

<p>5.2</p>	<p>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.</p> <p>The Aguada City Hall has established the Housing Authority for Voucher Program and Family Self-Sufficiency in order to assist financially distressed families in meeting their housing need (decent, safe and sanitary housing).</p> <p>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 landlord on matter other than rent. As a result of this philosophy the Section 8 voucher Program and Family Self-Sufficiency are tenant based, and not particular housing unit. Also, the purpose of FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Section 8 Vouchers Program with public and private resources, to enable families eligible for or receiving assistance under this program to achieve economic independence and self-sufficiency.</p> <p>As part of Section 8 is the development of strategies to coordinate the use of Housing Assistance under the Section 8 Rental Voucher Program 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 are to assist the families during financial distress and the gradually reduce the amount paid by the program.</p> <ol style="list-style-type: none"> 1. Expand the supply of assisted housing: apply for additional rental vouchers. 2. Improve the quality of assisted housing: Improve voucher management (semap score), increase customer satisfaction. 3. Increase assisted housing choices objectives: Provide voucher mobility counseling, conduct outreach efforts to potential voucher landlords, increase voucher payment standards, implement voucher homeownership program. 4. Promote self-sufficiency and asset development of assisted households, provide or attract supportive services to improve assistance recipients employability. 5. Ensure equal opportunity and affirmatively further fair housing objectives: undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status and disability. 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. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
<p>6.0</p>	<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>The Aguada City Hall in accordance with the City Government, has furnished our participants with a brochure title: Domestic Violence/Sexual Abuse or Assault. This brochure contains valuable information concerning what is considered Domestic Violence and Sexual Abuse or Assault, the applicable laws, the victims rights and Emergency Telephone Numbers.</p> <p>This information has been provided to our clients in order to prevent such conduct and avoid the harmful effects of this crime with families and society in general. (Attachment C).</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Located on all bulletin boards in the Office de Municipality of Aguada , Centro Gubernamental de Aguada, Casa Parroquial, Cuartel Municipal, Cuartel Estatal en Aguada, Puerto Rico is an update notice informing those who may be interested in obtaining the 5 Year Plan and Annual Plan. They will be informed by calling the Section 8 Office and contacting the Coordinator during work hours from 8:00 a.m. to 12:00 noon or after 1:00 p.m. to 4:30 p.m.</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>The Housing Agency of the Municipality of Aguada, and its Section 8 Program has created the Homeownership Program, as authorized by the Quality Housing and Work Responsibility Act of 1998. The objective of this Program is to expand housing opportunities available to Section 8 Program participants by providing the opportunity to help families meet monthly. The Municipality of Aguada administer a Section 8 Homeownership Program pursuant to “Section 8 (y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982. Two participants is the maximum number of families participating in the Section 8 homeownership . The action will the PHA undertake to implement the program this year: Evaluate the family that quality for the Homeownership Program, Advise participants in reference to the different mortgage loans that are in the Public and Private Sector and encourage training. The Municipality of Aguada has demonstrated its capacity to administer the program by; establishing a minimum homeowner downpayment requirement of at least 3 percent of the purchase price comes from the family’s resources .</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. 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. 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. 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. N/A</p>

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

The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plans. The PHA has participated in any consultation process organized and offered by the Consolidation Plan Agency in the development of the Consolidation Plan. The PHA has consulted with the Consolidated Plan Agency during the development of this PHA Plan. Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. The Consolidated Plan of the Jurisdiction supports the PHA Plan with the following actions and commitments: Assure decent, safe, sanitary and affordable housing for our residents. Improve quality of life and economic independence. Promote Self-Sufficiency. Ensure equal opportunities in housing for all our residents.

9.0

TOTAL UNITS IN	121
OCCUPIED	121
NOT OCCUPIED	0
AVAILABLE FOR RENT	0
PEOPLE IN WAITING LIST	79
HOUSING NEEDS FOR RENT	79

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.**

Our HA intends to better our lease-up rate to assure that the families in thy Waiting List will be attend ed promptly. We will also evaluate the families that do have an income to advise and counsel them in reference of where to look for a better job placement. Our priority is to advise families that have housing emergencies to seek help in other housing projects, public and private, that may be able to help them. We will try to identify the families that may have enough income to buy their own home. We can offer them some available alternatives that are in the market, so that they can buy their own home. We will identify families where the head of household, other adults and household participants of 18 years that have not finished high school. We will advise them to continue their high school education that will enable them to better their quality of life and expand their job placement opportunities. This will also help our PHA lower the amount of rent subsidy that will be applied to the family.

Maximize the number affordable units available to the Aguada City Hall within its current resources by: Maintain or increase Section 8 Lease-up rates by establishing payment standard that will enable families to rent throughout the jurisdiction.

Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.

Maintain or increase Section 8 lease-up rates by marketing the Program to owners, particularly those outside of areas of minority and poverty concentration.

9.1 **Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of Program.**

Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Increase the number of affordable housing units by apply for additional Section 8 units should they become available.

Exceed HUD Federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 Assistance.

Employ admissions preferences aimed at families who are working.

Seek designation of public housing for the elderly. Apply for special-purpose vouchers targeted to the elderly, should they become available. Seek designation of public housing for families with disabilities.

Affirmatively market to local non-profic agencies that assist families with disabilities.

Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

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.

The Municipality will apply for additional rental voucher. We have developomented outreach strategies to aquired new rental units and maximize program funds utilization. The PHA will make a market study to determine reasonable rents within the PHA's jurisdiction.

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>The main mission in the Section 8 Program Administration is to satisfy the housing needs for to very – low and low income families that don’t have the resources to satisfy themselves. Through Section 8 Program the Municipality can bring the benefit of rent subsidy to many families. The Municipality Authority has been administrating the funding in the best way possible to reach the maximum number of families according to the available resource.</p> <ol style="list-style-type: none"> 1. Additional voucher were not granted, reason why we could not increase the number of participating families. 2. We improved our voucher management bettering our SEMAP score. 3. We increased customer satisfaction moving families and promoting in come mixing of lower income families to higher income communities. 4. We provided voucher mobility counseling. 5. Our voucher payment standard increased to meet the FMR. 6. We undertook strict measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disabilities. <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>The significant amendment to implement this Police “Violence Against Women Act and Department of Justice Reauthorization Act (VAWA) Section 3 of the United States Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925) Notice PIH 2006-23. This police is including in the page 25H of the Administrative Plan. Violence Against Women Act (VAWA).(Attachment A) 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. (Attachment B).</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> <ol style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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**Certification of Payments
to Influence Federal Transactions**

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



Signature Name

AQUADA CITY HALL

Program/Activity Requiring Federal Grant Funding

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- 11, Disclosure Form to Report Lobbying, in accordance with its instructions.

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1327, Title 31, U.S. Code. Any person who fails to file this certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Warning: HUD will prosecute false claims and statements. Penalties may include monetary and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3298, 3303)

Name of official on OIG

LUIS A. ECHEVARRIA SANTIAGO, MD

Signature

Title

MAYOR

Date (mm/dd/yyyy)

01/21/2010

Form HUD-5007 (2-99)

Form HUD 5007 (2-99)
01 - Includes GSA 7475.13, 7475.11 & 7475.10

Civil Rights Certification

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

Civil Rights Certification

Annual Certification and Board Resolution

A copy on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, or its Chairman or other authorized PHA official if there is no Board of Commissioners, 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.

AGUADA CITY HALL
PHA Name

R0073
PHA Number/HIA Code

I hereby certify that all the information furnished herein, as well as any information provided in the accompanying letter with HUD, is true and correct. HUD may conduct field office or on-site compliance investigations and if it determines that any penalties (42 U.S.C. 10611, 42 U.S.C. 5301, 5302, 7 U.S.C. 5329, 5332)

Name of Authorized Official
LOIS A. ECHEVARRIA SANTIAGO, MD

Title
MAYOR

Signature

Date
01/21/2010



ESTADO LIBRE ASOCIADO DE PUERTO RICO

Gobierno Municipal de Aguada

Oficina de Programa de Sección 8

Apartado 577

Aguada, Puerto Rico 00602

Sen. Luis A. Edertario Santiago
Alcalde

TERCERA REUNION

FECHA . 22 DE ENERO DE 2010

HORA . 9:30 A.M.

ASUNTO . PREPARACION DEL PLAN A 5 AÑOS 2010-2014
Y EL PLAN ANUAL 2010-2011

- PRESENTES
- 1. MARISOL CHAPARRO *Marisol Chaparro*
 - 2. IDA NUÑEZ *Ida Nuñez*
 - 3. ISMAEL RUIZ *Ismael Ruiz*
 - 4. YANAIIRA ACEVEDO *Yanaiira Acevedo*

Comentarios:

La Junta de Participantes estuvo de acuerdo en el Procedimiento llevado en la Preparación del Plan a 5 Años 2010-2014 y el Plan Anual 2010-2011.

Aguada "Ciudad Del Descubrimiento"
Tel. (787) 868-4735 / Fax (787) 868-4385





ESTADO LIBRE ASOCIADO DE PUERTO RICO

Gobierno Municipal de Aguada

Oficina de Programa de Sección 8

Apartado 517

Aguada Puerto Rico 00602

Dr. Luis A. Echvarría Santiago
2006

PRIMERA REUNION

FECHA : 13 DE ENERO DE 2010

HORA : 9:30 A.M.

ASUNTO : PREPARACION PLAN DE 5 AÑOS 2010-2011 Y
PREPARACION DEL PLAN ANUAL 2010-2011

- PRESENTES* :
1. MARISOL CHAPARRO *Marisol Chaparro*
 2. IDA NUÑEZ *Ida Nuñez*
 3. ISMAEL RUIZ *Ismael Ruiz*
 4. YANIRA ACEVEDO *Yanira Acevedo*

Conclusión:

Con una breve explicación se da comienzo a la primera reunión para explicar en que consiste el Plan de Cinco Años y el Plan Anual.

Se establecieron metas importantes por un mejor bienestar, dignidad y la calidad y seguridad de la vivienda.

Se explicó en detalle todas las partes del Plan de 5 años y el Plan Anual.

Se acordó una nueva reunión el 19 de enero de 2010.

Aguada "Ciudad del Descubrimiento"

Tel. (787) 868-4795 / Fax (787) 868-4385





ESTADO LIBRE ASOCIADO DE PUERTO RICO

Gobierno Municipal de Aguada

Oficina de Programa de Sección 6

Apartado 517

Aguada, Puerto Rico 00602

Don. Luis R. Echevarría Santiago
Alcalde

Vistas Públicas

Fecha : 18 de marzo de 2010

Hora : 9:00 a.m.

Lugar : Salón de Actos de la Legislatura Municipal

Asunto : *Elaboración del Plan de Cinco Años 2010-2014 y Plan Anual 2010-2011*

Presentes :

1. *Nancy Dipio mado*
2. *V. Lopez*
3. *Wanda y Roberto Echevarría*
4. *Cecilia Cardona*
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Aguada "Ciudad del Descubrimiento"

Tel. (787) 868-4735 / Fax (787) 868-4385



Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

AGUADA CITY - ALL

Program Activity Receiving Federal Grant Funding

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

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

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

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

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

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

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

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

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will ---

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

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

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant or floor or other assignee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(2), with respect to any employee who is so convicted ---

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

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

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph 1. (1)(1)

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

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

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1011, 1010, 1072; 31 U.S.C. 3726, 3802)

Title of Authorized Official

LUIS A. ECHEVARRIA SANTIAGO, MD

Title

MAYOR

Signature

Date

X

Form HUD-5007(12-2001)

HUD Handbook 7417.1-7476-3, 7485-1 & 3



ESTADO LIBRE ASOCIADO DE PUERTO RICO

Gobierno Municipal de Aguada

Oficina de Programa de Sección 8

Apartado 517

Aguada, Puerto Rico 00802

Ab. Luis A. Edlerman Santiago
Alcalde

SEGUNDA RELACION

FECHA : 19 DE ENERO DE 2010

HORA : 9:30 A.M.

ASUNTO : PREPARACION DEL PLAN ANUAL 2010-2011
PLAN ANUAL CIRCULO AÑOS 2010-2011

- PRESENTE :
- 1. MARISOL CHAPARRO *Marisol Chaparro*
 - 2. IDA NUNEZ *Ida Nunez*
 - 3. ISMAEL RUIZ *Ismael Ruiz*
 - 4. YAHARA ACEVEDO *Y. Acevedo*

Comentarios:

Se explicó como se calcula los ingresos, "Income and Item Calculations", Calidad de la Vivienda, "Housing Quality Standard" y sobre la razonabilidad de renta, "Rent Reasonableness Payment Standard". Se le incluyó un mapa sobre la jurisdicción que le compete a Aguada.

Se recordó la importancia de no cometer fraude, y que la Oficina de HUIO ha implementado un sistema de verificar los ingresos de cada participante.

Se acordó reunirse el 22 de enero de 2010 para que la Junta de Participantes puedan emitir comentarios.

MUNICIPIO DE AGUADA
OFICINA DE SECCION 8

Aguada "Ciudad del Descubrimiento"
Tel. (787) 868-4735 / Fax (787) 868-4385



This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

***MUNICIPALITY OF AGUADA
RQ 073***

***SECTION 8
HOUSING VOUCHER PROGRAM
AND
FSS ADMINISTRATIVE PLAN***

REVISION 2007

TABLE OF CONTENTS

	PAGES
CONVERSION TO VOUCHER PROGRAM.....	1-2
INTRODUCTION.....	3
GOALS AND OBJECTIVES.....	4
ADMINISTRATIVE STRUCTURE.....	5
OFFICE OF THE HOUSING DEPARTMENT DIRECTOR.....	6-7
SECTION 8 PROGRAM TECHNICIANS.....	8-9
SECTION 8 PROGRAM ACCOUNTS.....	10
SECTION 8 PROGRAM HOUSING INSPECTOR.....	11-12
A CERTIFICATE HOLDERS PACKET WILL BE GIVEN TO THE FAMILY CONTAINING THE FOLLOWING.....	13
ADMINISTRATION OF PROGRAM PROCEDURES.....	14-16
EXPANDING HOUSING OPPORTUNITIES.....	17
MUNICIPALITY OF AGUADA PHA JURISDICTION MAP.....	18
COMPLETION OF APPLICATION, DETERMINATION OF ELIGIBILITY AND SELECTION OF FAMILIES (24CFR 982)	19-25
LEVELS OF VERIFICATION METHODS.....	26-31
“PROHIBITION SEX OFFENDERS POLICY”.....	32-33.
“DOMESTIC VIOLENCE STATEMENT HOUSING CHOICE..... VOUCHER PROGRAM”	34-35
HOUSING QUALITY STANDARDS AND INSPECTIONS.....	36-39
REPAYMENT OF DEBT TO THE HA AND DENIAL OF ASSITANCE	40

	PAGES
TERMINATION AND EVICTIONS.....	41-42
INCREASED CHOICE OF HOUSING.....	43
ADDITIONAL TERMS AND CONCEPTS.....	44-46
ENFORCING HOUSING QUALITY STANDARDS (HQS).....	47
ORGANIZATION AND STAFFING.....	48
DURING THE LEASING SCHEDULE AND IN TAKE PERIOD	
COORDINATE, SUPERVISE, ORGANIZE, AND ACTIVELY	
PARTICIPATE IN THE FOLLOWING.....	49
ADDITIONAL POLICES FOR THE VOUCHER PROGRAM.....	50-51
BRIEFING OF FAMILY AND ISSUANCE OF VOUCHER.....	52
ANNUAL AND INTERIM RECERTIFICATION.....	53-54
FAMILY MOBILITY AND PORTABILITY OF VOUCHERS.....	55-56
TERMINATIONS AND EVICTION.....	57-58
MONITORING APPLICABLE PAYMENT STANDARDS AND	
BUDGETS.....	59
SECURITY DEPOSITS AND CLAIMS FOR DAMAGES, UN	
PAID RENT AND VACANCY LOSS.....	60
MONITORING PROGRAM PERFORMANCE.....	61-64
LOCAL POLICY CONCERNING VERFICATION OF	
DOCUMENTS AND/OR INFORMATION.....	65
LOCAL POLICY CONCERNING PROHIBITION OF	
PREFERENCE.....	66
	PAGES
PUBLIC NOTICE AND INVITATION TO OWNERS.....	67-69
RENT AND HOUSING ASSITANCE PAYMENT.....	70-72
FSS PROGRAM DESIGN.....	73-74
PROGRAM IMPLEMENTATION.....	75-78
TERMINATION OF PARTICIPANTS IN FSS PROGRAM.....	79
FSS ESCROW ACCOUNT.....	80
REPORTS FSS PROGRAM.....	81
EVALUATION FSS.....	82
MONITORING AND QUALITY CONTROL PROCEDURES.....	83-90

Conversion to Voucher Program

New HAP contract. On and after the merger date, the PHA may only enter into a HAP contract for a tenancy under the voucher program, and may not enter into a new HAP contract for a tenancy under the certificate program.

Over-FMR tenancy. If the PHA had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date, on and after the merger date such tenancy shall be considered and treated as a tenancy under the voucher program, and shall be subject to the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with § 982.505. However, § 982.505 (b) (2) shall not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date.

Voucher Tenancy. If the PHA had entered into any HAP contract for a voucher tenancy prior to the merger date, on and after the merger date such tenancy shall continue to be considered and treated as a tenancy under the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with § 982.505. However, before the effective date of the second regular reexamination of family income and composition on or after the merger date, the payment standard for the family shall be the higher of:

- (1) The initial payment standard for the family at the beginning of the HAP contract term; or
- (2) The payment standard for the family as calculated in accordance with

&982.505, except that & 982.505 (b) (2) shall not be applicable until the effective date of the second regular reexamination of family income and composition on or after the merger date.

Regular Certification tenancy. The PHA must terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program (entered prior to the merger date) at the effective date of the second regular reexamination of family income and composition on or after the merger date. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The PHA must give at least 120 days written notice of such termination to the family and the owner, and the PHA must offer the tenant-based assistance under the voucher program. The PHA may deny the family the opportunity for continued assistance in accordance with &982.552 and 982.553.

The Housing Authority of Aguada City Hall has revised the Administrative Plan in order to provide organizational and operational guidance for administering and selecting families for

participation in the Section 8 Voucher Programs and Family Self-Sufficiency Programs. This plan includes, exclusively, the policies concerning the functions for which it has the discretion to establish local policies and procedures concerning the treatment of applicants and participants.

3

The Aguada City Hall has established the Housing Authority for Voucher Programs and Family Self-Sufficiency 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 rent. As a result of the philosophy the Section 8 Voucher Program and Family Self-Sufficiency are tenant based, and not to a particular housing unit. Also, the purpose of FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Section 8 Vouchers Program with public and private resources, to enable families eligible for or receiving assistance under this program to achieve economic independence and self-sufficiency.

As part of Section 8 is the development of strategies to coordinate the use of housing assistance under the Section 8 Rental Voucher Program 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 are to assist the families during financial distress and to gradually reduce the amount paid by the program.

4

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 operate in compliance with the approved Action Plan as described in Section 984.201 and will provide comprehensive supporting services as defined in Section 984.103. The FSS Program will be developed and operated by the PHA in conformity with the Section 8 Program regulations and applicable civil rights authorities.

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

5

Administrative Responsibility – Report Directly to the Housing Department Director, 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 objective.

Direct technical and administrative work of the Section 8 Voucher Housing Programs.

Set program goals and prepare staff work plan.

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 programs implementation.

Responsible for measuring the success of the FSS Program.

Organize, assigns and supervise work performed by program personnel.

Negotiate contracts with unit owners and tenants.

Establishment and coordination of the PCC and FSS Program Action Plan.

6

Evaluate grievances presented by unit owners and tenants.

Weekly reports to the Supervisor (HAS Department Director) concerning progress and problems.

Perform Quality Inspection 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 duty assigned by the

Federal Programs Director (Supervisor).

Section 8 Program Technicians

Executive special investigations due to grievances or information received regarding program abuse. The technicians are responsible for ensuring that each family selected to

participant 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, update files on available housing units and provide information to clients. Responsible for establishing the terms and conditions of the lease contract and the consequences for non-compliance (Section 984.302 (5)).

Interview owners applicants and complete applications for Section 8 Assistance, including telephone contacts.

Verify eligibility of families in order to ensure compliance with program eligibility criteria.

Prepare case reports and maintain an adequate file of all documents.

Prepare weekly activity reports.

Conduct annual family reexaminations.

Verify family income.

Participation 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 participant of the Section 8 Program.

Visit participants and/or neighborhoods to perform any required special investigation of inspection.

Section 8 Program Accountant

Fiscal Unit Coordinator

Administrative Responsibility

Reports to the Section 8 Program Director

Functional (Program) Responsibility

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

Specific Duties

Inform Section 8 Program Director on the status of the program's finances.

Prepare requisitions for program funds.

Prepare annual Section 8 applications (especially Form HUD 52672 and HUD 52673)

Maintain a record of rental payments to the owner (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 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. Section 8 Program Housing Inspector

Administrative Responsibility

Report to the Section 8 Program Director.

Functional Responsibility.

Is responsible for ensuring that housing units (Existing) meet Section 8 Housing Quality Standards. Specific Duties

Perform initial, annual or special inspections to proposed or under contract existing housing units.

Will approve units in compliance with Housing Quality Standards.

Notify owners and participants of deficiencies encountered and will give a time frame to perform the repairs.

Analyze and report on current rent reasonableness for each contact housing unit.

Executive the Inspection Form (HUD-52580), Lead-Based Paint Certification, Rent Reasonableness and Request for Lease Approval Forms.

Fully documents 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.

11

Responsible for the maintenance of documentation related to Housing quality Standard inspections and of keeping them properly filed.

Perform other duties as required by the Housing Department Director and/or the Section 8 Program Director.

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

Request for lease approval

Required lease provisions

Lead-based paint notices and certificate

Fair Housing Information

Schedule of utility allowances

Informal hearing procedures

Information on the total tenant payment (tenant rent)

Portability eligibility (24CFR 982.354 & 982.355)

Section 8 Full Area

Roles and Responsibilities of Key Housing Choice Voucher

Program (Role of the family – Role of the owner

Packet to expanding opportunities

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

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 an 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 state 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 lest likely to apply (e.g.) handicapped families, very low-income families, large families and homeless families.

Families identified in the Housing assistance Plan.

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

Families identified in the Rental Rehabilitation Program.

Provide are-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, union, 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.

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

EXPANDING HOUSING OPPORTUNITES

WRITTEN POLICY

A. Administrative Plan Includes and owner outreach program to encourage owners to participate in the program. We will include a map in the information packet that will show the best areas to rent.

B. Puerto Rico Map

It shows the location of our Municipality and the Municipality of Moca,

Aguadilla, Añasco, Isabela, Rincon which the participants could find a house.

This map will be included in the information packet and discuss in the briefing.

Municipality of Aguada

We will include this map in the information packet in which the participants can find a place outside a proverty area. As you can see only areas are considered low proverty areas in our municipality but our efforts resulted in a lot of owners registered and willing to rent their houses to the Section 8 Program. (See owners willing to rent list. Completion of application, Determination of Eligibility and Selection of Families

(24 CFR, 982)

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

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

The term includes, but is not limited to:

A family with a child or children

A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides.

An elderly family (or single person) which includes 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 [24CFR,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 (42 U.S.C. 12101-12213). The preferences must be consistent with the HA Affirmative Fair Housing Objectives.

Federal Selection Preferences (Section 882.219)

Priority I: Families with three Federal Preferences

Priority II: Families with two Federal Preferences

Priority III: Families with one Federal Preferences

Local Selection Preferences

The family that lives in a house which has more residents than rooms.

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

Criteria for the 10 percent Exemption Priority

In the HA we have applicants on the waiting list with various housing needs. They all qualify for at least one out of the three Federal Preferences.

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

Restrictions on Assistance to Non-citizens

Verification of eligible immigration status 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.

Suspension of Application-taking

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

When the number of applicants on the waiting list is such that new applicants would have to wait for more than one year for a certificate and/or a voucher, the HA will suspend the taking of applications. This will avoid both unnecessary application processing costs and false hopes to applicant families that assistance would be available to them in the near future. Suspension of application-taking will be publicly announced in the same manner as the public notices for program availability, and once resumed, public notices will be made. (See page 21)

Initial Screening of Applicants

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

To assure the integrity of the program, this HA will provide assistance only to those families which have applied for and have been processed through the waiting list.

After the waiting list is closed and the HA is not accepting additional applications, applicant families with emergencies and unexpected housing needs will be referred to other

housing service agencies such as adjacent Housing Authorities, Public Housing New construction Projects, Moderate Rehabilitation Projects, public and Private Housing Shelters, Social Services and Elderly Homes, or any other housing providers, for expeditious assistance.

This HA will also maintain a Register in order to include applicants, with or without Federal Preferences, who request housing assistance under the Section 8 Existing Housing Program after the waiting list is closed.

Once the waiting list is reopened, applicants in the Register will be considered in accordance with the HA admission policies based on the date and time housing assistance was requested and included in the Register, also, preference status will be taken into consideration, following the HA admission policy.

Certification of employment signed by the employer.

Affidavits for seasonal workers or for the self-employed.

Eviction notice, where applicable.

Evidence or receipt of most recently paid rent.

Marriage certificate or divorce decree, where applicable.

Birth certificates of all the members of the family.

Good conduct certificate from the police Department.

Certificate of ongoing studies for all children over 18 years of age.

Affidavit for common-law couples.

Income tax return 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 (provide that it will not impose financial hardship).

Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions – e.g., the Social Services Administration, etc. – and to obtain verification of income. The FSS Program may screen families for participation 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 (3) days after the date their application was submitted.

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 grater of the following computations:

10% of the monthly income before any deductions.

30% of the monthly income after allowances for minors, medical (if applicable) and other eligible expenses.

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 a suitable unit.

Housing Quality Standards.

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

Fair Housing Equal Opportunity and Grievance Procedures.

The voucher issued to the family will be determined by the size of the family. The length of extension for voucher, beyond the initial 30 days term, must be established by the HA based on a just cause accepted by the HA. Three (3) thirty (30) day extensions will be granted by the HA if warranted. After the request for lease approval is submitted, the HA will extend the certificate or voucher for a period not to exceed thirty (30) days based on a good cause. In case a certificate or voucher expires, the family may reapply and be added to the waiting list in order of priority.

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

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

Upfront (UIV) Highly (Highly Recommended, highest level of third party verification)

Written 3rd Party High (Mandatory if upfront income verification is not available or if UIV data differs substantially from tenant-reported information)

Oral 3rd Party Medium (Mandatory if written third party verification is not available)

Income Type	Upfront (LEVEL 5)	Written Third Party (LEVEL 4)	Oral Third Party (LEVEL 3)	Document Review (LEVEL 2)	Tenant Declaration (LEVEL 1)
Wages/Salaries	Use of computer matching agreements with a State Wage Information Collection Agency (SWICA) to obtain wage information electronically, by mail or fax or in person.	The UPA mails, faxes, or e-mails a verification form directly to the independent sources to obtain wage information.	In the event the independent source does not respond to the PHA undss written request for information, the PHA may contact the independent source by phone or make an in person visit to obtain the requested information.	When neither form of third party verification can be obtained, the PHA may accept original documents such as consecutive pay stubs (HUD recommends the PHA review at least three months of pay stubs, if employed by the same employer for three months or more), W-2 forms, etc. from the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant tha declares the familyundss total annual income from earnings. Not The PHA mus document document in t tenant file, the reason third party verificati was not available.
	Agreements with private vendor agencies, such as The Work Number or ChoicePoint to obtain wage and salary information.	The PHA may have the tenant sign a Request for Earnings Statement from the SSA to confirm past earnings. The PHAs mails the form to SSA and the statement will be sent to be address the PHA specifies on the form.			
	Use of HUD systems, when available.				

Verification of Employment Income: The PHA should always obtain as much information as possible about the employment, such as start date (new employment), termination date (previous employment), pay frequency, pay rate, anticipated pay increases in the next twelve months, year-to-date earnings, bonuses, overtime, company name, address and telephone number, name and position of the person completing the employment verification form.

Self-Employment	Not Available	The PHA mails or faxes a verification form directly to sources identified by the family to obtain income information.	The PHA may call the source to obtain income information.	The PHA may accept any documents (i.e. tax returns, invoices and letters from customers) provided by the tenant to verify self-employment income. Note: The PHA must document in the tenant file, the reason third party verification was not obtained.	The PHA may accept a notarized statement or affidavit from the tenant that declares the family's total annual income from self-employment. Note: The PHA must document in the tenant file, the reason third party verification was not available.
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Verification of Self-Employment Income: Typically, it is a challenge for PHAs to obtain third party verification of self-employment income. When third party verification is not available, the PHA should always request a notarized tenant declaration that includes a perjury statement.

<p>Social Security Benefits</p>	<p>Use of HUD Tenant Assessment System (TASS) to obtain current benefit history and discrepancy reports.</p>	<p>The PHA or faxes a verification form directly to the local SSA office to obtain social security benefit information.</p> <p>(Not Available in some areas because SSA makes this data available through TASS. SSA encourages PHAs to use TASS.)</p>	<p>The PHA may call SSA, with the tenant on the line, to confirm obtain current benefit amount.</p> <p>(Not Available in some areas because SSA makes this data available through TASS. SSA encourages PHAs to use TASS.)</p>	<p>The PHA may accept an original SSA Notice from the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.</p>	<p>The PHA may accept a notarized statement or affidavit from the tenant that declares monthly social security benefits. Note: The PHA must document document in the tenant file, the reason third party verification was not available.</p>
<p>Welfare Benefits</p>	<p>Use of computer matching agreements with the local Social Services Agency to obtain current benefit amount electronically, by mail or fax or in person.</p>	<p>The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Agency to obtain welfare benefit information.</p>	<p>The PHA may call the local Social Services Agency to Confirm obtain current benefit amount.</p>	<p>The PHA may review an original award notice or printout from the local Social Services Agency provided by the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.</p>	<p>The PHA may accept a notarized statement or affidavit from the tenant that declares monthly welfare benefits. Note: The PHA must document document in the tenant file, the reason third party verification was not available.</p>

Child Support	Use of agreement with the local Child Support Enforcement Agency to obtain current child support amount and payments status electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Child Support Enforcement Agency or child support payer to obtain current child support amount and payment status welfare benefit information.	The PHA may call the local Child Support Enforcement Agency or child support payer to confirm obtain current child support amount and amount payment status.	The PHA may review an original court order, notice or printout from the local Child Support Enforcement Agency provided by the tenant to verify current child support amount and payment status. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement of affidavit from the tenant that declares current child support amount and amounts payment status. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
Unemployment Benefits	<p>Use of computer matching agreement with a State Wage Information Collection Agency to obtain unemployment compensation electronically, by mail or fax or in person.</p> <p>Use of HUD systems, when available.</p>	The PHA mails, faxes, or e-mails a verification form directly to the State Wage Information Collection Agency to obtain unemployment compensation information.	The PHA may call the State Wage Information Collection Agency to confirm obtain current benefit amount.	The PHA may review an original benefit notice or unemployment check stub, or printout from the local State Wage Information Collection Agency provided by the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares unemployment benefits. Note: The PHA must document document in the tenant file, the reason third party verification was not available.

Pensions	Use of computer matching agreements with a Federal, State, or Local Government Agency to obtain pension information electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the pension provider to obtain pension information.	The PHA may call the pension provider to confirm obtain current benefit amount.	The PHA may review an original benefit notice from the pension provider provided by the tenant. Note: The PHA must document document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly pension amounts. Note: The PHA must document document in the tenant file, the reason third party verification was not available.
Assets	Use of cooperative agreements with sources to obtain asset and asset income information electronically, by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the source to obtain asset and asset income information.	The PHA may call the source to obtain asset and asset income information.	The PHA may review original documents provided by the tenant. Note: The PHA must document in the tenant file, the reason third party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares asset and asset income. Note: The PHA must document in the tenant file, the reason third party verification was not available.

Comments	Whenever HUD makes available wage, unemployment, and SSA information, the PHA should use the information as part of the reexamination process. Failure to do so may result in disallowed costs during a RIM review.	Note: The independent source completes the form and returns the form directly to the PHA. Agency. The tenant should not hand carry documents to or from the independent source.	The PHA should document in the tenant file, the date and time of the telephone call or in person visit, along with the name and title of the person that verified the current income amount.		The PHA should use this verification method as a resort, when other verification methods are possible or have been unsuccessful. Notarized statement should include a perjury penalty statement.
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INCOME TYPE	REASON 3RD PARTY VERIFICATION IS NOT AVAILABLE
Checking/Savings Accounts	Balance is under a specified reasonable threshold (determined by the PHA and included in PHA plans and policies) and it would not be cost effective to incur bank verification fee and/or use PHA administrative staff time to facilitate 3rd party verification.
Employment	PHA has attempted third party verification (and documented the tenant file) and has not received a response. It would not be reasonable or cost effective to continue seeking 3rd party verification.

<p>Self-Employment Verification</p>	<p>The tenant may do odd jobs such as babysitting, cutting lawns, running errands for various people, or other Schedule C type work. Often times, the participant cannot provide a name and address, telephone number for the PHA to confirm this type of income, thus making it impossible for the PHA to obtain 3rd party verification.</p>
<p>Social Security Benefits</p>	<p>Benefit information is not available in HUD's Tenant Assessment Sub-system (TASS) and the Social Security Administration (SSA) Office does not accept verification requests from PHAs. (Examples of why data is not available: Invalid SSN, PIC system, newly admitted family into program.)</p>
<p>Unemployment Benefits</p>	<p>PHA does not have a computer matching agreement with the State Wage Information Collection Agency (SWICA) to obtain income verification. SWICA refuses to provide information over the telephone or in writing.</p>
<p>Welfare Benefits</p>	<p>PHA does not have a computer matching agreement with the local welfare office to obtain income verification. Local welfare office refuses to provide information over the telephone or in writing.</p>

REVISED ADMINISTRATIVE PLAN

MAY 14, 2007

This Administrative Plan has been revised to include the following policies:

Mandatory Prohibition of Sex Offenders – 24 CFR Part 982.553 (2) Denial of Admission and Termination of Assistance for Sex Offenders

This Policy is included in the Page 25G of the Administrative Plan.

Violence Against Women Act and Department of Justice Reauthorization Act (VAWA) Section 3 of the United States Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925). Notice PIH 2006-23.

This Policy is included in the Page 25H of the Administrative Plan.

“PROHIBITION SEX OFFENDERS POLICY”

The Municipality of Aguada has established standards that prohibit admission to the Program if any member of the household is subject to a lifetime registration under a State Sex Offender registration program (24CFR 982.553 (2)). The Municipality of Aguada, RQ 073, will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Aguada 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.

**“DOMESTIC VIOLENCE STATEMENT HOUSING CHOICE
VOUCHER PROGRAM”**

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C.I. 437C-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 program of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and Public Housing Section 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 Aguada, RQ 073, has adopted the following goals and objectives, for Domestic Violence Policy:

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

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

The Housing unit must comply with the Housing Quality Standard 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 and signs the last page. This procedure is used for initial inspections and reinspection.

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

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

Lease Approval and Housing Assistance Payments,

Contract Execution and Rent reasonableness

- a) Prior to executing a lease contract, the Section 8 Officer undertakes a study to determine the rent that is being paid for housing units in the area with the same characteristics. Each participant's files has a copy of the study conducted certifying the reasonableness of the contract rent. Reasonableness of rent will be determined by
- b) 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 exceed 20% of the units under ACC for the HA Certificate Program. Records and documents related to lease approval will be

filed at the program's office for the life of the contract and for at least 3 years after cancellation of the same.

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

In the Voucher Program, owner may collect a security deposit which is the greater of either one month's total tenant payment (TIP) or \$50.00, but it may not be unduly high so as to preclude participation by program applicants.

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.

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

Annual and Interim Recertification

A systematic review of family income, composition, and exceptional medical (if applicable) or other unusual expenses (recertification) of all cases.

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

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

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

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

Informal Review & Hearing for Denial,

Reduction, or Terminations of Assistance

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

Procedure:

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

In addition:

The family may retain counsel or other representation, if desired, as its own expenses.

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, and must state the legal and evidentiary grounds for the decision.

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 determinate 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 Voucher Program's 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 firs three verified circumstances:

Illness or hospitalization – medical history verification requested.

Illness of a relative who needs care from a family member, in another location – medical history verification requested.

Any other HA approved and verified circumstances, e.g., military services (reserves, etc.)

Vacations for no more than 30 days.

The HA will continue giving assistance, after the break-up of a marriage, to the family member to whom the custody of the children was granted by the court. In a case where there are

no children involved, the HA will determine who will continue to receive the assistance.

Terminations and Evictions

Under the program, eligible families will automatically continue to receive assistance unless the contract is terminated by the HA for reasons similar to those set forth in the HAP contract, such as:

The family vacates the unit in violation of the lease.

The owner terminates tenancy in accordance with regulations.

The family moves from its unit without the owner's approval and/or without notifying the program.

If tenant vacates its unit in violation of the lease or tenancy agreement, the owner shall receive the housing assistance payment due under the HAP contract for the period of the current month. The owner shall receive a housing assistance payment from the HA in the amount of 80% of the contract rent for a vacancy period not exceeding one additional month, rent for a vacancy period not exceeding one additional month, or the expiration of the lease or tenancy agreement, whichever comes first. If the owner collects any of the family's share of the rent for the second month, the payment must be reduced to an amount which, when added to the payment, does not exceed 80% of the contract rent. The owner must reimburse the HA for any excess collected from the family after the vacancy loss payment has been made. If an owner fails to collect a security deposit, the HA's liability will be reduced by the amount the owner could have collected.

The owner has evicted the family in accordance with State/Local Law (the owner must notify the Section 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 the 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/Local Law.

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

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

Increased Choice of Housing

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

Families have unlimited choice of any housing that meets the Housing Quality Standards, and are not limited to choosing units in the bottom half of the standard housing inventory.

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.

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

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

Lower Income Family – A family whose income does not exceed 80 percent of the Median Income for the area, as determined by HUD.

Applicable Standard – The Schedule of Housing Costs used to calculate the Housing Voucher subsidy.

Initial Payment Standard – This schedule applies to all families at the outset of the Housing Voucher Program. The family size is based on the HA's occupancy standards. The initial Payment Standard Schedule is based on the Fair Market Rent Schedule or the HUD approved community-wide exemption rents in effect at the time of execution, by HUD, of the HA original ACC for the first increment of funding under the Housing Voucher Program.

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

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

Housing Voucher – A document issued by the HA declaring a family to be eligible for participation in the Housing Voucher Program and 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.

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

Gross Rent – The actual rent for the unit stated in the lease and payable to the owner, plus any utility allowance (c) 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 assistance family must pay toward rent. All our tenants will pay \$25.00 dollars minimum rent.

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 holder from another HA jurisdiction (24CFR 982.354 & 982.355).

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

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 units fails HQS.

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

Decreases the demand for units at, or below, Fair Market Rents.

If a pre-program unit meets housing quality 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.

The voucher program extends the HA's fiscal responsibility to manage subsidized funds and administrative costs. Therefore, the staff directly involved in the administration of Federal Programs in this HA will be designated according to the number of vouchers assigned to the Program and administrative expenses as follows.

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

This staff will perform the following functions:

Prepare all the necessary documents, budgets, forms, and files required by the program.

Prepare and/or adapt the necessary forms, information, instructions, and material required for the organization and implementation of the Program.

Initiate the training of staff to work on the project, at the HA.

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

Outreach to Eligible Families and Contact with owners.

Determinations 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.

Payment to owners.

Provision of Housing Information and Services to Recipient Families.

Annual Recertification, Interim Recertification.

Reinspection of Units Under Contract.

Family Mobility and Portability of Vouchers.

Terminations and Evictions.

Monitoring Applicable Payment Standards and Budgets.

Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss.

Informal Hearing for Denial, Reduction or Terminations of Assistance.

Additional Policies for the Voucher Program

Outreach for Eligible Families

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

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

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

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

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

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

Once the family has filed an application and has provided the evidence required to complement it, office personnel will verify with sources and references, all basic information given by the applicant, by means of a personal interview, telephone contact or by mail. When all information is verified and the family is determined eligible, the calculation of the Total Tenant Payment will be estimated based on the definitions of income as per CFR 813. Direct orientation will be given to the family on the Vouchers Packet they will receive.

When the family receives a Voucher, the following items will be fully explained, and a Holder's Packet, the same as in the Voucher 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.

Procedures for family and owner dwelling unit inspection.

Portability eligibility (24CFR 982.354 & 982.355).

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

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

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

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

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

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

The Family's size/composition has changed and the family is eligible for a larger or smaller unit (requiring a new standard because of the change in unit size), or...

The family chooses to move to a new unit.

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

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

Procedures to be followed for families eligible for continued assistance are generally the same as

The family and owner are notified of changes in HAP and Tenant Rent.

An annual unit inspection is conducted.

A new lease and Housing Voucher Contract are prepared and executed (if applicable).

Families who intend to move will be briefed and issued a new Housing Voucher briefing packet.

Family Mobility and Portability of Vouchers

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

General Procedures

Whenever this HA, for portability purpose, 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 procedure only if the number of portable Housing Vouchers exceed 15% of its total units 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 must initially recertify the families income in order to calculate the Housing Assistance Payment based on the Applicable Payment Standard in effect the Receiving HA.

The Receiving HA will bill the Initial HA for the Housing Assistance Payments and HA fee, unless it has given the family one of its own 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...

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).

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

Termination

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

The family vacates the unit in violation of the lease.

The owner terminates tenancy in accordance with HUD regulations.

The family moves from its unit with the owner's approval.

The owner has evicted the family in accordance with State/Local Law.

The HA may also terminate the Housing Voucher Contract if:

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

The unit fails HQS.

The unit is overcrowded and does not meet the HQS space requirements.

The family does not comply with the obligations stated in the Housing Voucher.

The HA discovers program abuse.

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

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 Voucher actions, owners are required to:

Comply with the requirements of State/Local Law.

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

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

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 is not exceeded.

The HA will submit end-of-year financial reconciliations.

Security Deposits and Claims for Damages, Unpaid Rent and Vacancy Loss

Security Deposits

In the Voucher Program, owners may collect a security deposit of one month's contract rent, but it may not be unduly high so as to preclude participation by program applicants.

If an owner fails to collect a security deposit, the HA's liability will be reduced by the amount the owner could have collected.

Damages/Unpaid Rent

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

The amount owed the owner, or...

One month's contract rent minus:

The security deposit actually collected, or...

The security deposit the owner could have collected.

Vacancy Loss

In the Housing Voucher Program, owners will not be eligible to receive Housing Assistance Payments after the family moves from the unit.

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

Monitoring Program Performance

The HA has established an internal program and performance control system for monitoring compliance with program requirements. The objective of the system 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 ensure effective utilization of staff and other resources in order to meet program demands.

To provide the basis for corrective action-planning where formal changes in organization, operation or significant program-related areas are indicated.

The monitoring and control systems 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. The summary is utilized to compare planned and actual program performance regarding the HA's goals. Files have been established to provide the basis for monitoring and ensuring compliance with a variety of program requirements as well as fulfillment of Section 8 and FSS Program goals. Monitoring of the program records and files will cover the following program requirements and performance:

Program and Performance Requirements

The 100% very low income requirement.

The HUD-approved unit size distributions.

The 10% exemption authority. If authority is needed for more than 20% of the units, the HA's request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.

The utilization of the program by eligible elderly, handicapped, and disabled families.

The annual and special re-examinations requirements.

Accuracy of AP payments to owners.

Leasing progress in a new increment of units.

Occupancy rate of units in the management phase.

Supervisory review of 5% HQS and 10% of Section 8250.058.

Size of waiting list.

Implementation of HQS.

Implementation of Federal Preferences.

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 in Social Services.

Percentage of assisted families with earned income.

Percentage of assisted families with unique needs for whom contract rent of up to 120% of the FMR's were authorized by the HUD field office.

Percentage of families who leased units of smaller or larger sizes than those listed on the certificates.

Number of assisted families who have been evicted with Section 8 Office authorization.

Number of families who have left the program.

Number of units occupied by handicapped families.

Number of vacancy loss claims.

Number of AP Contract terminations due to non-compliance with Housing Quality Standards.

Number of owners who have dropped out of the program.

The HA has developed the following policy concerning limitation on adjacent HA's Voucher moves:

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

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

The Vouchers can be administered and serviced by these HA's Municipalities without having to assign them to, or receive them from, our HA. Local Policy Concerning Verification of Documents and/or Information

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

This policy also applies to all other program verification requirements.

LOCAL POLICY CONCERNING PROHIBITION OF PREFERNECE

IF APPLICANT WAS EVICTED FOR DRUG-RELATED
CRIMINAL ACTIVITY (24CFR, 982.208)
AND ADMINISTRATIVE HEARING
PROCESS/TERMINATION NOTICE

This HA may not given 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 here 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 participated in any drug-related criminal activity.

Participants of the Section 8 Voucher Program 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 about the rehabilitation plan in any institution certified by the stated agencies in order to approve it.

*Municipality of Aguada
Section 8 Housing Choice Voucher
Program and FSS Administrative Plan
2008 Revision*

POLICY AND PROCEDURES TO INVITATION OWNERS

Solicitation to Owners

The Aguada City Hall shall periodically solicit owners through publication to a local newspaper of general circulation and other suitable means to make dwelling units available for rental by eligible families. In so doing the Aguada City Hall shall encourage participation by owners of units in areas other than those with concentrations of low-income or minority families.

We prepared an application form in order to create a record of those persons that are looking forward for an opportunity to rent their properties to the Section 8 Program in the Aguada City Hall. This application requires some information in order that the owners indicate if they are willing to make the necessary modification to their properties so that these are adequate for handicapped people. Flyers were placed at the following: “Revenue Department” -Departamento de Hacienda, “Police Station” – Cuartel Estatal y Municipal and “Public Education Department”- Departamento de Instrucción Pública.

Solicitation to owners shall be made in accordance with the applicable HUD guidelines. The Aguada City Hall shall prepare and distribute owner’s fact sheets and owner’s briefing packets which explain the basic program requirements and owner benefits to participating in the Section 8 Rental Assistance Programs. The Section 8 Staff also address members of local organizations representing the rental market.

The Section 8 Staff shall prepare maps that show various areas, both within and neighboring its jurisdiction, to assist families in renting housing outside areas of poverty or minority concentration. The maps will be used during briefing sessions, along with information about job opportunities, schools and services in these non-impacted areas to encourage the applicants to consider these areas when seeking a place to live. To further support this effort, to desegregate pockets of poverty, the Section 8 staff shall include in the tenant's briefing packet a list of owners who are willing to lease, or properties available for lease under the voucher program, or a list of other organizations that will help families find units. The list shall include properties or organizations that operate outside areas of poverty or minority concentration.

Municipality of Aguada

*Section 8 Housing Choice Voucher
Program and FSS Administrative Plan
2007 Revision*

Contacts with Organizations

The Housing Agency shall periodically:

- (1) The PHA will maintain a list of available units that are located in non poverty area.*
- (2) Develop working relationships with owners and real estate broker associations.*

- (3) *Establish contact with civic, charitable or neighborhood organizations which have an interest in housing for low-income families and public agencies concerned with obtaining housing for displacements, and*
- (4) *Explain the program including equal opportunity requirements and Section 504 nondiscrimination requirements, to real estate agents, landlord, and other groups that have dealing with low-income families or are interested in housing such families.*

The PHA will comply with the ADA.

Municipality of Aguada

*Section 8 Housing Choice Voucher
Program and FSS Administrative Plan
2007 Revision*

RENT AND HOUSING ASSISTANCE PAYMENT

Rent Reasonableness

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable.

Reasonableness is determined prior to the initial lease and at the following times:

- (A) *Before any increase in rent to owner is approved;*
- (B) *If the Housing Authority or HUD directs that reasonableness be re-determined.*

Comparability

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Housing authority will consider the location, quality, size, number of bedrooms, age amenities, housing services, maintenance and utilities of the unit and the comparable

*Municipality of Aguada
Section 8 Housing Choice Voucher
Program and FSS Administrative Plan
2007 Revision*

units. The Housing authority will maintain current survey information on rental units in the jurisdiction. The data is updated on an ongoing basis and owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value. The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner s not more than the rent charged by the owner for comparable unassisted units in the premises.

*Municipality of Aguada
Section 8 Housing Choice voucher
Program and FSS Administrative Plan
2007 Revision*

A child who is temporarily away from the home because of placement in foster care in considered a member job 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 [24CFR, 982.208 (1) (9)] Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 d); 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; the Age Discrimination Act of 1975, and the Americans with Disabilities Act (42 U.S.C. 12101-12213). The preferences must be consistent with the HA Affirmative Fair Housing Objectives.*

Local Selection Preferences

The family that had been by natural disaster.

FSS Program Design

A. FSS Program Management and PHA Coordination

The Program's initial activities are being coordinated by the PHA's Director. Upon approval of our FSS proposal by HUD, the PHA will appoint a Program Coordinator to supervise and structure the related programmatic activities, under the overall direction of the Director. The Coordinator will continue to carry out the necessary functions in the formal structure of the Coordinating Committee, and other related tasks.

B. Coordinating Committee

The Program Coordinating Committee (PCC) will be integrated by professional representatives from public and private enterprises, church groups, community leaders, local business, and other resources. The

representatives from these entities will have an input in the program design and action steps of the FSS Program, and will be responsible for functions such as:

1. Developing a working relationship with the Program Coordinator and other related program staff in the achievement of the program objectives.
2. Coordinating the needed actions for the selection of committee representatives.
3. Making specific commitments of time, staff, and resources to the program.

Providing input into the program research and evaluation process.

The Organization of the Committee and meeting will be held with some of its proposed members, during which we will discussed aspects such as:

1. The creation and purpose of the Family Self-Sufficiency (FSS) Program.

The proposal of the PHA to develop and implement the FSS Program, upon HUD approval of the new units (Housing Vouchers), as well as for Section 8 participants under our current Housing Program.

3. The services that should be provided and resources that can be used in carrying out successful program.
4. The functions of the Committee and its assistance to our PHA, in securing commitments of public and private resources for the operation of the FSS Program.
5. A form will be drafted to gather the necessary data to draw the profiles of the Section 8 participants and applicants under the FSS Program.

The initial PCC meeting is scheduled to be held during the first week immediately after the proposal's by HUD.

From there on, the Committee will meet, (at least) twice quarterly during the first year of implementation of the FSS Program, to oversee program progress and accomplishments.

The expertise and sound experience of this PHA will enhance the outcome of the Self-Sufficiency Program.

Program Implementation

A. Program Description and PHA's Administrative Capability

1. The Local PHS has the legal capability to develop and operate the Section 8 Rental Assistance FSS Program. The current program consist of 36 vouchers, all committed to very low income families. There are no outstanding vouchers for an occupancy rate of 100 percent.

Although all participants are of Hispanic origin, the racial composition may be estimated in 20% black and 80% white, approximately.

2. Supportive Services – The PHA proposes to expand the function of the Program Coordinating Committee to include the assessment of needs of the target population and to develop a plan for rendering those services, which directly address the Family Self-Sufficiency Program objectives. This Action Plan includes the role of the Coordinating Committee. One of the Family Self-Sufficiency Program stronger to be provided in an effort to increase the participants capability for self-sufficiency.

Through the FSS Program, Families will be offered the opportunity to become acquainted with other local agencies, will have direct access to existing and emerging job opportunities, and will be, in general, counseled and trained as to ways in which grow gradually into economic independence.

The FSS Program efforts offering accurate and timely information concerning the availability and adequate utilization of services will ultimately contribute to a better local distribution of these services, whether federal or locally funded. This includes benefits currently provided by different entities.

B. Description of Activities and Supportive Services

The following agencies and entities will provide the activities and supportive services:

1. Department of Labor
2. Department of Health
3. Department of Education
4. Department of Transportation
5. Planning Board
6. Municipal Agencies and Offices
7. Federal Agencies
 - a. Farmers Home Administration (FHA)
 - b. Department of Housing and Urban
8. Private community groups
9. Local Banks
10. Saving and Loans Associations
11. Local Credit Unions

y the coordinate efforts of public and private entities participating and providing support to the FSS Program, obstacles Family Self-Sufficiency can be minimized or eliminated. Support services to be provided by the abovementioned agencies and entities are as follows:

1. Child Care – It is considered an essential element of a successful Self-Sufficiency Program. This service will be provided by the local government through the Head Start Centers and/or by the human Resources/Child Care Office in the Governor’s Office (SENDEC).

2. Counseling Assistance – Technical staff of the Municipality’s Section 8 Office and other local government offices’s staff will be available to provide counseling assistance through the Section 8 technicians, Social Workers, and other qualified personal.

3. Owners Participation – Owners of units eligible to participate in the program will be contacted by local invitation and radio spots, if necessary, indicating the housing type and sized need for eligible families.

4. Supplementary Education – Over 70% of FSS participants will require some king of supplementary adult education. The cost of these services will be assumed by the State Government through the Department of Education and other entities, with who the PHA will make due coordination.

5. Job-Development, Training, and Placement – Considering the distressed conditions of the are, these services are essential to the success of the FSS Program. The Department of Labor and human Resources as well as the Job Training Partnership (JTPA), the Youth Affairs Office, Governor Office, the Municipal Government, Consortium group (AMARAIS), and other competent and interested agencies are available to provide assistance in these area.

6. Counseling in Home Ownership Responsibilities and opportunities Available for Rental and Home Ownership in the Private Housing Market – The Mortgage Bankers, the Housing Development Corporation for Puerto Rico (HDC), a non profit organization engaged in the development and administration of housing for low and very low income families in Puerto Rico, the Rural Development administration, the Department of Housing and Urban Development, the Banco de la Vivienda de Puerto Rico, the local municipal government, and other qualified entities will be contacted in this important servicing area.

7. Training in Homemaking and Parental Skills, Money Management, and Household Management – These services will be provided by the qualified personnel of the Aguada Municipal Government, local baking entities, and other private entities, if available.

8. Church Services and Counseling – Church representatives will be contacted to contribute with important services, such as: talks and movies about human relations, leadership, and communication between parents, religious counseling, religious and social activities, stimulate the children participation in organized groups like the Boys and Girls Scouts, Police Athletic League, and other activities of benefit to the family members.

9. Termination of Participants in FSS Program

Assistance under the FSS Program will be terminated or withheld by the PHA by reasons set forth in the Contract of Family Participant as follows:

1. The failure of a participant family or a member of the participating family or member of the participating family to honor the terms of the contract.
2. Mutual consent of the parties.
3. A participating family's achieving self-sufficiency.
4. Expiration of the term of the contract and any extension thereof.
5. A participating family's withdrawal from the FSS extension thereof.
6. By such other act as it deemed inconsistent with the purpose of the FSS Program, or
7. By Operation of law

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

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

The hearing and housing grievance procedures established in the PHA Administrative and Equal Opportunity Housing Plans will be implemented if assistance under FSS program is terminated or withheld by the PHA or participant and requested by the PHA or participant and requested by the FSS Program participant.

Both procedures will be fully explained to FSS participants at time of tenant group orientation and initial training.

FSS Escrow Account

In accordance with the program provision, the PHA will establish and “escrow saving account” (FSS Account) for each family participating in the FSS Program, and will credit it a portion of the increase of “rent paid” refers to the family contribution to rent as defined in accordance with voucher program procedures.

The PHA will determine the appropriate amounts to be credited to the escrow account in accordance with HUD requirements.

Under the program’s terminology, “FSS account” means the “FSS escrow account”. The term “FSS credit” is used to denote the amount credited by the PHA to the participating family’s FSS account.

Reports FSS Program

After implementation of the FSS Program, the PHA will submit an annual report to HUD by September of each year detailing, among others:

- (a) A description of the activities carried out under the program
- (b) A description of the effectiveness of the FSS Program in assisting families to achieve economic independence and self-sufficiency
- (c) A description of the effectiveness of the program in coordinating resources of communities to assist families to achieve economic independence and self-sufficiency

(d) Any recommendation of the PHA or the Coordinating Committee for legislative or administrative action that would improve the FSS Program and ensure its effectiveness. Other data will be furnished as required under the HUD-prescribed form.

Evaluation FSS

The program's success will be measured in terms of the self-sufficiency goals achieved. All participants will be evaluated using criteria, such as educational level attained, employment status, annual income, job skills developed, job placement, and other related factors.

The PHA will conduct the program evaluation on a continuous basis for adjustments or improvements, as needed.

Monitoring and Quality Control Procedures

In order to ensure the reliability of indicator ratings that are derived from PHA self-certification and for conducting remote reviews, HUBS and Program Centers must examine an annual percentage of PHA supporting quality control file documentation. Hubs and Program Centers must examine 20 percent of their PHAs with 250 or more units and 10 percent of their PHAs with 249k and fewer units, but not fewer than 5 tenant files. Hubs and Program Centers must select a random sample of the PHA's supporting quality control file documentation for SEMAP Indicators:

Indicator A (Selection from the Waiting List) - {24 CFR 982.54 (d) and 982.204 (a) } The PHA's policy and actual practices on selection of applicants from the waiting list and the method of maintaining the waiting list including local preferences, as applicable.

Indicator B (Rent Reasonableness) – {24 CFR 982.4, 982.54 (d) (15), 982.158 (f) (7), 982.507} Rent Reasonableness data and written method of verifying comparable rents charged on the private unassisted market or rent charged by the owner for comparable assisted or unassisted units in buildings or premises. This shall include application at the time of initial leasing, before any increase in the rent to owner and at the HAP contract anniversary if there is a 5% decrease in the published Fair Market Rent and includes comparisons based on size, type, quality, age, amenities, housing services, maintenance and utilities.

Indicator C: Determination of Adjusted Income {24 CFR 982.516, 245 CFR Part 5 Subpart F} The method of obtaining and using third party verifications and annual recertifications, including the timeliness of annual re-exams, the method used for error prevention in tenant rent calculations and determination of adjusted income.

Indicator D: Utility Allowance Schedule – { 24 CFR 982.517} The process for reviewing, updating and adjusting the utility allowances.

Indicator E. Housing Quality Standards (HQS) Quality Control Inspections {24CFR 982.405 (b)} The process for conducting and tracking HQS quality control inspections.

Indicator F: HQS Enforcement – {24 CFR 982.404} The methods for enforcing the HQS requirements and policies and procedures for abatement of HAP Payments and contract terminations.

Indicator G: Expanding Housing Opportunities - {24CFR 982.54 (d) (5), 982.153 (b) (3) and (b) (4), 982.301 (a) and 983.301 (b) (4) and (b) (12)} The policy on expanding housing opportunities and de-concentration.

Indicator H: Deconcentration Bonus – The method and system to track the percentage of tenant based voucher program families with children who live in and who have moved during the PHA’s fiscal year to low poverty census tracts in the PHA’s principle area of operation.

Indicator I: Payment Standards – {24 CFR 982.503} the method and timeliness of adopting a payment standard schedule that establishes voucher payment standard amounts by unit size for each FMR area in the PHA’s jurisdiction.

Indicator J: Annual Re-Examinations { 24 CFR 982. Part 516} The policy and actual practices for initiating and conducting annual re-examinations of all participant families. This shall include the verification process and procedures.

Indicator K: Correct Tenant Rent Calculations – {24 CFR 982 Subpart K} The method and accuracy of determining Tenant Rent Calculations.

Indicator L: Pre-Contract Housing Quality Standard (HQS) inspections { 24 CFR 982.305} - The methods, processes and procedures between the PHA, the inspector and the landlords for scheduling pre-contract inspections that include the notification procedures for inspections and follow-up inspections, re-scheduling of initial inspections for acceptable reasons, timeliness of inspections, and the current status of pre-contract HQS inspections and follow-up-re- inspections.

Indicator M: annual HQS Inspections - { 24 CFR 982.405 (a) } The current status of on-time HQS annual inspections and follow-up-re-inspections. This shall include an analysis of practices and procedures for scheduling, conducting and reporting results between the inspector and the PHA,

Indicator N: Lease Up - {Revisions to SEMAP Lease-Up Indicator, 24 CFR Part 9855.3 (n) published in the Federal Register, Vol. 66, No. 190, October 1, 2001} Whether the PHA enters into HAP contract for at least 95% of the number of units under ACC or whether the PHA enters into HAP contracts for at least 95% of the available annual budget authority.

Indicator O: Family Self Sufficiency (FSS), Enrollment, Escrow – {24 CFR 984.105, 984.305} The PHA has enrolled families in FSS as required: (a) The number of mandatory FSS slots or the number of FSS slots under a HUD-approved exception, (b) the number of FSS families currently enrolled, and (c) the number (initial PHA) of families who have

moved under portability and whose program assistance is administered by another PHA and the percent of FSS slots filled (b + divided by a). And, the PHA has made progress in supporting FSS as measured by the percent of currently enrolled FSS families with escrow account balances.

In addition to the specific SEMAP indicators noted above, the Contractor shall include in the review and written report an assessment of the PHA's preparation and submission of the 50058 family information reports and information to determine whether the PHA is properly collecting, recording and providing correct tenant program information to HUD.

The Contractor shall review the PHA's quality control sampling methodology used in the preparation of its SEMAP Certification. This shall include a reasonable sample of the PHA's supporting quality control file documentation for indicators: 1 (Selection From the Waiting List), 2 (Rent Reasonableness), 3 (Adjusted Income), 5 (HQS Quality Control Inspections) and 6 (HQS Enforcement) and confirm that the PHA's quality control samples.

Were taken in an unbiased manner in a size meeting at least the minimum level required by Section 985.2;

- The methodology employed by the PHA in its quality control testing reflected the SEMAP indicator criteria being tested; and,
- The Certification is consistent with the results obtained through the QC sample.

The contractors shall prepare a written report that summarizes the results of the on-site review, the nature of and the causes of the identified deficiencies as well as the magnitude and seriousness of the Program deficiencies identified in the PHA's scoring report. The report shall evaluate the PHA's performance on each indicator reviewed based on documentation obtained from the review and the SEMAP criteria established by HUD.

The report will include but will not be limited to:

- Objectives and methodology of the assessments;
- Overall conclusions on assessment results;
- Observations and recommendations on SEMAP requirements;
- Recommendations for operational improvements relative to SEMAP;
- Recommendations for any needed revisions, additions or deletions to the administrative plan, procedures and systems that must be implemented in order to improve the Housing Choice Voucher Program and the PHA's SEMAP scores; and
- Recommendations and strategies for improvement in SEMAP scores.

Corrective action plan means a HUD-required written plan that addresses a PHA program management deficiencies or findings identified by HUD through remote monitoring or on-site review, and that will bring the PHA to an acceptable level of performance.

MTCS means Multifamily Tenant Characteristics System. MTCS is the Department's national database on participants and rental units in the Section 8 rental a certificate, rental voucher and moderate rehabilitation programs and in the Public and Indian Housing Programs.

Performance indicator means a standard set for a key area of Section 8 program management against which the PHA's performance is measured to show whether the PHA administers the program properly SEMAP certification means the PHA's annual certification to HUD, of the form prescribed by HUD, concerning its performance in Key Section 8 Program Areas.

SEMAP deficiency means any rating of 0 points on a SEMAP performance indicator.

SEMAP profile means a summary prepared by HUD of an PHA's rating on each SEMAP indicator, its overall SEMAP score, and its overall performance rating (high performer, standard, trouble).

SECTION 8 HOME OWNERSHIP PROGRAM

SECTION A – GENERAL PROVISIONS

The Housing Agency (HA) of the Municipality of Aguada, and its Section 8 Program has created the Homeownership Program, as authorized by the Quality Housing and Work Responsibility Act of 1998. The objective of this Program is to expand housing opportunities available to Section 8 Program participants by providing the opportunity to help families meet monthly

Homeownership expenses in connection with purchase of the home.

This is a new program allows any current tenant-based Section 8 Program participant to purchase his or her own house, and use their Housing Assistance Payment voucher funding available under the ACC to help families meet monthly homeownership expenses including the mortgage payment.

(1) Legal Background

The Section 8 Homeownership Program is authorized by Section 8 Program is authorized by Section 8 (y) of the United States Housing Act of 1998, and is a sub-component of the Voucher Program. This Programs objective is to provide decent, safe and affordable housing to low-income persons.

As recipient of Section 8 Program funds, the Municipality of Aguada is a Housing Agency authorized by Federal regulations. The Municipality staff possesses the experience and administrative capacity to manage such a program.

(2) Key Program Features

HUD has establish the following key Program Features:

- (1) First-Time homeowner or cooperative member.
- (2) A family that has not owned or had ownership interest in the past three years.
- (3) Minimum income requirement. Except in the case of disabled families, the qualified annual income of the adult family members who will own the home

must not be less than the Federal Minimum hourly wage multiplied by 2,000 hours (currently \$10,300). For disabled families, the qualified annual income of the adult family members who will own the home must not be less than the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by 12 (currently \$6,624). The

HA may also establish a higher minimum income requirement or disabled family, welfare assistance is not counted in determining whether the family meets the minimum income requirement.)

- (4) Employment requirement. Except in the case of elderly and disabled families, one or more adults in the family who will own the home is currently employed on a full-time basis and has been continuously employed on a full-time basis for a least one year before commencement of homeownership assistance.
- (5) Additional PHA eligibility requirements. The family meets any other initial eligibility requirements set by the PHA.
- (6) Homeownership counseling. The family must attend and satisfactorily complete the PHA's pre-assistance homeownership and housing counseling program. (Minimum of 8 hours).

LOCAL HOME OWNERSHIP POLICY, GOAL AND OBJECTIVES

The Section 8 Home Ownership Program of the Municipality permits eligible participants in the Section 8 Housing Choice Voucher Program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. Two options are available for this assistance; monthly homeownership assistance payment on behalf of a family, and to provide homeownership assistance for the family in the form of a single grant to be used toward the down payment required in connection with purchase of the home. Until HUD publishes the regulations for down payment assistance, only monthly homeownership assistance is available vouchers, the option of purchasing a home with their Section 8 Assistance rather than renting. Three options are available for this assistance; monthly homeownership assistance payment on behalf of a family, and to provide homeownership assistance for the family in the form of a single grant to be used toward the down payment required in connection with the purchases of the home. Until HUD published the regulations for down payments assistance, only monthly homeownership assistance is available.

The Home Ownership option is limited to five percent (5%) of the total Section 8 Voucher Program Administered by the Municipality in any fiscal year, provided that disabled families shall not be subject to the 5% limit. If applications exceed such 5% limit, participants

in the Family Self-Sufficiency (“FSS”) Program shall receive a priority for participation in the Home Ownership Program.

Eligible applicants for the Section 8 Home Ownership Program must have completed an initial Section 8 lease term, may not owe the Municipality of Aguada or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 home ownership assistance may be used to purchase the following type of home within the Municipality: new or existing single family, condominium, planned use developments, cooperatives, lofts, live/work units, or manufactured homes. The Municipality will permit portability of Section 8 Home Ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Home Ownership program for which the Section 8 home Ownership applicant qualifies or authorizes the Municipality to administer the home ownership assistance in their jurisdiction.

In order to effectively develop the Municipality of Aguada Homeownership Program, the agency has agreed upon a set policy for the administration and implementation of the Program. This covers the applicant eligibility for the program, the application process, the financial and participatory requirements and the responsibilities of the Housing Agency and the counseling organizations in the administration of the program. Program participants will also be informed of their rights as homebuyers. Upon purchasing a home, families are required to sign a

“Statement of Homeownership Obligations,” agreeing to comply with the mortgage, maintain the property, pay the taxes, utilities, and insurance.

The Municipality will work with banking/financial institutions and non-profit organizations that have indicated interest in working with the program and that offer loan products and other concessions that further the affordability of mortgages for program participants. Many Section 8 participants will be eligible for subsidy funds providing down payment and closing cost assistance complemented with funds from the HOME Program, the Affordable Housing

Program from the Federal Home Loan Bank of New York and any private corporation and foundation which pursue affordable housing. The Municipality will assist and coordinate the post purchase counseling and educational support and any proactive efforts on behalf of the homeowners so as to provide a safety net against defaults.

SECTION B – FAMILY ELIGIBILITY AND PARTICIPATION

REQUIREMENTS

(1) Selection and Admission of Applicants to the Program

(a) Section 8 Tenants

Participation in the Section 8 Home Ownership Program is voluntary. Each Section 8 Home Ownership participant must meet the general requirements for

admission to the Section 8 Housing Choice Voucher Program as set forth in the Municipality of Aguada Administrative Plan. Such Section 8 family also must be “eligible” to participate in the Home Ownership Program.

(b) Preference for Participation in FSS Program

Applicants for the Home Ownership Program are not required to participate in the Municipality Family Self-Sufficiency (“FSS”) Program in order to participate in the Home Ownership Program. However, in the event the applications for home ownership assistance exceed five percent (5%) of the Municipality of Aguada total voucher program in any fiscal year, FSS participants shall have a preference for participation in the home ownership program.

Participants in an Individual Development Account (“IDA”) program administered by an agency other than the Municipality of Aguada also will receive a preference for home ownership assistance in the event applicants for home ownership assistance exceed the 5% limitation.

(2) Portability

Participants with portable vouchers may purchase a home in a jurisdiction other than the Municipality Aguada, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies or authorizes de Municipality of Aguada to

administer the home ownership assistance in their jurisdiction. In the former case, a family's participation in the Section 8 Home Ownership Program will be subject to the Section 8 Home Ownership Program and Policies of the receiving jurisdiction.

(3) Affordability Standards

No affordability standards are issued other than the mortgage payment of the homebuyer should not exceed the payment standard authorized to the family at the time of recertification.

Employment and Credit Requirements Amount of Income

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal Minimum hourly wage multiplied by 2000 hours.

Employment History

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. In order to reasonably

accommodate a family's participation in the program, the Municipality of Aguada will exempt families that include a person with disabilities from this requirement. The Municipality may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. It may also consider successive employment during the one-year period and self-employment in a business.

Exclusion of Welfare Assistance Income

With the exception of elderly and disabled families, the Municipality of Aguada will disregard any "Welfare assistance" income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF"); Supplemental Security Income ("SSI") that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section effects the determination of minimum monthly income in determining initial qualification for the Homeownership program. It does not effect the determination of income-eligibility for admission to the Section 8 Housing Choice Voucher Program, calculation of the family's total tenant payment, or calculation of the amount of Homeownership assistance payments.

(5) First – Time Homeowner

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A “first-time homeowner” means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a “first-time homeowner” for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an “ownership interest”. A member of a cooperative (as defined in & 982.4) also qualifies as a “first time homeowner”.

(6) Minimum down payment

For the down payment option the family must:

- (a) The family has a sufficient resource to pay a down payment equal to 3% of the purchase price of a typical home that meets their family household size and closing cost. No less than 1% will come from the participant’s equity.
- (b) The family has demonstrated to the Municipality that its gross income is sufficient to meet homeownership and other family expenses. The Municipality reserves the right to determine whether a family can or cannot afford the proposed financing before making the recommendation for assistance participation.

(c) The family has accrued at least \$500.00 in an escrow account.

(7) Credit Requirements

In compliance with the Fair Credit Act, the lending institution will make credit worthiness of the participant. In case the participant is unable to meet this initial criterion he/she will be referred to credit counseling and then reconsidered for the program.

(8) Application Process and Review Criteria

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

- (a) Complete a home ownership counseling program approved by the Municipality prior to commencement of home ownership assistance;
- (b) Within a specified time, locate the home it proposes to purchase
- (c) Submit a sales agreement containing specific components to the Municipality for approval
- (d) Allow the Municipality to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards.
- (e) Obtain an independent inspection covering major building systems
- (f) Obtain the Municipality approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements and

(g) Enter into a written agreement with the Municipality to comply with all of its obligations under the Section 8 Program.

(9) Other Eligibility Restrictions

(a) Repayment and Any Housing Authority

(b) Debts Participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 Home Ownership Program in the event any debt or portion of a debt remains owed to the Municipality or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt (s) from participating in the Section 8 Home Ownership Program.

(c) Completion of Initial Lease Term

Applicants for and new participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 Home Ownership Program until completion of an initial Section 8 lease term and the participant's first annual recertification in the Section 8 Housing Choice Voucher Program. Nothing in this provision will preclude Section 8 Participants that have completed an initial lease term in another jurisdiction from participating in the Section 8 Home Program.

Elderly and Disabled Households

Elderly and disabled families are exempt from the employment requirements set forth in Paragraph 5 (ii) above. In the case of an elderly or disabled family, the Municipality will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 Home Ownership Program.

(b) Prior Mortgage Defaults

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 Home Ownership Program, the family will be ineligible to participate in the Home Ownership Program.

(10) Counseling Participation Requirement

A family's participation in the home ownership Program is conditioned on the family attending and successfully completing a home ownership and housing counseling program provided or approved by the Municipality of Aguada prior to commencement of Homeownership Assistance. The Home Ownership and counseling program will cover home maintenance; budgeting and money management, credit counseling; negotiating purchase price; securing mortgage financing and finding a home. The counseling agency providing the counseling program shall HUD approve either or the program shall be consistent with the home ownership shall HUD approve either or the program shall be consistent with the

home Ownership counseling provided under HUD'S Housing Counseling Program. The Municipality may require families to participate in an approved home ownership-counseling Program on a continuing basis.

11) First Home Clubs

A new initiative could be coordinated with lending institutions members of the Federal Home Loan Bank of New York; they provide a grant to sponsor the program "First Home Club" (FHC). This Program is for first-time homebuyers and provides subsidy funds to assist very low, low, and moderate income households overcome the financial difficulties or purchasing a home. The program is a non-competitive set-aside of the Affordable Housing Program (AHP) and is

administered through approved members of the Federal Home Loan Bank of New York (Bank).

The FHC provides down payment and closing cost assistance by granting three dollars in matching funds for each dollar saved to qualified first-time homebuyers who follow a systematic saving plan and participate in an approved homeownership counseling program. Up to \$5,000 in matching funds will be awarded to qualified

households based on the total saving deposited in a dedicated account with an approved member bank. OCAM, STATE PROGRAMS, HOME FUNDS, ETC.

SECTION C- THE HOUSING UNIT REQUIREMENT

(1) Timeframe to Locate

Upon approval for the Section 8 Home Ownership Program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to the Municipality of Aguada. For good cause, the Municipality of Aguada may extend a Section 8 family's time to locate the home for additional thirty (30) days increments. During a Section 8 participant's search for a home to purchase, their Section 8 Rental assistance shall continue pursuant to the Administrative Plan Participant family is unable to locate a home within the time approved by the Municipality of Aguada, their Section 8 rental assistance through the Section 8 Housing Choice Voucher Program shall continue.

Once a home is located and a sales agreement is approved by the Municipality of Aguada and is signed by the family, the family shall have up to three (3) months, or such other time as is approved by the Municipality of Aguada or set forth in the approved sales agreement, to purchase the home.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by the Municipality, it shall continue the family's participation in the Section 8 Housing Choice Voucher Program. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 Housing Choice Voucher Program following the initial determination of their eligibility for the home ownership option.

(2) Type of Home

A family approved for Section 8 Home Ownership assistance may purchase the following type of homes within the Municipality of Aguada: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home. The home must already exist or under construction at the time the Municipality determines the family eligible for home ownership assistance (to purchase the unit (& 982.628 (a) (2)).

(3) Seller cannot be debarred, suspended or Subject to LDP by HUD

The seller could not be posted in the Limited Denial of Participation (LDP). The listing is normally issued by the HUD Field Office and is an action that excluded a specific individual (s) or firm (s) from participating in a specific

program, or programs, within that HUD Field Office's geographic jurisdiction, for a specific period of time. In limited instances HUD Headquarters may also issue LDP's.

(4) Extension of Jurisdiction

The Municipal territory of Aguada will is the main location for the homeownership program. Nevertheless, extension of the jurisdiction could be granted to participants with portable vouchers that may purchase a home in a jurisdiction other than the Municipality of Aguada, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Home Ownership program for which the Section 8 Home Ownership applicant qualifies or authorizes the Municipality of Aguada to administer the home ownership assistance in their jurisdiction. In the former case, a family's participation in the Section 8 Home Ownership

Program will be subject to the Section 8 Home Ownership Program and policies of the receiving jurisdiction.

(5) Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the Housing Choice Voucher Program apply to lease-purchase agreements, except that families are permitted to pay

an extra amount out-of-pocket to the owner for purchase related expenses a “home ownership premium”. Any “Home Ownership Premium”, defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from the Municipality rent reasonableness determination and subsidy calculation, and must be absorbed by the family.

When a lease-

purchase participant family is ready to exercise their option, they must notify the Municipality and apply for the home ownership option. If determined eligible for home ownership assistance, the family may be admitted to the home ownership program and must meet all the requirements of these policies.

Prior to execution of the offer to purchase or sales agreement, the family must provide the financing terms to the Municipality for approval. The sales agreement must provide for inspection by the Municipality of Aguada and the independent inspection referred to in Section 3 (E) and must state that the purchase is not obligated to purchase unless such inspections are satisfactory to the Municipality. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs. The sales agreement must provide that the purchases in not obligated to purchase if the Municipality does not approve the mortgage financing terms. The sales agreement must also contain

a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

(6) *HQS Inspection by PHA*

To assure the home complies with the housing quality standards of the Section 8 Program, Home Ownership assistance payments may not commence until the Municipality first inspect the home.

HQS inspection will be conducted in compliance to HUD requirements.

(7) *Independent Initial Inspection Conducted*

An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family. The Municipality will not pay for the independent inspection. The independent inspection report must be provided to the Municipality, which may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

SECTION D – FINANCING REQUIREMENTS

The proposed financing terms must be submitted to and approved by the Municipality of Aguada prior to close of escrow.

In first instance, the lending institution should submit to Municipality of Aguada the Good Faith Estimate for the option to purchase contract, in order

to determine the affordability of the family's proposed financing. In making such determination, the Municipality may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses education and training expenses and the like. Once completed the loan application, copy of the Settlement Statement should be presented to the Municipality for final approval. Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by the Municipality. The Municipality on a case-by-case shall consider seller – financing mortgages. If a mortgage is not FHA-insured, THE MUNICIPALITY will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Puerto Rico Housing Finance Agency (PRHFA), USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institution.

SECTION E – ASSISTANCE LIMITS

(I) Assistance Limits

Notwithstanding the provisions except for disabled and elderly families, a family may receive Section 8 Home Ownership assistance for not longer than

ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years.

(2) Exceptions to Elderly and Handicapped Applicants

Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of Home Ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of Home Ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

(3) Reexamination Requirements

A participant in the Section 8 Home Ownership Program shall meet the reexaminations (Recertification) requirements.

(4) HAP Payments

The amount of the monthly assistance payment will be based on three factors:

The voucher payment standard for which the family is eligible,

The monthly home ownership expenses,

And the family's household income. The Municipality will pay the lower of either the payment standards minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Section 8 family will pay the difference.

Determining the Payment Standard

The Voucher Payment Standard is the fixed amount the Municipality of Aguada annually established as the "fair market" rent for a unit of a particular size located within the Municipality jurisdiction. In the Home Ownership Program, the initial payment standard will be the lower of either:

(1) The Payment Standard for which the family is eligible based on family size;

(2) The payment standard which is applicable to the size of the home the family decides to purchase.

*The payment standard for subsequent years will be based on the higher of:
The payment standard in effect at commencement of the home ownership assistance; or*

(1) The payment standard in effect at the most recent regular reexamination of the family's income and size.

The initial Payment Standard, for purpose of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. The Municipality will request HUD approval of a higher payment standard up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities.

(b) Determining the Monthly Home Ownership Expenses

*Monthly home ownership expenses includes all of the following:
Principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt, real estate taxes and public assessments;
homeowner's insurance: maintenance expenses per the Municipality*

allowance; costs of major repairs and replacements per the Municipality allowance (replacement reserves); utility allowance per the Municipality schedule of utility allowances; principal and interest on mortgage debt incurred to finance mayor repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any.

C) Determining the total Family Contribution

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance), will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

d) Payment to Family or Lender

The Municipality of Aguada will provide the lender will notice of the amount of the Housing assistance payment prior to close of escrow and will pay the Municipality contribution towards the family's homeowner expense directly to the family unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the

lender unless the lender requires direct payment of the Municipality of Aguada contribution.

SECTION F – TERMINATION OF SECTION 8

HOMEOWNERSHIP ASSISTANCE

(1) Grounds for Termination of Home Ownership Assistance

Failure to Comply with Family Obligations Under Section 8 Program or the Municipality of Home Ownership Polices. A family's Home Ownership assistance may be terminate^{3d} if the family fails to comply with its obligations under the Section 8 Program, the Municipality Home Ownership Polices, or if the family defaults on the mortgage. If required, the family must attend and complete ongoing home ownership and housing counseling course. The family must comply will the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide the Municipality with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; an notice of mortgage default receive by the family; and any other notices which

may be required pursuant to the Municipality home Ownership polices. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

(2) Occupancy of Home

Home Ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, the Municipality will not continue home ownership assistance commencing with the month after the family moves out.

(3) Changes in income Eligibility

A family's Home Ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership Program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

(4) Reaching Maximum Term of Home Ownership Assistance

Once the family is reaching the maximum term of home ownership assistance, the Municipality will be disbursed to the family once the date of termination arrives.

(5) Procedure for Termination of Home Ownership Assistance

A participant in the Section 8 Home Ownership Program shall be entitled to the same termination notice, rights set forth in Conditions and Procedures for Termination of Assistance, of the Municipality Administrative Plan.

(6) Right to Informal Hearing Procedures *A participant in the Section 8 Home Ownership Program shall be entitled to the same informal hearing procedures as set forth in Informal Hearing Procedures for Participants of the Municipality Administrative Plan.*

(7) Continued Participation in Section 8 Housing Choice

Voucher Program

(1) Default on FHA-Insured Mortgage

If the family defaults on an FHA-insured mortgage, the Municipality may permit the family to move with continued Section 8 Housing Choice rental assistance if the family demonstrates that it has (a) conveyed title to the home as put forth in the FHA documents.

(2) Default on non-FHA-insured Mortgage

If the family defaults on a mortgage that is not FHA-insured, the Municipality may permit the family to move with continued Section 8

Housing Choice voucher Rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to the Municipality of Aguada or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or the Municipality of Aguada.

(3) Return to tenant-based assistance on the Down payment Grant

The Municipality may not commence tenant-based rental assistance for occupancy of the new rental assisted unit so long as any family member owns any title or other interest in the home purchased with homeownership assistance Further, 18 months must have passed since the family's receipt of the down payment assistance grant.

8) Administrative Fee

For each month that home ownership assistance is paid by the Municipality on behalf of the Family, the Municipality shall be paid the ongoing administrative fee described in 24 CFR &982.152 (b).

(9) Waiver or modification of Home Ownership Policies

The Mayor of Municipality shall have the discretion to waive or modify any provision of the Section 8 homeownership program or policies

not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

Attachment B:

Protections for Victims of Abuse

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other “good cause” for termination of the assistance, tenancy, or occupancy rights of such a victim.
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of domestic violence, dating violence or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may “bifurcate” a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program.
- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.

- (5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.
- (7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
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 Annual PHA Plan for the PHA fiscal year beginning 07/2010 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 and 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 50055 PHOTIMS Module in an accurate, complete and timely manner (as specified in PH Notice 2006-24);
 - The system of site-based waiting lists provides the full disclosure to each applicant in the selection of the development to 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 ensure 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 Lower-Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 115.

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(n).
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), 24 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 federal 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 its primary business office of the PHA.
21. The PHA provides assurances 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 implemented 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.

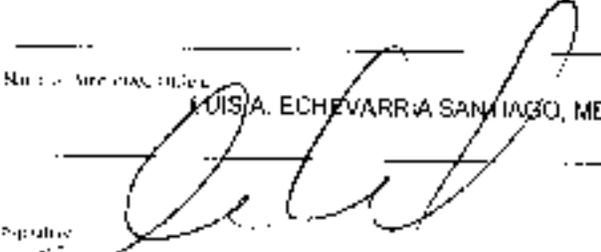
AGUADA CITY HALL
PHA Name

RO 073
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 10 - 20 14

Annual PHA Plan for Fiscal Years 20 10 - 20 11

The only copy of all the information stated herein, as well as any information provided in the accompanying materials, is true and accurate. Warning: HUD will not accept false or forged documents. Submitting a false result in criminal and/or civil penalties. 18 U.S.C. 1010, 1015, 1028, U.S.C. 3729, 3810.

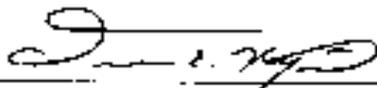
Name: <u>MRS. ROSA M. ECHEVARRIA</u> <u>ROSALBA ECHEVARRIA SANTIAGO, MD</u>	Title: <u>MAYOR</u>
Signature: 	Date: <u>01/21/2010</u>

**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 Negrón Judice the Commissioner certify that the Five Year and
Annual PHA Plan of the Municipality of Aguada is consistent with the Consolidated Plan of
Gobierno de Puerto Rico prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official



Hon. Luis A. Echavarría Santiago
Alcalde

ESTADO LIBRE ASOCIADO DE PUERTO RICO

Gobierno Municipal de Aguada

Oficina de Programa de Sección 8

Apartado 517
Aguada, Puerto Rico 00602

Lucía J. Acuña
Marisol Chapone

**CARTA CIRCULAR
A TODOS LOS PARTICIPANTES DEL
PROGRAMA DE SECCIÓN 8**

10 DE DICIEMBRE DE 2009

Desearnos informarles que el Municipio de Aguada está elaborando el Plan de Cinco Años 2010-2015 y el Plan Anual 2010-2011 para el Programa de Sección 8. Estos planes contienen información sobre la operación, los programas, servicios y de cómo se atenderán las necesidades de vivienda de las familias participantes. El propósito de preparar estos Planes es brindarles la oportunidad de participar en el proceso de planificación. Se invita a los Jefes de Familias participantes del Programa de Sección 8 a formar parte de la Junta de Participantes.

Los participantes del Programa de Sección 8 tienen el derecho de estar involucrados en el desarrollo de los Planes. Además, todos los participantes tendrán la oportunidad de ver y comentar sobre el mismo durante el término de la presentación de su borrador final, lo que culminará con una Audiencia Pública. Una vez completado los planes se avisará a través de un Aviso Público la disponibilidad del mismo y se anunciará el día, lugar y hora para el cierre de comentarios con una Audiencia Pública.

La Junta de Participantes deberá ser modelo representativo del Programa y servirá de enlace entre el Municipio y todas los participantes de Sección 8. Esta Junta estará constituida por un máximo de cuatro personas. Solo los participantes activos del Programa podrán representar el mismo (aunque cualquier ciudadano puede emitir comentarios durante las Vistas Públicas). Los participantes tienen que estar involucrados para:

1. MEJORAR LAS CONDICIONES EN LA VIVIENDA.
2. MANTENERSE INFORMADOS DE LOS CAMBIOS EN EL PROGRAMA.
3. CONOCER LA POLITICA DE MANEJO Y ADMINISTRACION DEL PROGRAMA.
4. CUMPLIR CON SUS OBLIGACION COMO PARTICIPANTE

Las personas interesadas en pertenecer a esta Junta podrá presentarse personalmente o comunicarse con la Oficina de Sección 8 del Municipio de Aguada en horas laborales, durante los días 11 al 18 de diciembre de 2009. La Oficina esta localizada en el Terminal de Carros Públicos, Calle La Paz, Aguada, Puerto Rico 00602.

Madelyn Villanueva Nieves
Marta Nieves
Germán R. Rosatavos
Auth Viera

Jeanette Valentin Valentin
Jeanette Valentin Valentin
Coordinadora Sección 8

Aguada "Ciudad del Descubrimiento"
Tel. (787) 868-4235 / Fax (787) 868-4385

Lucía J. Acuña
Marisol Chapone



Ex agente cae por pornografía infantil

Melissa Correa Velázquez

EL VOCERO

Un ex policía que había sido sentenciado a 10 años de prisión en el 1995 por cargos de explotación sexual de menores, quienes eran sus propios hijos, fue nombrado nuevamente ayer tras ser acusado de tomar 60 fotos e incluso mentar y un video para producir material pornográfico.

Jose Joaquín Fabán Santiago, de 53 años, compareció ayer ante el juez federal Bruce McGowan, quien ordenó su ingreso al Centro de Detención de



EL VOCERO / AGUADA

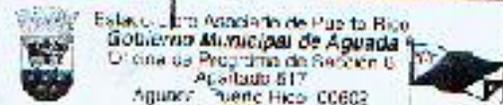
R
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Arresta

Raúl Camilo Torres
EL VOCERO

Tres hombres fueron arrestados agentes aduanales al Precinto de P. Nuevo, luego de perseguir un vehículo estacionado en horas de la madrugada en la urbanización Los Maestros, Piedras. La intervención se produjo en Piedras al detectar a los sospechosos que manejaban uno de los vehículos robados durante el atasco.

Según el informe del Cuerpo de Inspecciones Criminales (CIC), los as



AVISO AL PUBLICO

El Gobierno Municipal de Aguada está revisando y mejorando el Plan de Cinco Años del Programa de Vivienda Subsidada Sección 8 para el año 2010-2014 y su correspondiente Plan Anual para el Año Fiscal 2010-2011. El Plan y sus documentos asociados estarán disponibles para ser examinados por el Público General, Organizaciones Sin Fines de Lucro y todos aquellos interesados. Los mismos se encuentran en las Oficinas Administrativas del Programa de Sección 8 del Municipio de Aguada en horario regular de trabajo desde el día de la publicación de este Aviso.

El Plan de 5 Años del Programa de Sección 8 del Municipio de Aguada contiene las estrategias que asegura el Programa para atender las necesidades de vivienda de familias de muy bajos y económicamente bajos. Incluye además, la misión, los objetivos y las metas que ha establecido el Municipio para la operación de su Programa de Renta Subsidada. El Plan Anual contiene información sobre la construcción inmediata, los Programas, los servicios y como se atenderán las necesidades de los participantes durante el Año Fiscal.

Las personas interesadas en emitir comentarios sobre los Planes pueden presentarlos personalmente o por escrito en la Oficina del Programa de Sección 8 localización: El Edificio del Terminal de Camión Públicos de Aguada, Puerto Rico.

Además se invita a la ciudadanía a que pueda participar de la Vista Pública que se llevará a cabo el 10 de mayo de 2010 a las 9:00 a.m. en la Asamblea Municipal de Aguada. El propósito de esta Vista Pública es tener comentarios adicionales sobre el Plan. El lugar seleccionado para realizar esta Vista Pública es de fácil acceso a personas con impedimentos físicos. De recibir asistencia especial deberá comunicarse con la Oficina de Sección 8 antes del día de la Vista pública al teléfono (787) 869-4735.

[Signature]
Luis A. Estrablin Santiago, MD
Alcalde

Este anuncio se publica según lo requerido por el 24 CFR 903.13

- 8:30-9:30 a.m. Registro y
- 9:00 a.m. Primera lista
- 10:00 a.m. Segunda lista
- 10:30 a.m. Llamada de
- 10:35 a.m. Presentación
- 10:45 a.m. Lectura de
- 10:55 a.m. Determinación
- 11:00 a.m. Aprobación
- 11:10 a.m. Aprobación
- 11:20 a.m. Informes C
- 11:30 a.m. Informe de
- 11:40 a.m. Presentación
- 11:50 a.m. Elecciones
- 12:00 p.m. Elecciones

En la elección del Presidente, Reglamento General del siguiente, en la parte de "Todo candidato que aspira al Colegio deberá radicar, en el Colegio por lo menos donde habrá de efectuar el requisito y que tengan al bonafide para la elección méritos de los candidatos matricula los datos biográficos treinta (30) días de antelación a la oportunidad de participación deben participar para exp

[Signature]
Dra. Norma Cruz Manduj
Presidenta, Colegio de Médicos G.O.P.S.

ESTADO LIBRE ASOCIADO
Departamento de
JUNTA EXAMINADORA DE TERAPEUTAS
CONVOCATORIA A EXAMINADORA DE TERAPEUTAS
8 DE ABRIL

Los impresos de solicitud para EXAMINADORA DE TERAPEUTAS PISO (3) 1500 PONCE DE LEÓN ANTIGUO EDIF. LA ELECTRÓNICA

FAVOR DE VERIFICAR LA
(787) 753

Esta disposición del Manual de Procedimientos de la Ley Número 11 de 2009 (\$10.00) pagados al Secretario de Hacienda de Puerto Rico

ULTIMO DIA
26 DE FEBRERO
ANTES DE LAS 2:00 P.M.
INCOMPLETAS N.L.R.

[Signature]
SOFÍA GONZÁLEZ FELICIANO, MD
SECRETARÍA
DEPARTAMENTO DE SALUD

Attachent A:

**REVISED ADMINISTRATIVE PLAN
MAY 14, 2007**

This Administrative Plan has been revised to include the following policies:

This Policy is included in the Page 25G of the Administrative Plan.

Violence Against Women Act and Department of Justice Reauthorization Act (VAWA) Section 3 of the United States Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925). Notice PIH 2006-23.

This Policy is included in the Page 25H of the Administrative Plan.

“PROHIBITION SEX OFFENDERS POLICY”

The Municipality of Aguada has established standards that prohibit admission to the Program if any member of the household is subject to a lifetime registration under a State Sex Offender registration program (24CFR 982.553 (2)). The Municipality of Aguada, RQ 073, will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Aguada 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.

**IV. “DOMESTIC VIOLENCE STATEMENT HOUSING CHOICE
VOUCHER PROGRAM”**

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C.I. 437C-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 program of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and Public Housing Section 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 will 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 Aguada, RQ 073, has adopted the following goals and objectives, for Domestic Violence

Policy:

>The VAWA applies to the Housing Choice Voucher Program.

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

MUNICIPIO DE AGUADA
OFICINA DE SECCION 8
AGUADA, PUERTO RICO 00602

MINUTAS

FECHA : 10 de marzo de 2010
HORA : 9:00 A.M.
LUGAR : Salón de la Legislatura Municipal

Se dió lectura al Aviso que fue anunciado en el periódico el viernes, 22 de enero de 2010. Hubo participación ciudadana. Se revisó el Plan a Cinco Años (2010-2014) y el Plan Anual (2010-2011) y se le explicó nuevos cambios en relación a “Violencia Doméstica y Abuso Sexual”.

Estuvieron de acuerdo, y se dio por terminada la Vista Pública.

Attachment D:

Procedures used for the Preparation of the 5 Year Plan and Annual Plan

Our office sent a add to the Circular Letter on Thursday, December 10, 2009, where in informed the citizens and the participant of the Municipality that we where elaborating the Section 8 Five (5) Year Plan (2010-2014) and the Annual Plan (2010-2011).

On Friday, January 22, 2010 it was publicated in the newspaper: El “Vocero” the notification of the Public Hearing on March 10, 2010.

The Participation of this hearing consisted only by the board of participants and they approved the 5 Year Plan and Annual Plan.

¿Qué es Family Self-Sufficiency?

El Propósito del Programa de Autosuficiencia Familiar (FSS) es promover el desarrollo de estrategias locales para coordinar el uso de la asistencia en renta bajo los Programas de Sección 8 con los recursos públicos y privados para capacitar a las familias elegibles a lograr independencia económica y autosuficiencia.

El Objetivo del Programa FSS es reducir la dependencia de las familias de ingreso bajos, beneficiarias de asistencia económica y asistencia de vivienda de Sección 8. En el Programa FSS a las familias de ingresos bajos se les proveerá oportunidades para educación, adiestramiento para empleo, consejería y otras formas de asistencia de servicio social, mientras disfruta del subsidio en renta, el fin primordial es que las familias obtengan educación, empleo, destrezas de trabajo y social necesarios para lograr la autosuficiencia.

La implantación del Programa FSS es mandatorio y HUD nos asigna fondos adicionales para la Administración del mismo. Agencias que no implanten el FSS resultarán inelegibles para competir en las notificaciones de disponibilidad de fondos para el Programa de Sección 8.

Ha sido usted víctima de discriminación en la vivienda?

“El sueño americano de contar con un espacio seguro y decente que llamemos “casa” refleja nuestra creencia compartida que en esta nación, la oportunidad y el éxito están al alcance de todo el mundo. Bajo nuestras leyes de vivienda justa, cada ciudadano tiene la oportunidad de desarrollar una vida mejor en la casa o el apartamento que prefiera, sin importar su raza, color, religión, sexo, origen nacional, condición familiar o si posee una incapacidad”.

ATTACHMENT: C

¿Cómo reconocer la discriminación en la vivienda?

De acuerdo con la Ley de Vivienda Justa, las siguientes acciones son ilegales:

La negación a alquilar o venderle una vivienda.

Decir que no hay vivienda disponible cuando en realidad sí la hay.

Mostrar apartamentos o casas sólo en determinados barrios.

Establecer diferentes términos, condiciones o privilegios para el alquiler o venta de una residencia.

Proveer diferentes servicios de vivienda o servicios públicos.

Dirigir la publicidad de viviendas a determinados grupos solamente.

Negarse a proporcionarle información sobre prestamos hipotecarios, negarse a otorgarle un préstamo hipotecario, o imponerle diferentes términos o condiciones a su préstamo hipotecario.

La negación de seguro de prioridad.

Realizar la tasación de una propiedad de una manera discriminatoria.

Que el propietario de una vivienda se niegue a hacer ciertas modificaciones para personas con incapacidades, si las modificaciones pueden ser necesarias para ofrecerles a esas personas una oportunidad igualitaria y razonable de usar y disfrutar de una vivienda.

Que no se construya y diseñen viviendas de fácil acceso.

Acosar, coaccionar, intimidar o interferir con alguien que esté ejerciendo su derecho a la vivienda o que esté ayudando a alguien ejercer su derecho.

Es ilegal discriminar en vivienda a raíz de los siguientes factores

Raza

Color

Origen nacional

Religión

Sexo

Condición familiar (Familias con menores de 18 años o jóvenes que estén embarazadas).

Incapacidades (Si usted o algún familiar suyo tiene alguna limitación física o mental).

Domestic Violence and Sex Offenders



Violencia Doméstica y Abuso Sexual

La violencia contra la mujer es la violencia ejercida contra las mujeres por su condición de mujer. Esta violencia presenta numerosas facetas que van desde la discriminación y el menosprecio hasta la agresión física o psicológica y el asesinato. Produciéndose en muy diferentes ámbitos (familiar, laboral, formativo,...) adquiere especial dramatismo en el ámbito de la pareja y doméstico, en el que anualmente las mujeres son asesinadas a manos de sus parejas por decenas o cientos en los diferentes países del mundo.

“Al menos una de cada tres mujeres en el mundo ha padecido a lo largo de su vida un acto de violencia de género (maltrato, violación, abuso, acoso,...) Desde diversos organismos internacionales se ha resaltado que este tipo de violencia es la primera causa de muerte o invalidez para las mujeres entre 15 y 44 años.

A los efectos de la presente declaración por “Violencia contra la mujer” se entiende todo acto de violencia basado en la pertenencia al sexo femenino que tenga o pueda tener como resultado un daño o sufrimiento físico, sexual o psicológico para la mujer, así como las amenazas.



JEANNETE VALENTIN
Coordinadora
Sección 8