

PHA 5-Year and Annual Plan

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

**OMB No. 2577-0226
Expires 4/30/2011**

1.0	PHA Information PHA Name: <u>MUNICIPALITY OF LAJAS</u> PHA Code: <u>RQ071</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>67</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. PHA Goal #1- Expand the supply of assisted housing Specific Objectives: <ul style="list-style-type: none"> • Apply for additional voucher 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 PHA Goal #2- Improve the quality of assisted housing Specific Objectives: <ul style="list-style-type: none"> • Improve voucher management to increase SEMAP scores • Increase customer satisfaction by enforcing the Housing Quality Standards • Concentrate on efforts to improve specific management functions by maintaining the PHA staff updated with policies and occupational trainings PHA Goal #3- Increase assisted housing choices Specific Objectives: <ul style="list-style-type: none"> • Provide voucher mobility counseling during the initial briefings and as required, tenants will be oriented about portability and mobility • Conduct outreach efforts to potential voucher landlords • When necessary increase voucher payment standards • Continue with the implement of the Housing Choice Voucher homeownership program PHA Goal #4- Promote self-sufficiency and asset development of families and individuals Specific Objectives: <ul style="list-style-type: none"> • Provide or attract supportive services to improve assistance recipients' employability • Make alliances with public (WIA) and private organizations to provide supportive educational services to tenants PHA Goal #5- Ensure Equal Opportunity in Housing Specific Objectives: <ul style="list-style-type: none"> • Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability including publishing notices indicating that housing vouchers are available regardless of race, color, religion, national origin, sex, familial status, and disability. • Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability by offering referrals and briefings regarding housing and job opportunities and providing briefings and handouts regarding Fair Housing and Equal Opportunity 				

	<p>PHA Progress in Meeting the Goals and Objectives Described in the 5-Year Plan for FY 2005-2010: During the past years, the municipality made progress toward accomplishing these objectives. Highlights of achievements are as follows:</p> <ul style="list-style-type: none"> • The Municipality of Lajas kept searching for opportunities to apply for additional rental voucher by a Proposal to the Fair Share Allocation of Incremental Voucher Funding (NOFA) as they become available, and requirements were met. • Several landlords were oriented about the section 8 program requirements and enrollment requirements • In the initial briefings and as required, tenants were oriented about the mobility and portability options of the voucher program. • Reviewing the payment standards • Reviewing the Administrative Plan to include VAWA/Sexual Offenders and revise politics such as Security Deposit, Fraud Prevention and Interim procedures • Mondays through Wednesday counseling is given to those interested, related to renting a house or giving a house for rent • Briefings were given to the participants interested in the Homeownership Option • Some personnel was trained to enhance the HQS and regarding the Homeownership Option • Supportive services are offered to the elderly and families with disabilities through the “Oficina de Servicios al Ciudadano”, which receives the endorsement of the Municipality of Lajas • Tenants were oriented about job training and placement opportunities in the municipality and referrals were made to designate (private and governmental) agencies. It includes: coordinate job training and placement opportunities through a Consortium (Law 52) with others Municipalities. • Achieved the High Performance Level on SEMAP • Make alliances with the agencies that manage Shelter Plus Care, “ Hogar Propio” (OCAM) and Rural Development to provide families with the necessary tools and support to achieve self sufficiency • Began to provide the Homeownership option by pre-qualifying a family which is in the credit modifying phase • Equal opportunity was offered to all participants including persons with disabilities • Equal opportunity handouts and other orientation material are available for participants • Equal opportunity handout is placed on the PHA main office <p>Sexual Offenders and VAWA Policies See Appendix 2</p>
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p style="padding-left: 40px;"><i>Admissions Preferences:</i> They were revised to add as Preference with Rank #1, Involuntary Displacement Emergency Due to Fire Disaster (Certified by the Fire Department of PR as an involuntary, not cause by the family as a criminal act).</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. All documents related to the PHA plan will be available at:</p> <p style="padding-left: 40px;">Departamento de Programas Federales Oficina Programa Sección 8 Calle 1ero de Julio 1883 Lajas, Puerto Rico</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p style="padding-left: 40px;"><u>HOMEONWERSHIP PROGRAM</u></p> <p>The PHA will continue the implementation of the homeownership program in accordance with the administrative plan. The Municipality will limit the participation for the Program to 6 families.</p> <p>During this program year, the PHA staff will request for any available funding sources to be use for downpayment and closing cost assistance, as they become available. In addition, we will continue motivating the Section 8 Tenants to become homeowners. Orientation will be provided about the requirements of the Homeownership Program.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p style="text-align: center;">N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p style="text-align: center;">N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p style="text-align: center;">N/A</p>

8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p style="text-align: center;">N/A</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p style="text-align: center;">See Appendix 1</p>

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p><u>Identified Need #1:</u> Shortage of affordable housing for all eligible populations</p> <p>Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:</p> <ul style="list-style-type: none"> • Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction • Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. The PHA will identify housing units based on the size needs of the families. • Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. At least one orientation meeting will be conducted to inform potential landlords of leasing opportunities. • Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. Assist to Consolidate Plan Public Hearing <p>Strategy 2: Increase the number of affordable housing units by:</p> <ul style="list-style-type: none"> • Apply for additional section 8 units should they become available <p><u>Identified Need #2:</u> Specific Family Types: Families at or below 30% of median</p> <p>Strategy 1: Target available assistance to families at or below 30 % of AMI</p> <ul style="list-style-type: none"> • Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance <p><u>Identified Need #3:</u> Specific Family Types: The Elderly</p> <p>Strategy 1: Target available assistance to the elderly</p> <ul style="list-style-type: none"> • Apply for special-purpose vouchers targeted to the elderly, should they become available <p><u>Identified Need #4:</u> Specific Family Types: Families with Disabilities</p> <p>Strategy 1: Target available assistance to Families with Disabilities</p> <ul style="list-style-type: none"> • Apply for special-purpose vouchers targeted to families with disabilities, should they become available <p><u>Identified Need #5:</u> Specific Family Types: Races or ethnicities with disproportionate housing needs</p> <p>Strategy 1: Conduct activities to affirmatively further fair housing</p> <ul style="list-style-type: none"> • Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units • Market the Section 8 Program to owners outside of areas of poverty /minority concentrations <p><u>Other Housing Needs & Strategies:</u></p> <ul style="list-style-type: none"> • Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA • Administrating the FSS Program and the Homeownership Option • Reviewing Payment Standard
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p style="text-align: center;">Please refer to Section 5.2 of this template.</p>

	<p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p style="text-align: center;">The PHA’s will amend or modify its agency plan upon the occurrence of any of the following events, if and only if, the events are not included in the approved annual plan during the term of the approved plan, as it constitutes a significant amendment and substantial deviation/modification:</p> <ul style="list-style-type: none"> · Changes to rent or admissions policies or organization of waiting list; · Any modification to the PHAs Mission Statement or any substantial modification to the Municipality’s goals and objectives <p>Exception to this definition will be made if there are changes to the requirements of the Federal Regulation. Those changes will not be considered significant amendments.</p> <p>(c) Sexual Offenders and VAWA Policies See Appendix 2</p> <p>(d) Membership of the Resident Advisory Board or Boards See Appendix 3</p> <p>(e) Newspaper Ad Promoting and Announcing the Hearing Process See Appendix 4</p> <p>(f) List of Persons Assisting to the Public Hearing See Appendix 5</p> <p>(g) Form HUD-50077-CR: <i>Civil Rights Certification</i> See Appendix 6</p> <p>(h) Form HUD-50077-SL: <i>Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan</i> See Appendix 7</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>See Appendix 8 (Only those that apply for this PHA)</p> <p>(a) <i>Form HUD-50077, and</i></p> <p>(b) <i>Resident Advisory Board (RAB) comments.</i></p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

Appendix 1: (Section 9.0) Housing Needs

Housing Needs of Families on the PHA's Waiting Lists			
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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	125		5%
Extremely low income <=30% AMI	49	41.18	
Very low income (>30% but <=50% AMI)	35	29.41	
Low income (>50% but <80% AMI)	17	14.29	
Families with children	89	74.79	
Elderly families	1	0.84	
Families with Disabilities	15	12.61	
Race/ethnicity	HISPANIC	100	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No Only to purge it (at least annually).			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> Yes Only to allow the following preference: Involuntary Displacement Emergency Due to Fire Disaster (Certified by the Fire Department of PR as an involuntary, not cause by the family as a criminal act).			

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 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	\$ 277,124.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant	\$ 929,431.00	
h) 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 (list below)		
4. Non-federal sources (list below)		
Total resources	\$1,206,555.00	

Appendix 2: (Section 10.0 (c)) SEXUAL OFFENDERS AND VAWA

Policy for Sexual Offenders

The Municipality of Lajas has established standards that prohibits admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24 CFR 982.553 (2)). The Municipality of Lajas (RQ071) will screen the family by performing a criminal history backgrounds check, necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other State where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a *Certificate of Penal Records*.

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

Policy for VAWA

The Violence against Woman 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, sexual assault, or stalking. Section 606 and Section 607 amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victim's immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA, the Municipality of Lajas (RQ071) has adopted the following goal 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 Lajas will notify the Housing Choice Voucher owners and managers of VAWA
- The Municipality of Lajas will notify the voucher holder of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking
- VAWA will be incorporated into the landlord and tenant orientation process
- Necessary conforming amendments to Housing Choice Voucher Program rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development (HUD).

Description of Activities, Services, or Programs Provided or Offered to:

(a) Serve Victims (child or adult)

To serve child or adult 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 a dependency appointed by the Mayors' Office to provide the citizens of Lajas with services for social comfort. This office provides support services, which includes referrals and coordination of services and activities such as workshops and speeches regarding domestic violence (Charla de violencia doméstica), where victims of domestic violence are assessed on how to defy their rights as woman and person.

A well oriented and informed woman can make assertive decisions to enhance her life quality. Domestic violence must be stopped. It is a responsibility of all.

(b) Obtain or Maintain Housing

The PHA's Municipal Housing Department (Departamento de Vivienda Municipal) with the purpose of providing affordable decent, safe, and sanitary housing to the citizens of Lajas, administers the following programs:

1. Section 8 Program
 - a. Housing Choice Voucher Program
 - b. Family Self Sufficiency (FSS) Program
 - c. Homeownership Program

2. C.D.B.G. Programs
 - a. Housing rehabilitation

3. Others
 - a. Homeless Prevention & Rapid Re-housing Program (HPRP)

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

To prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families, the PHA provides a variety of services which include briefings, workshops and educative speeches to the community about domestic violence, among others. These services are provided primarily through the Office for Support to the Citizen (Oficina de Ayuda al Ciudadano).

Also, the PHA briefs Section 8 Tenants and Landlords regarding VAWA, and as deems necessary (or requested) referrals are made to the pertinent agencies.

Through the Recreational & Sport Department, VAWA is prevented by:

- Developing plans addressed to promote the wealth of youth, by taking them out of the streets
- Developing programs which enhance the life quality of the residents of Lajas, promoting the practice of all sport types

Appendix 3: (Section 10.0 (d)) Additional Information.

Membership of the Resident Advisory Board or Boards

All the head of the participants' families, that are model representatives of the Section 8 Program, were invited to a meeting where they were invited to become part of the Participants' Board. Those who accepted are the designated members of the Board.

In the PHA (Municipality of Lajas) the Mayor is the Executive Director (Section 8 – HCV - Program). Governing Board is for Public Housing. In Tenant Based (Section 8 - HCV) there is, instead, a Participants Advisory Board. The Official in charged for designating the Participants Advisory Board is the Section 8 (HCV), Federal Affairs or Housing Department Director or Coordinator. In the Municipality of Lajas, Mrs. Eva P. Morales is the Section 8 Program Coordinator.

The Participant Advisory Board's members for the PHA are:

1. Ruth Flores
2. Wanda Sánchez

Sorpresa salida de la Uniformada

Renuncia Superintendente Auxiliar en Responsabilidad Profesional de la Policía.

Raúl Camilo Torres y Miguel Rivera Puig
EL VOCERO

El misterio rodea la sorprendente renuncia del que fuera hasta el jueves pasado el superintendente auxiliar en Responsabilidad Profesional de la Policía, Rudolph T. Rosso.

Desde que quería estar más tiempo con su familia hasta presiones por el informe del caso 'Betsy', son barajadas como posibles razones para esta decisión.

El superintendente de la Policía, José Figueroa Sancha señaló a EL VOCERO que Rosso estaba en destaque en la Uniformada proveniente de la Agencia de Tabaco y Armas de Fuego (ATF, por sus siglas en inglés).

El día de la renuncia de Rosso se menciona que éste pidió a un agente policíaco que lo llevara hasta las oficinas de la Agencia de Tabaco y Armas de Fuego federal en el edificio central de Hato Rey y una vez se desmontó del vehículo, le informó al uniformado que le entregara al superintendente de la Policía, José Figueroa Sancha, sus credenciales; que no regresaba más.

"Él se retira en febrero del ATF... hizo el trabajo que se le pidió y se le agradece el tiempo que hizo con nosotros", expresó Figueroa a la pregunta sobre si está a gusto con la decisión de Rosso; quien entró en destaque en marzo, por lo que le faltaba más de un mes para cumplir el año en la Policía.

Una de las versiones rumoradas para la salida de la Uniformada gira en torno a la controversia por el informe del caso de Santini, que exoneraba a los oficiales José Martínez y Calisto Rodríguez, quienes tuvieron que ver con la intervención en el establecimiento 'Betsy'. En ese informe se asegura, por las comunicaciones existentes -que llevan un número de control-, que el lugar estaba en los planes de trabajo desde al menos una semana antes de la intervención.

"Esto no tiene nada que ver con el caso 'Betsy'" enfatizó Figueroa Sancha inmediatamente se relacionó la renuncia al sonado caso ocurrido el 18 de septiembre de 2009, en Cupey.

Con la salida de Rosso aún quedan pendientes varios importantes casos que involucran agentes del orden público. Sobre su escritorio, en particular, queda pendiente el informe de los enfrentamientos entre los estu-

diantes de la UPR y los agentes estatales y municipales en Río Piedras. Rosso había llegado a la Policía, recomendado por la esposa del Súper, quien trabaja para el ATF. Su llegada ocurrió poco tiempo después de la salida del licenciado Aníbal Torres, un ex agente del FBI, quien también fungió como superintendente asociado, director del NIE, Comisionado de Seguridad en Caguas y hasta finales de febrero del 2009, superintendente auxiliar en Investigaciones Administrativas.

A pesar de las grandes expectativas que se tenían con la figura de Rosso, lo cierto es que -bajo su incumbencia en el 2009- apenas 25 agentes fueron expulsados por corrupción y faltas graves, menos de una cuarta parte del

número de agentes expulsados en años anteriores.

El caso 'Betsy' se haya aún bajo pesquisa legal, cuya dirección recae en la abogada Mirla Rodríguez.

La Superintendencia Auxiliar en Responsabilidad Profesional de la Policía está bajo la dirección interina del coronel Vázquez Gali.

ESTADO LIBRE ASOCIADO DE PUERTO RICO
Gobierno Municipal de Lajas
Oficina Sección 8
AVISO PUBLICO

El Gobierno Municipal de Lajas, ha preparado el Plan Anual del Programa de Sección 8 para el Año Fiscal 2010-2011, así como el Plan de Cinco Años 2010-2015. Los Planes y todos los documentos asociados a estos, están disponibles para ser examinados por los participantes del programa, organización sin fines de lucro, el público en general y todos aquellos interesados: en las oficinas Administrativas del Programa de Sección 8 del Municipio de Lajas durante horas regulares de trabajo.

El Plan Anual del Programa de Sección 8 del Municipio de Lajas contiene las estrategias que seguirá el programa para atender las necesidades de vivienda de familias de ingresos bajos y muy bajos. En el Plan de Cinco Años se incluye además, la Misión, Objetivos y Metas que ha establecido el Municipio para la operación de su Programa de Renta Subsidada.

Las personas interesadas en emitir comentarios sobre el Plan, podrán presentarlos personalmente o por escrito en la Oficina del Programa de Sección 8 a cualquiera de las siguientes direcciones:

Física	Postal
Oficina de Programas Federales Programas Federales Calle Iero, De Julio 1983 Lajas, Puerto Rico 00667	Municipio de Lajas Programas Federales Apartado 910 Lajas, Puerto Rico 00667

Además, se invita a la ciudadanía en general a participar de la Vista Pública que se llevará a cabo en la siguiente fecha, hora y lugar:

Primera Vista
DÍA : 23 de marzo de 2010
LUGAR : Salón de Conferencia Oficina Programas Federales
HORA : 10:00 A.M.

Dichas facilidades cumplen con los requisitos de la Ley ADA

El propósito de esta Vista Pública es la de 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 del Programa de Sección 8 antes del día de la Vista Pública al teléfono (787) 899-8181.

Raúl Camilo Torres
Alcalde

José Figueroa Sancha
Director Oficina Programas Federales

ESTADO LIBRE ASOCIADO DE PUERTO RICO
Gobierno Municipal de Canóvanas
APARTADO 1612
CANÓVANAS, PR 00729

**AVISO AMBIENTAL
DECLARACION DE IMPACTO
AMBIENTAL ESTRATEGICA**

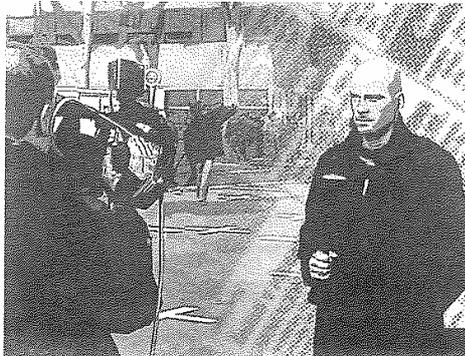
En cumplimiento con las disposiciones del Artículo 4(B)(3) de la Ley Número 416 del 22 de septiembre de 2004, según enmendada, mejor conocida como la Ley Sobre Política Pública Ambiental y del Reglamento para el Proceso de Presentación, Evaluación y Trámite de Documentos Ambientales, el Municipio de Canóvanas, en calidad de agencia proponente, sometió a la Junta de Calidad Ambiental la Declaración de Impacto Ambiental Estratégica (DIA-E) para la acción descrita abajo. Mediante Resolución Final notificada a estos efectos en el día de hoy, esta Junta de Calidad Ambiental ha resuelto que la DIA-E sometida para la acción propuesta cumple con el Artículo 4(B)(3) de la Ley sobre Política Ambiental, antes citada.

Por este medio se notifica al público en general sobre la referida Resolución de la Junta de Calidad Ambiental, así como de la determinación del Municipio de Canóvanas de acoger dicha recomendación y considerar el documento como una DIA-Final Estratégica. La publicación de este Aviso Ambiental se considerará como fecha de notificación de la DIA-E y los términos para incoar mociones de reconsideración y/o recurso de revisión judicial de la Resolución Final de la Junta de Calidad Ambiental comenzarán a decursar a partir del día de hoy.

La DIA-Final estará disponible para inspección general en la página de internet www.jca.gobierno.pr en la Biblioteca de la Junta de Calidad Ambiental, Ponce de León #1308, Carr. Estatal 9838, Sector el Cinco, Río Piedras, P.R., y en la Casa de Alcaldía del Municipio de Canóvanas. Esta DIA-Estratégica ha sido preparada incorporando y ofreciendo consideración a los comentarios del público, de la Junta de Calidad Ambiental y de las demás agencias comentadoras respecto a la Declaración de Impacto Ambiental Estratégica. La misma tiene el propósito de asegurar que se tomen en cuenta los factores ambientales en toda acción que en alguna forma pueda tener un impacto significativo sobre el ambiente mediante una descripción y análisis de la acción propuesta.

Agencia Proponente: Municipio de Canóvanas
DIA-E-Núm: JCA-09-0011(PR)
Descripción de la Acción: Plan de Ensanche Campio Rico PE-6
Localización: Carretera PR-957
Bo. Hato Puerto
Comunidad Campio Rico
Funcionario de Contacto: Hon. José R. Soto Rivera
(787) 876-7301

José R. Soto Rivera
Alcalde



OFERTA DE EMPLEO

Si te graduaste de comunicaciones o estás a punto de hacerlo esta es tu gran oportunidad para ser el nuevo reportero o reportera de CV24.

Escoge el tema para hacer el reportaje: grábalo, nájralo, editalo y envíalo a:

Audiciones reportero(a) CV24
Calle Turquesa #2020
Urb. Bucaré
Guaynabo, PR 00969

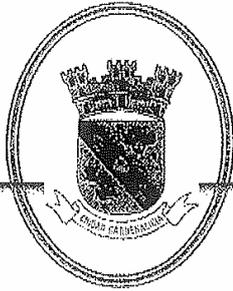
Incluye tus datos personales, fotografía, universidad de la que te graduaste y descripción de por qué debes ser la persona seleccionada.

Muy pronto el periodismo puertorriqueño tendrá una nueva cara



WJPA Canal 24.1 San Juan • WIRS Canal 42.1 Yauco • WRPV Canal 20.1 Ponce • WJWH-TV Canal 38.1 San Sebastián
Choice Cable Canal 6 • Liberty Cable Canal 24 • One Link Canal 21 • DISH NETWORK 21

Appendix 5: (Section 10.0 (f)) List of Persons Assisting to the Public Hearing



Estado Libre Asociado de Puerto Rico
Gobierno Municipal de Lajas
Oficina de Programas Federales
Hon. Leovigildo Cotte Torres
Alcalde

Hoja de Asistencia

Actividad: Vistas Públicas Plan Anual 5 Años (Sección 8)
 Lugar: Oficina Programas Federales
 Hora: 10:00
 Fecha: Martes, 23 de marzo de 2010

Asistentes:

- | | |
|--|-----------|
| 1. <u>Ruth Floris Vega</u> | 14. _____ |
| 2. <u>Janetia Roldán Roldán</u> | 15. _____ |
| 3. <u>Maritza Cotte Martínez-Sánchez</u> | 16. _____ |
| 4. <u>Wanda Sánchez Morales</u> | 17. _____ |
| 5. <u>Margarita María Rami</u> | 18. _____ |
| 6. <u>Romelia Sarabria Ortiz</u> | 19. _____ |
| 7. <u>Carmen M. Vega Ortiz</u> | 20. _____ |
| 8. <u>Delia Meléndez Hernández</u> | 21. _____ |
| 9. <u>Felipe Cordero</u> | 22. _____ |
| 10. <u>Amalia Ortiz Fabín</u> | 23. _____ |
| 11. <u>Diana Alameda Amayo</u> | 24. _____ |
| 12. <u>Rodríguez Ortiz Torres</u> | 25. _____ |
| 13. <u>Ana Uzcátegui</u> | 26. _____ |

Appendix 6: (Section 10.0 (g)) Civil Rights Certification: Annual Certification and Board Resolution

(Form HUD-50077-CR)

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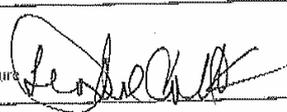
Civil Rights Certification

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 LAJAS	RQ071
PHA Name	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 LEOVIGILDO COTTE TORRES	Title MAYOR
Signature 	Date 04/13/2010

form HUD-50077-CR (1/2009)
OMB Approval No. 2577-0226

Appendix 7: (Section 10.0 (h)) 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
--	--

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

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

March 26, 2010



Signed / Dated by Appropriate State or Local Official

form HUD-50077-SL (1/2009)
OMB Approval No. 2577-0226

APPENDIX 8: (Section 11.0) Required Submission for HUD Field Office Review.

The following documents are those that apply for Section 8 only.

- (a) **Form HUD-50077**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)

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
--	---

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 07/01/2010, 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 Lajas

RQ071

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
Leovigildo Cotte Torres	Mayor
Signature	Date
	04/13/2010

(b) Resident Advisory Board (RAB) comments.

BEFORE PUBLIC HEARING:

No comments before Public Hearing.

AFTER PUBLIC HEARING:

The participants in the Public Hearing were satisfied with the presentation of the Annual and Five Year Plan.

No comments were made.

Due to the fact that there were no comments and all doubts were clarified, the Participants Advisory Board endorsed the PHA's Annual Plan.)

Attached Next:

1. Agenda
2. Endorsement Letter



Estado Libre Asociado de Puerto Rico
Gobierno Municipal de Lajas
Oficina de Sección 8
Hon. Leovigildo Cotte Torres
Alcalde

AGENDA

- 1. BIENVENIDA (Jorge Pérez, Director)*
- 2. PRESENTACION DEL TEMA*
(Plan Anual 5 Años/ Sección 8)
- 3. EXPOSICION DEL TEMA (Julia*
Quiñones)
- 4. PREGUNTAS*



Estado Libre Asociado de Puerto Rico
Gobierno Municipal de Lajas
Oficina de Sección 8
Hon. Leovigilda Cotte Torres
Alcalde

23 de marzo de 2010

Sra. Eva P. Morales
Coordinadora
Programa Federales
Municipio de Lajas
P.O. Box 910
Lajas, Puerto Rico

Estimada señora Morales:

El 23 de marzo de 2010 se celebró la audiencia Pública del Plan Anual del Programa de Sección 8 de nuestro Municipio. Luego de esta audiencia y una revisión detallada de su Plan de acción consideramos que cumplan con nuestras expectativas como participantes del Programa.

Agradeceremos la oportunidad que les han brindado a los beneficiarios del Programa de Sección 8 de participar en aquellas áreas que buscan mejorar el Programa y la calidad de vida a todos los participantes.

Cordialmente,

Ruth Flores
Nombre

Ruth Flores
Firma

Sandra Rodríguez
Nombre

Sandra Rodríguez
Firma

Wanda Sánchez Morales
Nombre

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**COMMONWEALTH OF PUERTO RICO
MUNICIPAL GOVERNMENT OF LAJAS**

Section 8 Office

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**Marcos A. Irizarry Pagán
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ADMINISTRATIVE PLAN

I. INTRODUCTION

The housing Authority of the Municipal Department of Housing of Lajas has revised this Administrative Plan in order to provide organizational and operational guidance for administering and selecting family 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 OBJETIVES

The Municipality of Lajas 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 Housing Choice Voucher are tenant based, and not to a particular housing unit. Also, the purpose of FSS as part Section 8 is the development of strategies to coordinate the use of housing assistance under the Section 8 Rental Voucher Programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self sufficiency (Section 984.101). The purpose of the Municipal programs is to assist the families during financial distress and to gradually reduce the amount paid by the program.

III. ADMINISTRATE STRUCTURE

The Section 8 Office will have the major responsibility and authority in the implementation of the Section 8 Voucher Housing Programs. The duties and responsibilities of the Section 8 Office may be summarized as follows:

- Overall responsibility for insuring compliance with federal regulations, coordinating the implementation of Tenant Policy, Affirmative Marketing Plan and for directing the day to day activities designed to met 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 provide comprehensive supporting services as defined in Section 984.103.

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.

1. Office of the Housing Department Director

1. Section 8 Program Director
Administrative Responsibility

Report directly to the Mayor Supervise the Section 8 Office 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. Is responsible for meeting program goals and objectives.

Specific Duties

- Direct technical and administrative work of the Section 8
- Set program goals and prepare staff work plans
- Responsible for staff supervision
- Prepare monthly performance reports
- 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
- Organize, assigns and supervise work performed by the program personnel
- Negotiate contracts with unit owners and tenants
- Establishment and coordination of the PCC and FSS Program Action Plan
- Evaluate grievances presented by unit owners and tenants
- Weekly reports to the Supervisor 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 Director (Supervisor)

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 owner's applicants and complete applications for Section 8 assistance, including telephone contracts.
- Verify eligibility of families in order to ensure compliance with program eligibility criteria.
- Prepare case reports and maintain an adequate file of all documents.
- 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, lessees, 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 chooses 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 require special investigation or inspection.

2. **Section 8 Program Account**

Fiscal Unit Coordinator

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

He 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 record 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 pertaining 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 receivables.
- Prepare monthly trial balances for the Section 8 Program.

3. **Section 8 Program Housing Inspector**

1. Fiscal Unit Coordinator

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

He 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.
- Prepared requisitions for program funds.
- Prepare annual Section 8 applications to the owners (HAP) register).
- Coordinate with the Section 8 program Coordinator about changes in address, income, family composition and any other information pertaining 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.

3. **Section 8 Program Housing Inspector**

Administrative Responsibility

Report to the Section 8 Program Director.

Functional Responsibility

Is responsible for ensuring that housing units under contract meet Section 8 Housing Quality Standards.

Specific Duties

- Perform initial, annual or special inspections to propose 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 Lease Approval Forms.
- Fully document each file with the necessary documents.
- Advise clients on all matters including complaint procedure. Hand-deliver documents to participants.
- Arrange appointments with participant owners and tenants to discuss matters related to the Section 8 Program. Make and receive telephone calls related to the Section 8 Program.
- Responsible for the maintenance of documentation related to Housing Quality Standards Inspections and of keeping them properly filed.
- Perform other duties as required by the Housing Department Director and/or the Section 8 Program Director.

IV. ADMINISTRATION OF PROGRAM PROCEDURES

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

a. 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 thus listed below.
 1. Newspaper announcements in widely circulated newspaper an/or other suitable means.
 2. The Word of Mouth approach by currently assisted and/or applicant families, encouraging them to inform there friends, relatives and neighbors about the program.
 3. Supportive outreach assistance provides by other organizations.

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

1. 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: Single Person

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

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

b. Federal Selection Preferences (Section 882.219)

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

The Housing Authority of Lajas 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 three Federal Preferences.
- Non-preference applicants are rare and almost nil. Therefore, the 10 percent exception in this HA will be applied to applicants without any Federal Preferences.

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.

c. **Suspension of Application**

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 both unnecessary applications processing costs and false hopes to applicant families that assistance would be available to them in the near future. Suspension of application taking will be publicly announced in the same manner as the notices for program availability, and once resumed, public notices will be made.

d. **Initial Screening of Applications**

1. 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 certificates or divorces 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 returns forms.
- 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 would not impose financial hardship).
- Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions- e.g., the Social Services Department, the Housing Authority, the Social

Security Administration, etc., and to obtain verification of income. The FSS program may screen families for participation in the FSS Program. The factors to be used by the HA are family interest and motivation to participate in the FSS Program. The HA requires attendance at FSS orientation sessions and/or a pre-selection interview [Section 984.203 (c) (1) (2)].

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

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

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

2. Computation of Gross Family Contribution

- Computation of gross family contribution will be determined as per HUD's regulations. The computation for gross family contribution will be made once all income has been duly accounted for and properly verified, and all credits and unusual expenses have been determined eligible under the other applicable factors.
- Computation of gross family contribution (GFC) is the greater of the following computations:
 - a. 10% of the monthly income before any deductions.
 - b. 30% of the monthly income after allowances for minors, medical (if applicable) and other eligible expenses.

5. Briefing of Families and Issuance of Vouchers

When the family receives a Vouchers, the following items will be fully explained:

- Family and owner responsibilities under the lease and HAP contracts.
- How to find suitable unit.
- Housing Quality Standards.
- Procedures for both the family and owner regarding dwelling unit inspections.
- Fair Housing Equal Opportunity and Grievance Procedures.

The voucher issued to the family will be determined by the size of the family. The length of extension for a certificate or voucher, beyond the initial 30 days term, must be established by the HA based on a just cause accepted by the HA if warranted. After the request for lease approval is submitted, the HA will extend the voucher for a period not to exceed thirty (30) days based on a good cause. In case a certificate or voucher expires, the family may reapply and be added to the waiting list in order of priority.

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

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

6. **A Voucher 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) Housing Discrimination Compliant (HUD 903)

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

8. **Utility Allowances**

The HA will conduct a study on utility allowance 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 determine 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 prohibits security deposits in excess of private market practice.
- c) The HA will assist the families that claim that illegal discrimination has prevented the family from leasing a suitable unit: Ex., single women with many children.
- d) The HA states that it will be its policy to provide non-confidential information about a family to prospective owners.

10. Annual and Interim Re-certifications.

A systematic review of family income, composition, and exceptional medical (if applicable) or other unusual expenses shall be controlled by means of annual reexaminations (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 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 made recertification process within the required 30 day 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, 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 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-medial history verification requested.
 - Any other HA approved and verified circumstances, e.g., military service (reserves, etc.).
 - Vacations for no more than 30 days.
 - The HA will continue giving assistance, after the break-up of 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 unless the contract is terminated by the HA for reasons similar to those set forth in the HAP contract, such as:

- The family vacates the unit in violation of the lease.
- The owner terminates tenancy in accordance with regulations.
- The family moves from its unit without the owner's approval and/or without the 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 unit fails HQS.
- The unit is overcrowded and does not meet the HQS space requirements.
- The family does not comply with the obligations stated in the contract.
- The HA discovers Program abuse and fraud.
- The owner is not in compliance with terms of the housing contract.
- The tenant does not comply with the recertification process on time.

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

Evictions

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

- Comply with the requirements of State 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 Housing Choice Voucher Program offers expanded opportunities for rental assistance to very low-income families by utilizing existing housing units. One of Housing Voucher Program's principal features is *its flexibility: Families will have a broader range of housing and neighborhoods to choose from. They may select units with rents higher than the applicable Payment Standard but will receive no additional assistance payment is not reduced.*

Increase Choice of Housing

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

V. Additional Terms and Concepts

1. In addition to the terms and concepts used in the Housing Choice Voucher 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 *0% of the Median Income for the area, as determined by HUD.
- Applicable Standard – the Schedule of Hosing Costs used to calculate the Housing subsidy.
- Initial Payment Standard – This schedule applies to all families ant 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 adjustments standard can be any amount between the Initial Payment Standard (or previous 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 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 said family.
- ***Minimum Total Tenant Payment*** - The minimum amount of gross rent that an assisted family must pay toward rent, which is equivalent to 10% of the family's gross income.
- ***Portability*** - Portability is the ability for a Housing Voucher holder to move from the jurisdiction of its current HA to the jurisdiction of another HA.

A HA which administers a Housing Voucher Program 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 (Re-certifications)

The HA will apply the same policies and procedures for processing interim reexaminations:

If the family stays in the same unit:

- The PHA will recalculate the following 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 sizes 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 needed. The HA may abate or terminate housing assistance to owners if the fails HQS.

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

4. Easing of Pressure on Fair Market Rents

- * Decreases the demand for units at, or below, Fair Market Rents.
- * If pre-program unit meets housing quality standards but exceeds the Fair Market Rent cap, families may participate in-place without moving to a lower costing unit.

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

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 designed according to the number of vouchers assigned to the Program and administrative expenses as follows.

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

This Staff will perform the following functions:

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

6. During the leasing schedule and intake period, coordinate, supervise, organize, and actively participant 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.
- * Re-inspection of Units Under Contract.
- * Family Mobility and Portability of Vouchers
- * Terminations and Evictions.
- * Monitoring Applicable Payment Standards and Budgets.
- * Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss.
- * Informal Hearings for Denial, Reduction or Termination of Assistance.

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 the refer the family to public housing of 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 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>
0-2	1
2-4	2
3-4	3
4-8	4

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

Before establishing or changing the Adjustment Standard S chedule, 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 the 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 will receive.

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:

- 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 abovementioned orientation. Personal Assistance will be provided to families in an attempt to help them find adequate housing.

10. Annual and Interim Re-certifications

The PHA must annually re-examine income and family composition for families receiving assistance in the Housing Voucher Program.

Re-examinations will be, at least, on an annual basis, and will generally be schedule to coincide with other annual activities (e.g., Annual Unit 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 causes to move to a new unit.

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

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

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

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

11. Family Mobility and Portability of Vouchers

A participating Housing Choice Voucher family is allowed to move, from one Housing Voucher family is allowed to move, from one Housing Voucher jurisdiction to another, with continued assistance. This special program features 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 5% of its total units under lease in the Housing Program. The family will be required to notify the HA, in writing, of their desire to move with at least 60 days prior notice.

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

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

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 \$45.00 Hard-to House Fee from the Initial HA for each portable Housing Voucher it accepts.

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

A Receiving HA which issues its own Certificate or Housing Voucher to a family using the portability opportunity may claim the Preliminary Fee from its Certificate ACC reserve or Hosing 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 owner's approval.
- The owner has evicted the family in accordance with State/Local Law.

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.

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 reconciliation's

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.

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 list 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 track the performance of the Section 8 and FSS Programs against established goals and objectives.
- To identify HA operational areas where improvement or corrective action is required.
- To provide the basis for corrective action-planning where formal changes in organization, operation or significant program-related areas are indicated.

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

Program personnel prepare and submit weekly reports to the Program Director. The Director reviews the information presented and summarizes the data. This summary is utilized to compare planned and actual program performance regarding the HA'S goals. Five 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 100% exemption authority. If authority is needing for more than 20% of the units, the HA'S request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.
- The utilization of the program by eligible elderly, handicapped, and disabled families.
- The annual and special re-examinations requirements.
- Accuracy of AP payments to owners.
- Leasing progress in a new increment of units.
- Occupancy rate of units in the management phase.
- Supervisory review of 5% HQS and 10% of Section 8250.058
- Size of waiting list.
- Implementation of Federal Preferences.
- Implementation If 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 who contract rents of up to 120% of the FMR'S was 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 AP Contract terminations due to non-compliance with Housing Quality Standards.
- Number of owner who have dropped out of the program.

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

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

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

The determination taken to establish this policy is based on the fact that the adjacent Municipalities are so close that the Lajas PHA decided to administrate the voucher in the adjacent jurisdictions.

VIII. Local Policy Concerning Verification of Documents an/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 used, the HA will document in the file why another method was used.

This policy also applies to all other Program verification requirements.

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

This HA may not give preference to an applicant (federal preference, ranking preference, or local preference) if any member of the family is a person who was evicted during the past three 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.

X. Local Policy concerning Domestic Violence or Protection for Victims of ABUSE.

XI. Homeownership Program (Special Housing Type Under Subpart M OF 24 982 CFR)

Basic concept B Instead of using voucher subsidy to help family with rent, homeownership option allows first-time homeowner to use the voucher subsidy to meet monthly homeownership expenses.

Options - Family responsible to finding eligible property they wish to purchase. Homeownership assistance payment are provided to help the new Homeowner with monthly homeownership expenses. PHA may make monthly payment directly to the family or to the lender.

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

Family Eligibility B

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

Eligible Units -

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

Time Limits -

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

IX. Quality Housing and Work Responsibility

The QHWRA is an additional measure to protect access to housing assistance for the poorest families, deconcentrate poverty in public housing, support families making the transition from welfare to work, and transform the public housing stock and the section 8 tenant-based assistance programs.

The purpose of this (QHWRA) is to promote homes that are affordable to low-income families in safe and healthy environments, and thereby contribute to supply of affordable housing by:

1. Deregulating and decontrolling public housing agencies thereby enabling them to perform as property and asset managers.
2. Facilitating mixed income communities and decreasing concentrations of poverty in public housing.
3. Increasing accountability and rewarding effective management of public housing.

All the section under the QHWRA is in this administrative plan and the HA is responsible for implementing others areas including in the HUD notice.

**MUNICIPALITY OF LAJAS
DEPARTMENT OF HOUSING**

**SECTION 8
FSS ACTION PLAN**

2008

FSS ACTION PLAN

INTRODUCTION

The Municipality of Lajas, 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 encourage participating 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 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, many 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 these 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 ethnic 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 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 achievement 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 Lajas 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 Lajas has 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 Lajas, 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 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% 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.

The occupancy and financial characteristics obtained from 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 \$173.00, and 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” 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 participants 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 Programs as well as the program Coordinating Committee (PCC) consisting of community representatives from Section 8 tenants 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 form 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 being the provider of those services.

The persons representing the various agencies, community services, ect, 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 service 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 Service 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. Right to employment Administration

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

1. **Consortium** – Directed to meet academic and counseling needs of students with educational problems.
 1. cultural activities
 2. vocational counseling
 3. preparation for College Board
 4. 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 test
3. **ITPA Program** – This program offers the following services and training:
 1. 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. Public Library Services
 - e. Education at Distance (Preparation for exams, Act. 188)

5. ASMCA

- a. Drug Counseling and Orientation
- b. Other services

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. The PHA will contact all the corresponding agencies servicing prospective participants, 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 contacted 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 costs 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	- 3 -

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 motivational screening tasks will be those that are readily accomplishable by the family; based upon the family member's educational levels any disabilities.

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

1. Attendance at FSS orientation sessions or reselecting 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 not discriminate against otherwise qualified persons because of any disability. The PHA will do all within its 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 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 group 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. The family's requirements to fulfill the obligations to which it has committed itself no later than 5 years after entering into the contract.

If 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 requires 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 develops 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 encourages 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 need 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 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 owner's approval, and without notifying program.

** If a family vacant 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 come 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.

1. **Evictions**

Although the Municipality does not authorize on deny evictions, owners are required to:

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

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

The Municipality, upon determinations an applicant of 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 request 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 on 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 of 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, transcript of the hearing.
- c. Rules of Evidence: At the hearing the complainant must take a "prima facie" case and then the burden 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, controversy 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 or 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 an notify us the complainant in writing within thirty (30) days or 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 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 request 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 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 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.



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**HOUSING CHOICE VOUCHER
PROGRAM – HOMEOWNERSHIP
ADMINISTRATIVE PLAN**

INTRODUCTION

The Homeownership Program allows eligible families to utilize the rent voucher to cover the mortgage expenses, assist first time homeowners with their monthly homeownership expenses. The participation of this program is voluntary and those participants that choose not participate of the same remain as participant of the voucher under the housing program.

I. FAMILY RESPONSIBILITIES

A. Eligibility;

In order to participate in the homeownership program the applying family must comply with the following eligibility requirements:

1. The new participant must qualify for the following eligibility criteria established in the regular voucher program.
2. In order to qualify only families that have not owned or have homeownership interest or have Homeownership in the past three (3) years should qualify.
3. An annual minimum income of \$10,300 is required, but this does not apply to elderly or handicapped, in addition to welfare assistance to comply with the required minimum.
4. The participant or applicant must be employed full time for at least a period of one or more year prior to commencement of the homeownership assistance.
5. The family should not have a mortgage default.
6. The family must have the capacity to provide 3% for down payment of the residence value. Of that amount 1% must come from families own funds. The other 2% from other subsidy sources such as: CDBG, Home Section 203K, US RURAL HOUSING PROGRAM. HOME LAW 124. KEY FOR YOUR HOUSE, AMONG OTHERS.

B. HOMEOWNERSHIP COUNSELING:

The family must attend and satisfactorily complete the MHA's pre-assistance homeownership and housing counseling program. This must be offered by PHA staff as well as other agencies such as HUD, mortgage bankers. The seminars will cover the following subjects:

- Dwelling units
- Budget and money management
- Counseling regarding credit and how to restore the credit.

Financial aspects:

- How to apply and obtain a loan approval
- How to negotiate purchase agreement of the residence.
- How to find a home including all information regarding homeownership opportunities school and transportation, health center facilities in the MHA jurisdiction.
 - Fair housing information
 - Information regarding banking mortgages aspects.

C. RESIDENCE:

The family is responsible to search the residence that will be acquired under this program.

In order to achieve this program the family must:

1. Search for a residence in the jurisdiction of Lajas
2. The family can search for a residence in another municipality as if that the municipality administers a homeownership program and accept the family.
3. If the PHA in the new jurisdiction administers the homeownership Program and receive the new family into the program, the family may only use the voucher to purchase a unit in an area where the family is income eligible at admission to the program.
4. Find a unit that may be under construction or existing at the time the PHA. Determines the family eligibility to participate in the program. The family will have a maximum of 60 days to locate a house to purchase. If the family cannot comply with the time limit, the MHA May provide the family with a rental voucher or give an additional 30 days.

D. HOUSING INSPECTION:

The family must contract a licensed inspector to verify if the houses comply with the HQS of Section 8. Verify the utility system and the structure components. The family must provide a copy of the inspection to the PHA. The PHA may approve or disapproved the unit base on the inspection report.

The PHA must perform HQS initially but is not required to continue the HQS annually.

E. ELEGIBLE HOUSING UNITS

The eligible units are those under construction or existing at the time the PHA determines the qualifications of the family at the time of purchase It is also required that the sale is not under investigation by the Federal government and the seller will have to certify this. The seller has not been debarred, suspended or subject to a limited denial. (24 CER Part 24)

F. SALE CONTRACT

The family must provide copy of the purchasing contract to the MHA and must include the following:

- The plan and mortgage agreement
- Provision for the inspection
- Certification to do business with the Federal Government

G. OCCUPANCY AND OTHER FAMILIES RESPONSABILITIES

The family may continue receiving the subsidy from the homeownership program as well as he complies with the terms of the mortgage.

Report changes in the family composition:

- The PHA may not continue payment after a month the family has moved.
- It is not required to refill if the Family involved, of that month has been paid.
- The family must continue to assist housing seminars regarding homeownership program.

The residence is the only living unit for the family.

- The family cannot sell the residence in the period of one to three year to comply with the criteria established in the voucher program.
- The family cannot lease or subleased the housing unit.
- The family must comply with the obligation established in the regular program especially with the Section 892.551.

Family must assist to appointments requested by the PHA or any appointment for reexamination, or interim contract amendment and supply information request by the PHA. This information must be true and correct.

Must supply information in reference to:

- Refinancing or payment of debt.
- Sale of transference of any interest in the house
- Homeownership expenses
- Notify any moving
- During the time of the existence of the subsidy no family can't maintain any interest in other own residence.
- The family must inform of the following expenses:
 - Principal mortgage interest
 - Mortgage insurance
 - Any other housing insurance
 - Property taxes
 - Utility standard established by HUD
 - Routine maintenance cost
 - Major repair cost
 - Operational and Administrative housing cost in a condominium or cooperation housing.

H. AFFORDABILITY AND FINANCING:

- The financing for the acquisition of a housing unit under the homeownership program must be provided by a mortgage bank established in the market.
- Will not allow that the owner finance the mortgage of the residence, furthermore, the financing cannot be a balloon payment.
- For those financing guaranteed by the FHA must comply with the requisite and restrictions of that financing.
- The PHA has the right to revise and approved any kind of financing before approving the program assistance to ensure that the financing terms and conditions comply with the affordability criteria.

I. TIME LIMIT

- There is a mandatory term limit of 15 years if the initial mortgage incurred to finance the purchase of the home has a term that is 20 years or longer, and for all other cases the maximum term of the homeownership assistance is 10 years.
- There is no time limit for an elderly household or family with a disables person.

J. MOVING TO NEW UNIT

The family cannot determine moving to a new residence but will have to comply with the original entering requirements except those that are buyers for the past time.

- The PHA will not make payment to the new resident while the participant maintains an interest in the former resident.
- The PHA prohibits moving out for the first year.

K. RECAPTURE FUNDS

After the sale or refinancing, the PHA must recapture the percentage of the profit obtained by the family. The PHA will develop a contract or documents that specify the right to recapture the money.

The quantity to recapture is the difference between the present mortgage and the new mortgage less:

- Any capital expenses
- Refinancing cost
- Prior quantities recaptured

II. FINANCIAL ASSISTANCE AND HOW TO DETERMINE THE SUBSIDY

The payments for the programs are provided to assist the payment are the following:

1. Mortgage principal and interest
2. Mortgage insurance premium
3. Real estate taxes and homeownership insurance
4. PHA allowance for utilities
5. PHA allowance for routine maintenance cost
6. PHA allowance for major repairs and replacement
7. Principal and interest on debt to finance major repairs and replacement of home
8. Principal and interest on debt finance costs to make the home accessible for a family member with disabilities if the PHA determines it is needed as a reasonable accommodation.
9. Operational expenses or administrative cost in a condominium or cooperative housing.