While these statistics may be frightening, we are confident that upon implementing this same Action Plan along with the proper supportive services we can assist these same families achieve degree of self-sufficiency.

Having reviewed both our waiting list and actual Section 8 participants for those needed supportive services required by eligible family participants, we have the need for:

1. Education for completion of superior school or vocational school;
2. Remedial education;
3. Substance abuse counseling;
4. Job training;
5. Child Care;
6. Job Preparation;
7. Job Counseling;
8. Home Economics;
9. Management of Funds;
10. Legal Assistance;
11. Communication skills.

b. Anticipated Size - Description of the number of eligible participating families who can reasonably be expected to receive supportive services under the Family Self-Sufficiency Program, based upon existing available and anticipated resources.

The program will limited to some thirteen (13) families by HUD based upon the following breakdown:

<u>Unit size</u>	<u>No. of Families</u>
2 Bedrooms	-3-
	-8-
	<u>-2-</u>
Total units Approved	13

The PHA has agreed to select FSS participants from actual Section 8 participantmts based upon "First Come-First Served" , basis.

An orientation meeting will be held with families currently receiving benefits under our Section 8 program; as well as a mailing will be made to all persons on this same list.

c. Needs Assessment - Description of activities and supportive services to be provided by both public and private resources to participating families.

The PHA has designated the local Housing Coordinator to both supervise and structure programs as well as the Program Coordinating Committee (PCC) consisting of community representatives from public housing; public safety; education; health; justice; labor; human resources; social services; religious; civic and fraternal; as well as local commerce and industry. The primary function of the Program Coordinating Committee (PCC) is to assist the PHA in securing commitments from both the public and private sectors for the general operation and success of the local program. This same Action Plan, as well as suggesting revisions that may be necessary in the future, which must be approved by HUD.

The primary function is that of an advisory role, in that it provides the necessary assistance into all of the community resources, both public and private. This type of arrangement will enable the PHA to provide the necessary services without actually being the provider of those services.

The persons representing the various agencies, community services, etc., need not be heads of their respective agencies, but should be staff personnel who have either the power or input to the department head in order to resolve problems and/or provide assistance to participants in the shortest possible time frame.

The PCC will be responsible to obtain commitments from another provider who will do the actual service required and/or requested. The Housing Coordinator and the PHA staff personnel will serve as the Coordinators of the services which will lead participating families under the program to self-sufficiency.

Another task of the PCC committee members will be to assist in expediting as well as coordinating any and all agreements that may be required between the PHA and the potential service providers, as well as monitor the agreements so as to assure to continuity of the services to be provides to the program participants.

The PCC will consist of representative of the following:

1. Mayor's Office;
2. Director of the Office of Community Affairs;
3. Housing Coordinator;
4. Child Care Director;
5. Social Services Department;
6. Health Department;
7. Legal Services;
8. Education Department;
9. Banking;
10. Human Resources Director;
11. Religious organizations;
12. Public Works Director;
13. Consortium Director (JPTA);
14. Community at Large;
15. Right to Employment Administration.

A description of services and programs available in our community are as follows:

1. Upward Bound Program - Directed to meet academic and counseling needs of students with educational problems.
 1. cultural activities
 2. seminars about study habits
 3. economic assistance for continuing education
 4. vocational counseling
 5. preparation for College Board
 6. remedial courses

2. Educational Counseling - Available for junior-high school students, for these who have a high school diploma and want to continue post secondary studies.
 1. academic counseling
 2. vocational counseling
 3. personal counseling
 4. seminars about study habits
 5. cultural activities
 6. placement tests

1. ITPA Program - This program offers the following services and training:
 - a. Institutional training
 1. secondary school
 2. professional sewing
 3. TV production and direction
 4. work experience
 5. on the job training

4. Commonwealth Department of Education - The State Department of Education will contribute to FSS with the following programs and services:
 - a. Adult Basic Education (1-8 grade)
 - b. Adult Secondary Education (9-12 grade)
 - c. Conversational English Courses (basic, intermediate, advanced)
 - d. Placing Tests and courses, Act. 188
 - e. Guardianship Services
 - f. Public Library Services

- g. Education at Distance (preparation for exams, Act. 188)
- h. One teaches another guardianship

5. "Departamento de Servicio Contral la Adicción" (DESCA)

- a. Drug Counseling and Orientation

d. Resources and Services - Description of how the FSS Program will identify needs as well as deliver services and activities according to the needs of individual participating families.

The PHA is assessing the needs of prospective participants as well as the types of services which may be needed by individual participating families may contact all the corresponding agencies servicing prospective participant, as well as to provide questionnaires that will provide additional information regarding the types of services needed. Families currently receiving benefits under our Section 8 Program will be surveyed first, in order to determine both interest and need.

A Personal Need Assessment form has been developed in order to better assess the individual family needs, as well as to determine the type of limitations which the head-of household is currently confronting as well as the limitations of individual family members.

This same assessment will also include the areas of both financial independence, as well as dependence. The intent of course is to determine how well the individual head-of household is managing financially, given the amount of income received as against expenses.

The areas of both health and transportation will be stressed in order to determine medical problems if any, and the adequacy of medical services currently being received, as well if applicable, the degree of mobility a participant has based upon the available transportation, and his or her ability to use it. In this regard, an individual plan of action will be designed to assist each participating family according to both the strengths and limitations found.

e. **Resources Available - Description of both the public and private resources that are expected to be made available in order to provide the services under the FSS program.**

A description of services and programs to be made available to participants, as well as activities to be performed in order to meet the needs of individual participating families are as follows:

1. Child Care -

The PHA considers this program an extremely successful element in both creating and carrying out a successful Family Self-Sufficiency Program. These services will be rendered locally at our Child Care Centers.

2. Counseling Assistance -

It should be noted that the local Program staff of our existing Section 8 program will be properly trained and be made available to provide counseling assistance.

3. Owner's Participation -

We feel it is of the most importance to have the homeowners of eligible units participate in the program. Where such a homeowner is known he or she will be contracted by a personal invitation, as well as special outreach efforts via radio, and the local Spanish press will be used, indicating the housing types and sizes needed for eligible families.

4. Transportation -

Transportation assistance the program participants will be provided by our local government, and agencies, including private volunteer groups.

5. Supplementary Education -

We feel that some 65% of our FSS participants will require some type of remedial or supplemental education. The cost of these same services are always absorbed by Puerto Rico Department of Education. Evening classes will be coordinates with local high schools for those participants that have not completed high school. Additionally where necessary arrangements will be made to attend evening classes offered by the State Education Department in the neighborhood community of Salinas.

6. Training, Job Development and Placement -

Due to the economically distressed area in which this same FSS Program is to take place, these services are essential to the success of the FSS program. In this regard, the Commonwealth Department of Labor and Human Resources, the JPTA, and the Consortium will all be available to provide assistance in these same areas.

Copies of correspondence forwarded to various agencies we have requested their participation within the program are included as an attachment.

In respect to agencies that are administered by the municipality are being required by the Mayor to give priority and assistance to the Family Self-Sufficiency Program.

f. Outreach Efforts -

Outreach methods are described in the Municipality's EOHP. The PHA will be selecting FSS participants from the Section 8 waiting list.

g. Designated Units -

Number of units by bedroom size and program type approved under FSS program is as follows:

No. of Bedrooms	No. of Units
2	-3-
3	-8-
4	<u>-2-</u>
TOTAL	-13-

h. Method of Selection -

The PHA will select participants from interested current Section 8 rental housing residents. Additionally, the PHA will target up to 50 percent of the FSS slots to residents participants with one or more family members currently enrolled in, or on the waiting list for, one or more FSS related service programs such as Job Opportunities and Basic Skills Training (Jobs) and Job Training Partnership Act (JTPA). The remaining (at least 5 percent) FSS slots will be filled using an objective selection system such as the length of time the family has lived in subsidized housing or the date the family has lived in subsidized housing or the date the family expressed interest in participating in the FSS program.

After the PHA has tentatively selected families for the targeted service slots, it will use motivational screening factors to determine which families will actually be selected. The PHA will only utilize such acceptable motivational screening factors that solely measure the family's interest and motivation to participate in the FSS program. All motivational screening tasks will be those that are readily accomplishable by the family, based upon the family members' educational levels any disabilities.

The PHA will require the following motivational screening tasks such as:

1. Attendance at FSS orientation sessions or preselecting interviews;
2. Completion of certain tasks which indicate the family's willingness to undertake the obligations which are imposed by the FSS Contract of Participation, such as contracting job training, or educational program referrals.

Failure of the family to complete these tasks will result in the family not being selected to participate in the FSS program.

The PHA will not use the following motivational screening factors:

- a. Educational level;
- b. Educational or standardized motivational test results;]
- c. Previous job history or job performance;
- d. Credit rating;
- e. Marital status;
- f. Number of children;
- g. Sensory or manual skills;
- h. and finally -Discriminatory practices.

Handicapped -

The PHA will not discriminate against otherwise qualified persons because of any disability. The PHA will do all within it's authority to make a reasonable accommodation to the person's disability to allow participation within the FSS program.

i. Participant Selection -

The PHA intends to select eligible participants from interested current public rental housing residents, as was previously outlined in chapter (i) of this same Action Plan.

j. Description of Outreach Methods -

The PHA will hold orientation sessions, contact all existing rental housing residents by both correspondence and/or telephone. When necessary a public notice will be published within the local Spanish press of general circulation, informing all interested persons, parties and groups of the program, and provide the time and place of the orientation session. Additionally, special notices will be conspicuously displayed at all public buildings located within the PHA's jurisdiction.

k. Other Programs -

PHA will not select participants from other programs. Only families who are currently participating within the Section 8 program who are currently participating within the Section 8 program will be considered eligible.

l. Policies -

1. Contract Provisions -

The contract of Participation is an agreement between PHA and the family which sets both provisions of FSS program and the obligations of the family. It includes an individual Training and Service Plan, designed especially for the participant.

The contract Describes:

- a. The resources and appropriate supportive services which will be made available to the Family under FSS.
- b. The PHA authority to terminate or withhold FSS supportive services and to terminate housing assistance if the family fails to comply with the contract requirements.
- c. Th family's requirements to fulfill the obligations to which it has committed itself no later than 5 years after entering into the contract.

It requires that the head of household seek, and maintain suitable employment throughout the term of the contract, including any extensions to the contract.

Employment should reflect the person's training and available job opportunities. Only the head of the household must seek employment.

The contract require other family members to attend job training and counseling and interview for jobs, but the contract is fulfilled even if they do not obtain a job. PHA defines "seek employment" and develop appropriate standards in documentation. This

is defined in negotiations with the head of household. As per the contract of participation. It could include, looking for job, going on interview, following up on employment opportunities, etc. The family should be encouraged to seek more than a minimum wage job.

Change in the Contract

The PHA may agree to changes to the contract of participation such as:

- Number and identify of household members who will participate;
- Family Self - Sufficiency designated head
- Support Services to be provided as the family's needs and interest change;

Changes must be consistent with local program objectives. This PHA must approve the change.

3. Extensions on the Contract

The contract may be extended for up to two years beyond the original 5 years but it must be for a good reason such as: involuntary loss of employment. The family will continue to receive escrow credits during this period of extension.

Non performance of the employment provision of the Contract by the head of household is not a reason to extend the contract. Extensions could be granted for a reason, such as the closing of a factory.

4. Transitional Assistance

Continued provision of Family Self Sufficiency support services can be afforded to the family under these conditions:

Family has completed Contract of Participation. Family is employed and the continuation of support services would assist the family to remain self sufficient.

5. Termination of the Contract of Participation

The contract may be terminated for these reasons:

- Mutual consent of the parties;
- Failure of the family or a member of the family to honor the terms of the contract;
- Achievement of self sufficiency by the family;
- Expiration of the contract term and extension hereof;

m. Evaluation

The evaluation of the projects success will be measured in terms of the self sufficiency goals achievement. All participants will be evaluated using the following criteria:

- Educational level
- Employment
- Annual Income
- Job skills develop
- Job placement

In summary, the program designed includes sound strategies with the main objective of mobilizing private and government agencies to provide services and support to our participants to enable them to achieve economic independence.

n. Others FSS Programs Participants

If applicable the number of families by program type, Federal State or Local expected to agree to execute FSS Contract of Participation. There are no other Self Sufficiency of Operation Bootstrap Programs within this same community.

b. Grievance Procedure

1. Grievance Defined

For the purpose of the procedures set forth herein a grievance or complaint shall be defined as:

(i) Any dispute involving interpretation or application or application of the PHA's regulation, policies or procedures, which affect the rights or duties of the complaint.

(ii) Any action or omission to act by the PHA or a tenant which may affect the welfare or status of a tenant or the PHA.

2. Termination

Assistance under the program will be automatically continued for eligible families unless the contract is terminated by the Municipality for reasons similar to those set forth in the HAP contract, such as:

- ★ The family vacates the unit in violation of the lease;
- ★ The owner terminates tenancy in accordance with regulations;

- ★ The family moves from its unit without the owner's approval, and without notifying program.
- ★ If a family vacants its unit in violation of the lease or tenancy agreement, the owner shall receive the housing assistance payment due under the HAP contract for the period of the month that the unit is vacant. If the unit continues to remain vacant after the first month, the owner shall receive a housing assistance payment from the PHA in the amount of 80 percent of the contract rent for a vacancy period not exceeding one additional month, or the expiration of the lease or tenancy agreement, whichever comes first. If the owner collects any of the family's share of the rent for the second month, the payment must be reduced to an amount which, when added to the payment, does not exceed 80 percent of the contract rent. The owner must reimburse the PHA for any excess collected from the family after the vacancy loss payment has been made.
- ★ The owner has evicted the family in accordance with State/Local Law.

1. **Evictions**

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

- Comply with the requirements of State/Local Law;
- Provide a copy of the notice to the PHA when the notice is given to the family;
- The Municipality must determine whether the family is eligible to receive continued assistance under the Section 8 Program.

4. Informal Hearing for Denial, Reduction or Termination of Assistance

The Municipality, upon determining an applicant or participant to be ineligible, will notify the applicant or participant in writing the reasons for the ineligibility and their right to request an informal hearing.

If an informal hearing is requested by an applicant/tenant the hearing will be conducted by a hearing officer or other public official who is not directly involved in the day-to-day administration of the program.

In addition, the family may retain counsel or other representation, if desired, at its own expense. Either the family or its counsel/representative must also be given an opportunity to present testimony and evidence in its favor. The decision of the hearing official must be in writing, must be based solely on evidence provided at the hearing and must state the legal and evidentiary grounds for the decision.

5. Hearing Procedures

The hearing must be promptly scheduled for a date and time at a place designated by the hearing officer.

- a. If the complainant does not file a grievance within the time period allowed, he waives his right to the hearing. But this shall not constitute a waiver of his right to thereafter contest the PHA's disposition if his grievance in an appropriate judicial proceeding.
- b. The complainant shall be entitled to a fair hearing before the Hearing Officer and to be represented by Counsel or another person of his choice. The hearing shall be private unless the complainant requests a public hearing. Where the grievance

is in connection with a proposed eviction from the unit, inspections, transfers, fines or rental disputes, the complainant may examine before the hearing and copy at his expense, all documents, records and regulations of the PHA that are relevant to the hearing. Any documents not made available to complainant may not be relied upon by the PHA at the hearing. The complainant may request, in advance and at his expense, a transcript of the hearing.

- c. Rules of Evidence: At the hearing the complainant must take a "prima facie" case and then the burden of proof is on the PHA, to justify the action or inaction proposed by it in its answer to the complainant. The complainant may present evidence and arguments in support of his complaint, controvert evidence relied upon by the owner, agent or project management and confront and cross-examine all witnesses on whose testimony or information the municipality relies. He may also present an opening statement and a closing argument: Hearings conducted by the Hearing Officer shall be informal and any oral or documentary evidence may be received, except for that which is clearly irrelevant, immaterial or unduly repetitious, without regard to whether that evidence would be admissible under rules of evidence employed in judicial proceedings.
- d. The decision of the Hearing Officer shall be based solely and exclusively upon facts adduced at the hearing and upon the applicable law. Decision shall be binding on the PHA unless the PHA determines and notifies the complainant in writing within thirty (30) days of such decision that the Hearing Officer has acted arbitrarily or exceeded its authority; in such event that matter may be subject to judicial review. If the decision is in favor of the complainant, the PHA shall take all actions necessary to carry out such decisions or refrain from any action provided by such decision.

- e. As an aid to the decisional process, each party may submit a proposed decision to the Office for its consideration, this may be done after the hearing, and may include a statement or proposed findings and conclusions along with supporting reasons, on one or more of the issues raised by the parties. Such proposal may be adopted, modified, combined or rejected, in whole or in part, by the Hearing Officer when he prepares his decision in the matter.
- f. The Hearing Officer shall prepare its written decision, including a statement of findings and conclusions, as well as the reasons or basis therefore, upon all material issues raised by the parties. This shall be done within five (5) working days after the date of the hearing. Copies there of shall be mailed or delivered to the complainant (or to his representative) if it is so requested.
- g. The written decision of the Hearing Officer, with all names and identifying references deleted, shall be maintained on file by the Municipality and made available for inspection by any prospective complainant or his representative.
- h. Any judicial decision or related settlement pertaining to the decision of the Hearing Office shall also be maintained on file by the PHA and made available for inspection. Upholding the Municipality Appeal of Complainant from Decision of Hearing Officer. If the Hearing Officer by his decision upholds the PHA's decision and/or denies the complainant has requested relief, in whole or in part, the complainant shall have the right to trial the novo in any judicial proceeding which shall thereafter be brought n that matter.

In addition:

1. The family may retain counsel or other representative, if desired, at its own expense.
2. Either the family or its counsel/representative must be given an opportunity to examine evidence and question any adverse witness(es). The family or its counsel/representative must also be given an opportunity to present testimony and evidence in its favor. The decision of the hearing official must be in writing, must be based solely on evidence provided at the hearing and must state the legal and evidentiary for the decision.

6. Definition of Terms and Concepts

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

- a. **Eligible Family** - A Family, as defined in 24 CFR Part 812, that qualifies as a Very Low Income Family at the time it initially receives assistance under the PHA Housing Voucher Program.
- b. **Very Low Income Family** - A family, whose income does not exceed 50 percent of the Median Income for the area, as determined by HUD.
- c. **Applicable Standard** - The Schedule of Housing costs used to calculate the Housing Voucher Subsidy.

**MUNICIPALITY OF SALINAS
SALINAS, PUERTO RICO**

**FAMILY SELF-SUFFICIENCY
ACTION PLAN
RQ-069**

**HON. CARLOS J. RODRIGUEZ MATEO
MAYOR**

**REVISED:
January 2010**

Appendix 1 Section 9.0 Housing Needs of Families on the Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	100		48
Extremely low income <=30% AMI	81	81 %	
Very low income (>30% but <=50% AMI)	19	19 %	
Low income (>50% but <80% AMI)	0	0 %	
Families with children	88	88 %	
Elderly families	0	0 %	
Families with Disabilities	3	3 %	
Other	9	9 %	
Race/ethnicity	Hispanic	100 %	
Characteristics by Bedroom Size			
1BR	14	14 %	
2 BR	57	57 %	
3 BR	29	29 %	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? One year Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
1. Federal Grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<i>\$404,943.00</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income N/A		
4. Non-federal sources N/A		
Total resources	\$404,943.00	

Section 10.0 (c) Sexual Offenders and VAWA

Policy for Sexual Offenders – The Municipality of Salinas will verify that the persons selected to participate in the Section 8 Program are not convicted of any type of sexual offence whether subject to lifetime registration or not (24 CFR 982.553) The Municipality of Salinas RQ069 will screen the family by performing criminal history background check. The screening is to be carried out through the Puerto Rico Police Department, which issue a Certificate of Conduct (Certificate of Penal Records).

VAWA ACT

* The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHA's five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Sections 607 amend the Section 8 and public housing 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 Salinas (RQ 069) has adopted the following goals and objectives, for Domestic Violence Policy:

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

Description of Activities, Services or Programs provided or offered to:

(a) Serve victims

To serve victims of domestic violence , dating violence, sexual assault or stalking, the PHA has the Office for Support to the Citizen (Oficina de Ayuda al Ciudadano) which is dependency appointed by the Mayors Office to provide the citizens of Salinas with services for social comfort. This office provides support services which include referrals and coordination of services and activities such as workshops and speeches including domestic violence.

(b) Obtain and maintain Housing

Our Section 8 Program offers direct counseling to participant's victims of domestic violence. We also provide the opportunity to, if necessary, relocate the participants to a different unit.

(b) Prevent VAWA or to Enhance Victim Safety in Assisted Families

To prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victims safety in assisted families, the PHA provides a variety of services which includes briefings, workshops and educative speeches to the community about domestic violence among others. These services are provided through the Office for the Support to the Citizen.



Municipio de Salinas

Oficina de Programas Federal

Hoja de Asistencia

Reunión: Junta de Residentes Sección 8
 Revisión del Plan Administrativo

Fecha: 7 de abril de 2010

Nombre

Firma

Dirección y Teléfono

Erica Colón Sanchez

Erica Colón

Urb. Las Trinitarias II Et
 787-984-8518

Matty Suarez Hernandez

Matty Suarez Hernandez

Wb Las Mercedes Calle 4 Nos
 787-460-7362
 Sec. Villa Verde # 35
 Salinas 209-2796

Lianissa Suarez

Lianissa Suarez

Tanya O. Pabon Colon

Tanya O. Pabon Colon

Programas
 Programas

Jose R. Garcia

Jose R. Garcia



Estado Libre Asociado de Puerto Rico

Municipio de Salinas

Oficina de Programas Federales y Sección 8
Ivette Ortiz Zayas
Directora

Apartado 1149 • Salinas, PR 00751

Tel. (787) 824-5310

Fax (787) 824-4549

hud_069@yahoo.com

progfedsalinas@yahoo.com

April 9, 2010

Mr. Domingo Garcia
Director Section 8 Division
235 Federico Costas St. Suite 200
San Juan, P.R. 00918

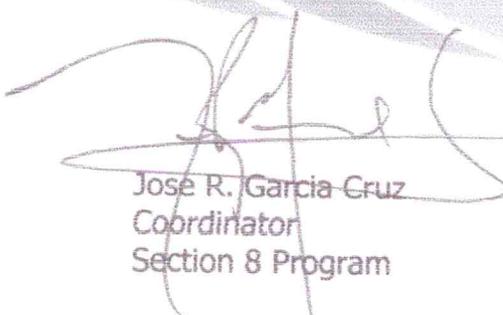
ATTN: Robert Lugo

Re: Public Hearings

On April 7, 2010 at 10:00 a.m.; a Public hearing was held in order to review our Five Year and Annual Plans.

Before the Public Hearings, a meeting with the Resident Advisory Board members was held to discuss the plans.

No persons attended the Public Hearing. No comments were received from the Residents Advisory Board.



Jose R. Garcia Cruz
Coordinator
Section 8 Program

Salinas 

AVISOS Y SUBASTAS

ESTADO LIBRE ASOCIADO DE PUERTO RICO
MUNICIPIO DE QUEBRADILLAS
PUERTO RICO
Oficina de la Secretaría de la Legislatura Municipal

AVISO DE APROBACION DE ORDENANZA

La Ordenanza 23 E Serie 2009-2010, intitulada: "ORDENANZA AUTORIZANDO LA EMISION DE \$100,000 EN BONOS DE OBLIGACION GENERAL MUNICIPAL DE 2010 DEL MUNICIPIO DE QUEBRADILLAS, PUERTO RICO Y PROVEYENDO PARA EL PAGO DEL PRINCIPAL DE Y DE LOS INTERESES SOBRE DICHS BONOS" fue aprobada por la Legislatura Municipal el 9 de febrero de 2010 y aprobada por el Alcalde Int. el 11 de febrero de 2010. Esta Ordenanza entrará en vigor inmediatamente después de un término de diez (10) días a partir de la fecha de publicación de este Aviso de Aprobación.

Ninguna acción o recurso basado en la nulidad de tal Ordenanza podrá ser planteado, ni la validez de tal Ordenanza o de cualesquiera de sus disposiciones, incluyendo las disposiciones para el pago de tales Bonos, ni la validez de los Bonos autorizados por tal Ordenanza podrán ser cuestionadas bajo ninguna circunstancia en cualquier tribunal, excepto en el caso de que se presente una demanda de nulidad o de inconstitucionalidad dentro de los diez (10) días hábiles a la fecha de publicación de este Aviso de Aprobación.

Por disposición del Artículo 13 de la Ley Núm. 64 del 3 de julio de 1996, según enmendada, conocida como la "Ley de Financiamiento Municipal de Puerto Rico de 1996"

Luz A. Méndez Pérez
Secretaria Legislatura Municipal
Quebradillas, Puerto Rico

ESTADO LIBRE ASOCIADO DE PUERTO RICO
GOBIERNO MUNICIPAL DE GUAYAMA
OFICINA DE SECRETARÍA MUNICIPAL
APARTADO 300, CALLE AYALA, PR 00952
TEL: (787) 766-0900
CALLE AYALA, 300, GUAYAMA, P.R. 00952
TEL: (787) 766-0900

EDICTO
MUNICIPIO DE GUAYAMA
VS
SUCESION JOSEFA CRUZ
PARTES CON INTERES

Dirección solar, Calle Francisco G. Torres #5, Guayama, Puerto Rico. Vista la moción que entada en el caso Civil Núm. R-11230-09 de coparte por lo parte porfiria y queriendo hacer empalme y notificación por edicto de las partes con interés Sr. Rafael C. Alfredo Cruz. Por la presente y por la resolución presentada por el Tribunal Superior publica a las partes con interés que debe comparecer a alegar contra la petición de expropiación dentro del término de sesenta (60) días, contados a partir de la publicación del último edicto. La vista del caso se señala para el día diez de marzo de 2010, a las 9:00 de la mañana y, de no comparecer se dictará sentencia declarando HA LUGAR la petición en todas sus partes, sin más citación a vista. La determinación del Tribunal Superior puede ser apelada a la Sra. Justine Bonilla Reyes, Secretaria Municipal del Municipio de Guayama.

Justine Bonilla Reyes
Secretaria Municipal
Municipio Autónomo de Guayama

Somos una tienda solidaria porque mercadamos productos de microempresas lideradas por mujeres jefas de familia e incubadas en Proyecto Matría, Inc. Cuando usted compra en línea, apoya sus esfuerzos para vencer la pobreza...

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Tel: 787.704.2222

ESTADO LIBRE ASOCIADO DE PUERTO RICO
OFICINA DEL GOBERNADOR
JUNTA DE CALIDAD AMBIENTAL

AVISO AMBIENTAL

INTENCION DE EMITIR PERMISO DE INYECCION SUBTERRANEA

El peticionario Sr. Eric Rivera, cuya dirección postal es Paseo de los Artesanos 118, Calle Alejandro Luza, Las Piedras, Puerto Rico 00771, ha solicitado a la Junta de Calidad Ambiental (JCA) el Permiso de Construcción y Operación para un sistema de inyección subterránea (SIS) Clase VC-1, bajo las disposiciones del Reglamento para el Control de la Inyección Subterránea (RCIS) y la Ley Federal de Agua Potable Segura, según enmendada 42 USC 1001 et seq. (LAFPS).

El SIS consiste de un tanque séptico de 6 pies de largo por 5 pies de profundidad líquida con una capacidad de 1,348.4 galones, con un pozo filtrante a construirse de 30 pies de largo por 12 pies de ancho por 10 pies de profundidad líquida, con un área de percolación de 840 pies cuadrados y otro pozo filtrante existente de 11 pies de largo por 9 pies de profundidad líquida con un área de percolación de 396 pies cuadrados, en el cual se inyectarán 603 galones/día de aguas usadas provenientes de baños y cisternas. El sistema S/S está ubicado en las instalaciones de El Pionero de Frio, localizado en la Carretera 196 Interoce. Km. 10.8, Barrio Ceiba San Juanes, Puerto Rico.

Luego de realizada la evaluación correspondiente de los documentos sometidos, la JCA tiene la intención de emitir los Permisos de Construcción y de Operación para la instalación antes mencionada en conformidad con los requisitos del RCIS y de la LAFPS.

Falta notificación se hace para informar que la JCA ha preparado los borradores del permiso de forma tal que el público interesado pueda someter sus comentarios con relación a los mismos. Los permisos contienen las condiciones y prohibiciones necesarias para cumplir con los requisitos regulatorios aplicables.

El público puede evaluar copia de la solicitud de permiso que sometió el peticionario a la JCA, el borrador del permiso y otros documentos relevantes en el Área de Calidad de Agua, cuya oficina está localizada en el Piso 3 del Edificio de Agencias Ambientales, 1375 Avenida Ponce de León, San Juan, Puerto Rico. Copia de dichos documentos pueden adquirirse (\$20 por pliego) en el lugar antes mencionado entre las 8:00 a.m. y las 4:30 p.m. de lunes a viernes o escribiendo a la siguiente dirección: Junta de Calidad Ambiental, Apartado 11488, San Juan, Puerto Rico 00910.

Las partes interesadas o afectadas pueden enviar sus comentarios o solicitar una vista pública por escrito al Gerente del Área de Calidad de Agua y al Director Ejecutivo de la JCA, respectivamente, a la dirección antes indicada.

Los comentarios, por escrito o la solicitud de vistas públicas deberán ser sometidos a la JCA no más tarde de treinta (30) días a partir de la fecha de publicación de este aviso. La fecha límite para someter comentarios puede ser extendida si se estima necesario o apropiado para el interés público. La solicitud para una vista pública deberá señalar la razón o las razones que en la opinión del solicitante ameritan la celebración de la misma. De realizarse una vista pública los interesados o afectados tendrán una oportunidad razonable para presentar evidencia o testimonio sobre si se emite o deniega el permiso, si el Presidente determina que dicha vista es necesaria o apropiada.

Luis Pedro J. Nieves Miranda
Presidente

ESTADO LIBRE ASOCIADO DE PUERTO RICO
Municipio De Salinas
Oficina de Programas Federales y Sección 8
Ivette Ortiz Zayas
Directora

AVISO
SOLICITUD DE PROPUESTAS PARA SERVICIOS PROFESIONALES 2010-2011 MUNICIPIO DE SALINAS

El Municipio de Salinas a través de la Oficina de Programas Federales solicita propuestas de Servicios Profesionales para la preparación de propuestas a someterse a la Oficina del Comisionado de Asuntos Municipales 2010-2011, subvencionados con los fondos del Community Development Block Grant de HUD.

Solicita además propuestas de Servicios Profesionales de Arquitectura e Ingeniería para la Preparación de Planos y Especificaciones, Mensura, Topografía, Radicación de Consultas y Permisos ante las diferentes agencias, Tasación, Inspección y Supervisión para proyectos subvencionados con Fondos Federales asignados a través de diferentes programas tales como, CDBG, FTA, Rural Development, EPA, HUD y otros programas similares.

Las Propuestas recibidas serán evaluadas a base del contenido de la preparación, capacidad del proponente, honorarios y experiencia profesional trabajando con municipios.

Las Propuestas de servicios deben ser sometidas en sobres sellados, en original, dentro de los próximos 10 días calendario a partir de la fecha de publicación de este anuncio. Las mismas pueden enviarse por correo a la siguiente dirección:

Municipio de Salinas
Oficina de Programas Federales
P.O. Box 1149
Salinas, PR 00751

Se aceptarán aquellas Propuestas cuyo matasello cumpla con la fecha indicada. También pueden entregarse en dicha oficina ubicada en la calle Héctor Hernández #6. No se aceptarán Propuestas vía facsimil ni correo electrónico. Para obtener información adicional, puede comunicarse con la Sra. Ivette Ortiz Zayas, Directora de la Oficina de Programas Federales al teléfono (787) 824-5310.

Carlos J. Rodríguez Mateo, MD
Alcalde

ESTADO LIBRE ASOCIADO DE PUERTO RICO
Municipio De Salinas
Oficina de Programas Federales y Sección 8
Ivette Ortiz Zayas
Directora

AVISO PUBLICO

El Gobierno Municipal de Salinas ha preparado el Plan Consolidado de Cinco Años (2010-2015) y el Plan Anual (2010) del Programa de Sección 8. Los planes y todos los documentos asociados a este, están disponibles para ser examinados por los participantes del programa, organizaciones sin fines de lucro, el público en general y todos aquellos interesados, en las oficinas administrativas del Programa de Sección 8 del Municipio de Salinas durante horas regulares de trabajo.

Los planes del Programa de Sección 8 del Municipio de Salinas contiene las estrategias que seguirá el programa para atender las necesidades de vivienda de familias de ingresos bajos y muy bajos. En el Plan Anual se incluye la Misión, Objetivos y Metas que ha establecido el municipio para la operación de su Programa de Renta Subsidiada.

Las personas interesadas en emitir comentarios sobre el Plan, podrán presentarlos personalmente o por escrito en la Oficina de Programas Federales y Sección 8 localizada en:

Municipio de Salinas
Oficina de Programas Federales
Programa de Viviendas Subsidiadas
Calle Héctor Hernández 16
Salinas, Puerto Rico

Además, se invita a la ciudadanía en general a participar de la Vista Pública que se llevará a cabo el día 7 de abril de 2010 a las 10:00 am en la Oficina de Programas Federales del Municipio de Salinas. El propósito de esta Vista Pública es recoger comentarios adicionales sobre el Plan. El lugar seleccionado para realizar esta Vista Pública es de fácil acceso a personas con impedimentos físicos. De requerir asistencia especial, deberán comunicarse con la Oficina de Programas Federales y Sección 8 antes del día de la Vista Pública al teléfono (787) 824-5310.

Hon. Carlos J. Rodríguez Mateo
Alcalde

Sra. Ivette Ortiz Zayas
Directora Prog. Federales y Sección 8

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Falta notificación se hace para informar que la JCA ha preparado los borradores del permiso de forma tal que el público interesado pueda someter sus comentarios con relación a los mismos. Los permisos contienen las condiciones y prohibiciones necesarias para cumplir con los requisitos regulatorios aplicables.

El público puede evaluar copia de la solicitud de permiso que sometió el peticionario a la JCA, el borrador del permiso y otros documentos relevantes en el Área de Calidad de Agua, cuya oficina está localizada en el Piso 3 del Edificio de Agencias Ambientales, 1375 Avenida Ponce de León, San Juan, Puerto Rico. Copia de dichos documentos pueden adquirirse (\$20 por pliego) en el lugar antes mencionado entre las 8:00 a.m. y las 4:30 p.m. de lunes a viernes o escribiendo a la siguiente dirección: Junta de Calidad Ambiental, Apartado 11488, San Juan, Puerto Rico 00910.

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Presidente

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Municipio de Salinas
Oficina de Programas Federales
P.O. Box 1149
Salinas, PR 00751

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Carlos J. Rodríguez Mateo, MD
Alcalde

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Salinas, Puerto Rico

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Hon. Carlos J. Rodríguez Mateo
Alcalde

Sra. Ivette Ortiz Zayas
Directora Prog. Federales y Sección 8

PHA Certifications of Compliance with PHA Plans and Related Regulations	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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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
 Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning JULY 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

MUNICIPALITY OF SALINAS

RQ 069

PHA Name

PHA Number/HA Code

- 5-Year PHA Plan for Fiscal Years 20¹⁰ - 20¹⁵
- Annual PHA Plan for Fiscal Years 20¹⁰ - 20¹¹

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

Name of Authorized Official

Title

HON. CARLOS J. RODRIGUEZ MATEO

Mayor

Signature

Date

04/09/2010

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

MUNICIPALITY OF SALINAS

Program/Activity Receiving Federal Grant Funding

SECTION 8 TENANT BASED ASSISTANCE PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

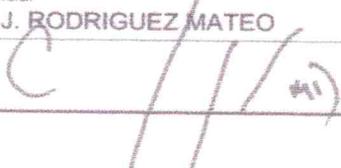
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

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

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

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

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

Name of Authorized Official	Title
HON. CARLOS J. RODRIGUEZ MATEO	MAYOR
Signature	Date
X 	04/09/2010

Certification of Payments to Influence Federal Transactions

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

Applicant Name

MUNICIPALITY OF SALINAS

Program/Activity Receiving Federal Grant Funding

SECTION 8 TENANT BASED ASSISTANCE PROGRAM

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

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

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

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

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

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

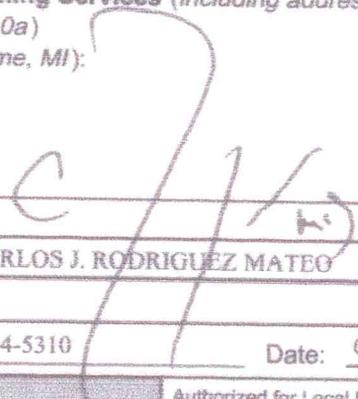
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official HON. CARLOS J. RODRIGUEZ MATEO	Title MAYOR
Signature 	Date (mm/dd/yyyy) 04/09/2010

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB
0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: HUD Department of Housing and Urban Development	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 404,943.00	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): 	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: HON. CARLOS J. RODRIGUEZ MATEO Title: MAYOR Telephone No.: 787-824-5310 Date: 04/09/2010	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

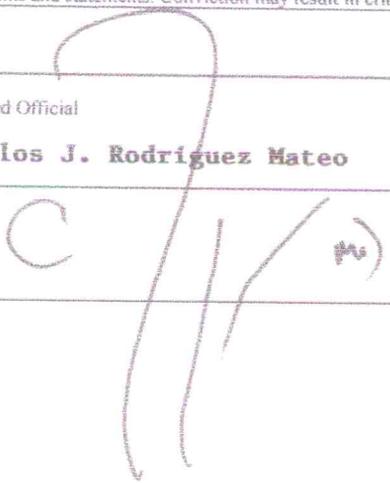
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Municipality of Salinas

PHA Name

RQ 069

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official Hon. Carlos J. Rodriguez Mateo	Title Mayor
Signature 	Date 04-09-2010

Appendix 11 Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, Omar Negrón Judice, MBA the Commissioner certify that the Five Year and Annual PHA Plan of the Municipality of Salinas is consistent with the Consolidated Plan of Puerto Rico prepared pursuant to 24 CFR Part 91.

 5/3/10
Signed / Dated by Appropriate State or Local Official