

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <i>None</i></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 style="text-align: center;"><i>Plaza del Valenciano 2do piso Avenida Flores Juncos, PR 00777</i></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>N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>N/A</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>N/A</p>

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

HOUSING IS A KEY COMPONENT OF THE CONSOLIDATED PLAN. AFFORDABLE HOUSING THROUGHOUT THE CITY IS NECESSARY TO ASSURE STABLE HOUSEHOLDS, LIVABLE NEIGHBORHOODS AND A HEALTHY ECONOMY. A VARIETY OF HOUSING TYPES IS NEEDED TO MEET THE REQUIREMENTS OF HOUSEHOLDS OF DIFFERENT SIZES, AGES AND CHARACTERISTICS.

THE 2000 CENSUS REPORTED 11,933 HOUSING UNITS LOCATED IN JUNCOS. IN 2000, THE MEDIAN VALUE OF OWNER-OCCUPIED HOUSING WAS \$ 70,700. ACCORDING TO THE CENSUS ABOUT 96 % OF THE CITY'S HOUSING STOCK ARE OCCUPIED, WITH 73 % OWNER OCCUPIED AND 26 % OCCUPIED BY RENTERS. ACCORDING TO THE HOUSING NEED ANALYSIS THERE IS A NEED FOR 496 HOUSING UNITS.

APPROXIMATELY 26% OF THE MUNICIPALITY'S OCCUPIED HOUSING UNITS FOR 2000 WERE RENTER- OCCUPIED COMPARED TO 24% IN PUERTO RICO. RENTED-OCCUPIED HOUSING UNITS ARE CONCENTRATED OUTSIDE THE DOWNTOWN AREA.

WAITING LIST WAS CLOSE IN JUNE 2009 AND WE EXPECTED REOPENED IN JUNE 2011

9.0

THE FOLLOWING TABLE PROVIDE INFORMATION ABOUT THE HOUSING NEEDS IN THE MUNICIPALITY OF JUNCOS BASED UPON THE INFORMATION CONTAINED IN THE U.S. CENSUS DATA;CHAS DATA SET .

FAMILY TYPE	OVERALL	AFFORDABILITY	SUPPLY	QUALITY	ACCESSIBILITY	SIZE	LOCATION
Extremely low income (<= 30% of AMI)	4,819	5	5	4	5	3	4
Very low income (> 30% but <50% of AMI)	4,023	3	3	4	4	3	5
Low income (>50 but <80% of AMI)	3,709	3	5	3	3	3	2
Elderly	1,889	5	4	4	5	4	4
Families with disabilities	475	3	3				
Race/ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

OVERALL NEEDS COLUMN = PROVIDE THE ESTIMATED NUMBER OF RENTER FAMILIES THAT HAVE HOUSING NEEDS FOR THE REMAINING CHARACTERISTICS WE RATE THE IMPACT OF THAT FACTOR ON THE HOUSING NEEDS FOR EACH FAMILY TYPE; FROM 1 TO 5 (1 = NO IMPACT ; 5 = SEVERE IMPACT ; NA = NO INFORMATION AVAILABLE).

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.**

STRATEGIES FOR ADDRESSING HOUSING NEEDS

NEED: SHORTAGE OF AFFORDABLE HOUSING FOR ALL ELIGIBLE POPULATIONS

STRATEGY #1:

MAXIMIZE THE NUMBER OF AFFORDABLE UNITS AVAILABLE TO THE PHA WITHIN ITS CURRENT RESOURCES BY: MAINTAIN OR INCREASE SECTION 8 LEASE-UP RATES BY ESTABLISHING PAYMENT STANDARDS THAT WILL ENABLE FAMILIES TO RENT THROUGHOUT THE JURISDICTION;

UNDERTAKE MEASURES TO ENSURE ACCESS TO AFFORDABLE HOUSING AMONG FAMILIES ASSISTED BY THE PHA, REGARDLESS OF UNIT SIZE REQUIRED.

THE MUNICIPALITY WILL ASSIST THE FAMILIES IN THE WAITING LIST IDENTIFYING HOUSING UNITS BASED ON THEIR SIZE OF THE NEEDED HOME;

MAINTAIN OR INCREASE SECTION 8 LEASE-UP RATES BY MARKETING THE PROGRAM TO OWNERS, PARTICULARLY THOSE OUTSIDE OF AREAS OF MINORITY AND POVERTY CONCENTRATION.

THE MUNICIPALITY WILL PUBLISH NOTICES INVITING OWNERS TO PARTICIPATE IN THE SECTION 8 PROGRAM;

PARTICIPATE IN THE CONSOLIDATED PLAN DEVELOPMENT PROCESS TO ENSURE COORDINATION WITH THE BROADER COMMUNITY STRATEGIES.

STRATEGY #2 :

9.1 INCREASE THE NUMBER OF AFFORDABLE HOUSING BY:

APPLY FOR ADDITIONAL SECTION 8 UNITS SHOULD THEY BECOME AVAILABLE;

PURSUe HOUSING RESOURCES OTHER THAN PUBLIC HOUSING OR SECTION 8 TENANT-BASED ASSISTANCE.

NEED: SPECIFIC FAMILY TYPES : FAMILIES AT OR BELOW 30% OF MEDIAN

STRATEGY # 1 TARGET AVAILABLE ASSISTANCE TO FAMILIES AT OR BELOW 30% OF AMI BY:
APPLY FOR ADDITIONAL VOUCHERS TARGETED TO THESE FAMILY TYPE.

NEED: SPECIFIC FAMILY TYPES : FAMILIES AT OR BELOW 50% OF MEDIAN

STRATEGY # 1 TARGET AVAILABLE ASSISTANCE TO FAMILIES AT OR BELOW 50% OF AMI BY:
APPLY FOR ADDITIONAL VOUCHERS TARGETED TO THIS FAMILY TYPE.

NEED: SPECIFIC FAMILY TYPES : ELDERLY

STRATEGY # 1 TARGET AVAILABLE ASSISTANCE TO THE ELDERLY BY:
TO CONTINUE TO GIVE PREFERENCE TO THESE FAMILY TYPE.

NEED: SPECIFIC FAMILY TYPES : FAMILIES WITH DISABILITIES

STRATEGY # 1 TARGET AVAILABLE ASSISTANCE TO FAMILIES WITH DISABILITIES BY:
TO CONTINUE TO GIVE PREFERENCE TO THESE FAMILY TYPE.

NEED: SPECIFIC FAMILY TYPES : RACES OR ETHNICITY WITH DISPROPORTIONATE HOUSING NEEDS

STRATEGY # 1 CONDUCT ACTIVITIES TO AFFIRMATIVELY FURTHER FAIR HOUSING BY:
COUNSEL SECTION 8 TENANTS AS TO LOCATION OF UNITS OUTSIDE OF THE 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.

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

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

THE MAIN MISSION IN THE SECTION 8 PROGRAM ADMINISTRATION IS TO SATISFY THE HOUSING 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 MAXIMUN NUMBERS OF FAMILIES ACCORDING TO THE AVAILABLE RESOURCES. HOWEVER, WE WANT TO HAVE MORE OPPORTUNITIES TO ASSIT OUR VERY LOW INCOME AND LOW INCOME CITIZEN IN THEIR NEEDS TO AID AND GUIDE THE TO ADQUIRE A BETTER QUALITY OF LIFE.

DURING F.Y. 2008 – 2009 WE WERE WORKING WITH AN AGGRESSIVE PLAN TO INCREASE THE VOUCHERS OCCUPATION LEVEL.

WE CURRENTLY WORKED WITH THE WAITING LIST AND WE EXPECTED OPENED THE LIST ON JUNE 2011.

WITH THE OBJECTIVE OF INCREASE ASSISTED HOUSING CHOICES TO OUR PARTICIPANTS WE PUBLISHED A NOTICE TO PROSPECTIVE LANDLORDS IN A GENERAL CIRCULATION NEWSPAPER.

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

10.0

A SIGNIFICANT AMENDMENT WILL BE A CHANGE OR MODIFICATION IN THE ANNUAL PLAN OF ANY OF THE AGENCY POLICIES OR ADMINISTRATIVE PLAN LIKE CHANGE IN THE MINIMUN RENT, OR ADMISSIONS POLICIES OR ORGANIZATION OF THE WAITING LIST. ALL CHANGES TO THE AGENCY ANNUAL PLAN WIL BE SUBJECT TO AN OPPORTUNITY FOR PUBLIC COMMENT AT PUBLIC HEARINGS. SUBSTANTIAL DEVIATIONS WELL BE WHEN THE AGENCY INTENDS TO ELIMINATE A PROGRAM OR EXISTING POLICY STATED IN THE AGENCY 5 YEAR PLAN AND FORMAL HEARINGS WILL BE HELD.

© Resident Advisory Board Members:

Sra. Marisol Dávila
Sra. Lady E. Díaz
Sra. Aurea Reyes

(d)Sex Offender Policy:

THE PHA WILL PROCEED TO:

1. ASK HOUSEHOLD AT EACH RECERTIFICATION/REEXAMINATION WHETHER ANY MEMBER IS SUBJECT TO A LIFETIME REGISTRATION REQUIREMENT UNDER A STATE SEX OFFENDER REGISTRATION PROGRAM.
2. USE THE DRU SJODIN NATIONAL SEX OFFENDER WEBSITE TO CONFIRM THAT APPLICANT AND FEDERAL HOUSING ASSISTANCE RECIPIENTS ARE NOT LIFETIME REGISTERED SEX OFFENDERS.
3. AGGRESSIVELY PURSUE TERMINATION OF TENANCY OR ASSISTANCE, AS APPROPRIATE, FOR TENANTS SUBJECT TO A STATE LIFETIME SEX OFFENDER REGISTRATION REQUIREMENT TO THE EXTENT CURRENTLY ALLOWED BY LAW.

(See Appendix C)

(e) Notice for Public Comments, Newspaper add: See appendix B

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF JUNCOS

HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN
2010



Hon. Alfredo Alejandro Carrión
Executive Director

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INTRODUCTION

i. PURPOSE OF THE PLAN [24 CFR 982.54]

The purpose of this Administrative Plan (Plan) is to establish policies for carrying out the programs in a manner consistent with HUD requirements, and in a manner consistent with local goals and objectives outlined in the agency plan. All pre-merger regular tenancy contracts, Housing Voucher contracts, and over fair market rent tenancy contracts have been transitioned to the Housing Choice Voucher Program as of October 1, 2001.

The Municipality of Juncos (hereinafter referred to as the PHA) is responsible for complying with all changes in HUD regulations pertaining to the HUD programs it administers. If such changes conflict with this Plan, HUD regulations will have precedence. The Mayor or its Authorized Representative must approve the any changes to this Plan. The pertinent sections must be included in the agency plan with a copy provided to HUD.

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR 984: Self Sufficiency Program
- 24 CFR 985: Management Assessment Program

The PHA plan proposed minor changes to the Housing Choice Voucher Program Administrative Plan establishing a policy to secure and include staff utilization of Upfront Income Verification (UIV) information gathered to verify the household income of program participants. This is a key strategy in reducing income and rent error attributable to unreported income and to increase accuracy and efficiency in determining family eligibility and computing rent calculations.

Local rules incorporated in this Plan are intended to promote local housing objectives consistent with the intent of federal housing legislation.

ii. RULES AND REGULATIONS [24 CFR 982.52]

This Plan defines the PHA's local policies for operation of the housing programs in the context of federal laws and regulations. All Housing Choice Voucher Program (HCVP) issues not addressed in this document are governed by federal regulations, HUD memos, notices, guidelines, or other applicable law. The policies in this Plan have been designed to ensure compliance with the consolidated annual contributions contract (ACC) and all HUD-approved applications for program

funding.

I. SELECTION AND ADMISSION PROCEDURES

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

1. Outreach to Families

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 _Housing Office enters into Annual Contributions Contract for new units, or has available voucher from turnover, it makes known to the public- via publication in a local newspaper of general circulation, 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 and where families may apply for the program. (Including deadlines ,when applicable.)
- A brief description of the Section 8 Program, including the possibility of families receiving assistance for the units which they are currently occupying
- It states that occupants and applicants of public and/or other housing may apply for the Section 8 Housing Programs if they wish to participate.
- Special outreach for handicapped families.
- The Equal Housing Opportunity Logo.

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

- Identify resources available for performing outreach functions, including staff, community service and housing counseling agencies, churches, employers, unions, etc.
- Review methods for taking applications in order to ensure that adequate provisions are made for hardship cases, and review desirability of pooling application resources with other HA services, in order to provide information on a wider range of housing opportunities.

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

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

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

2. Applying for Admission

The application process will involve two phases. The first is the "initial" application for assistance referred to as a pre-application. This first phase results in the family's placement on the waiting list. For the initial application the PHA will use form DV-001 and form DV-002_ to determine qualification.

The second phase is the "final determination of eligibility" referred to as the full application. The full application takes place when the family reaches the top of the waiting list. At this time, the PHA verifies all HUD and PHA eligibility factors in order to determine the family's eligibility for the issuance of a voucher.

All persons who wish to apply for any of the Housing Choice Voucher Program's (Section 8) programs must submit pre-applications. Applications will be made accessible upon request from a person with a handicap.

To provide specific reasonable accommodation to persons with handicaps/disabilities, upon request, the information may be mailed to the applicant, mailed to the applicant's contact person, completed by a designee, or any other specified reasonable accommodation.

The full application is completed in the applicant's own handwriting, unless the applicant is a handicapped/disabled person who requests assistance or other accommodation, or apply by phone. Applicants may be interviewed by the PHA staff to review the information on the full application form.

Verification of handicap/disability as it relates to 504, Fair Housing, or ADA reasonable

accommodation may be requested at that time, or mailed to the applicant. All applicants are advised that reasonable accommodations are available.

To be eligible for admission, an applicant must be a "family" ("Family" may be a single person or a group of persons), must be income eligible, must be a citizen or a non-citizen who has eligible immigration status in accordance with 24 CFR part 5 and 982.201, must meet the additional criteria established below, including provisions on Social Security Numbers. (See section IV: Occupancy policies, below, or applicable regulation).

Even if applicant is eligible because of family status, citizenship and income, the PHA is not required to assist such applicant for the grounds stated below. (See sections II, IV, X, XV and XXI; "Denial of Assistance", below, or applicable regulation).

Limits on Who May Apply

When the waiting list is open:

Any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.

When the application is submitted to the PHA:

It establishes the family's date and time of application, and preferences for placement order on the waiting list.

The PHA will collect the following information necessary for proper selection from the waiting list:

- Applicant name
- Social Security
- Family unit size (number of bedrooms family qualifies for under PHA subsidy standards)
- Date and time of application
- Qualification for any local preference
- Gross annual income
- Disabled household
- Other targeted program qualifications
- Race and Ethnic Information

Briefing to Families Willing to Participate in the Program

Any family asking to be placed on the waiting list for Section 8 rental assistance will be given the

following information:

- Applying process
- Requirements to qualify (income limits)
- Preferences
- Verification procedures (terms, requirements)
- Terms and process for leasing
- Applicant responsibilities (inform changes, respond on specified datelines and time frames, etc.)
- Any other information deem necessary.

3. Waiting List

The PHA's initial determination of eligibility for placement on the waiting list will be made in accordance with the information provided by the applicant, which will not be verified until the applicant is selected for issuance of a certificate or voucher. That is, verification on eligibility requirements will be verified prior to the family being offered Section 8.

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 Definition (982.201 c):

1. *Single person or a group of persons.*
2. *Includes a family with a child or children.*
3. *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 is a family. The PHA determines if any other group of persons qualifies as a "family":*
4. *A single person family may be:*
 - a. *An elderly person.*
 - b. *A displaced person.*
 - c. *A disabled person.*
 - d. *Any other single person.*
5. *A child who is temporarily away from the home because of placement in foster care is considered a member of the family.*

Admission Preferences

Except for Special Admissions, participants must be selected from the PHA Waiting List. Eligible applicants are entitled to be placed on the Section 8 Waiting List and receive preference in selection for Vouchers if they meet certain Preferences. The PHA manage and applied the following preferences: _

1. Involuntary Dsiplacement (Disater, Governement Action, Action of Housing Owner, Innaccessibility, Property Disposition) - This include families displaced by the excersice of the eminent domain, earthquakes, floods, landslide, Public Housing Disposition, and other related).
2. Victims of domestic Violence – A person that obtains a court order and need to relocate due to domestic violence.
3. Substandard Housing - Residential property that is not up to the local building or housing code.
4. Homelessness - "homeless individual or homeless person" includes—
 1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
 2. an individual who has a primary nighttime residence that is —
 - A. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
5. High rent burden – A person or family that pay more than the 40% of the monthly gross income in rent.
6. Working Families – A person or family that work.
7. Elderly and Disabilities – A family in which the head or co-head is 62 year old or more, or in which one of it member have a disability.

For those years where there have been no admission preferences, the applicants must be selected based on the date and time they applied. This also applies, when admission preferences are employed and there is two or more applicants with equal preferences status.

Once there is availability for vouchers, the PHA publishes the information and notified those persons at the top of the waiting list. Those in the waiting list are notified by mail and if available, by making phone calls.

Procedures for Removing Applicant Names from the Waiting List

Removal from Waiting List and Purging [24 CFR 982.204(c)]

The waiting list will be purged during the month of June to ensure that it is current and accurate, at the beginning of the fiscal year . In order to purge the waiting list, a notice will be mailed asking applicants for confirmation of continued interest.

The applicants are remove from the waiting list when one of the followings happens:

1. there is no answer to the mailing or phone notification (phone notification should be documented by the PHA Technician),
2. with the evidence submitted, the family does not qualified for the assistance,
3. the family notifies) that they are no willing to participate on the Program, due to a change in their status; notification could be personally or by phone, or
4. for the grounds stated in parts II, IV, X, XVI and XXI of this Plan, or applicable regulation.
5. if the written invitation is returned by the post office and marked “undeliverable” or “no such address”.
6. The Family should verified their status in the waiting list at least once a year, fail to do so would cause the PHA to remove the family from the Waiting List.

The above also applies when the family is notified the issuance of the voucher.

All notices requiring a response will state that failure to respond within fifth teen (15) days will result in the applicant’s name being inactivated on the waiting list.

If the applicant provides information that s/he did not respond to the notice because of a family member’s handicap/disability, the PHA will reinstate the applicant at the original date and time of application.

Procedures for Closing and Reopening the PHA Waiting List

If there is insufficient funding to admit all eligible applicants to participate in the Section 8 Program, this PHA 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 PHA 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.

While the waiting list is open, the PHA will accept applications from eligible families, unless there is good cause for not accepting the application, such as denial of assistance because of action or inaction by members of the family for the grounds stated in the "Denial or Termination of Assistance" chapter of this Administrative Plan. [24 CFR 982.206(b)(2)].

—

_. The waiting list will not be closed if it has a discriminatory effect inconsistent with applicable civil rights laws.

The waiting list open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next 24 months. The PHA will give at least ten (10) notice prior to closing the list. _

"Initial" Application Procedures [24 CFR 982.204(b)]

The PHA will utilize a preliminary application form. The information is to be filled out by the applicant. The application may be taken by telephone, mailed to the applicant, or taken from an applicant who visits the office. All possible reasonable accommodation will be provided to the handicapped/disabled, upon request.

The purpose of the pre-application is to permit the PHA to preliminarily assess family eligibility or ineligibility, and to determine placement on the waiting list. The pre-application will contain at least the following information:

- Applicant Name

- Family Unit Size (number of bedrooms the family qualifies for under PHA subsidy standards)
- Date and time of application
- Qualification for any local preference
- Racial or ethnic designation of head of household
- Gross annual income
- Handicapped/disabled family members
- Other information, as needed to determine eligibility

Ineligible families will not be placed on the waiting list.

Pre-applications will not require an interview, but it will be conducted if the PHA employee determined is necessary to establish the family qualification. The information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Applicant Status While on Waiting List [CFR 982.204]

Applicants are required to inform the PHA of changes in address or its income. Applicants are also required to respond to requests from the PHA to update information on their application, or to determine their continued interest in assistance.

If, after a review of the pre-application, the family is determined to be eligible, the family will be notified in writing, or may be notified by telephone, or in another manner, upon request, as a reasonable accommodation.

No answer to update the information on the pre-qualification, on time stated in request for information, will be consider as if the family is no interest to participate in the Program.

II. ISSUING OR DENYING VOUCHERS

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

The PHA will issue a voucher to the family after the family has been briefed on program requirements, also a briefing package will be provide to the family.

The voucher specifies the unit size for which the family qualifies. This unit size may also be used to determine the amount of assistance the PHA will pay to the owner on behalf of the family. The voucher includes both the date of voucher issuance and date of expiration. It contains a brief

description of how the program works and explains the family obligations under the program.

Time of Selection [24 CFR 982.204]

When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, and subject to income targeting requirements. When there is insufficient funding for the family at the top of the list, the PHA will not admit any other applicant until funding is available for the first applicant.

Based on the PHA's turnover and the availability of funding, groups of families may be selected from the waiting list to form a final eligibility "pool." Selection from the eligibility pool will be based on the completion of verification of eligibility.

Ineligible families will be offered an informal review (see section XII on this Plan) on the determination of ineligibility no later than thirty (30) days after the date their application was submitted.

Complete Full Application

After a family is selected from the waiting list, a previous to issuance of voucher, applicants will be required to:

Complete a full application in his or her own handwriting, unless a handicapped/disabled person requests assistance, as reasonable accommodation. The PHA staff may interview the applicant to clarify and review the information on the full application.

The applicant must complete the full application, and provide all requested documentation and information.

Requirement to Attend Interview

The PHA may require a full application interview attended by all adult family members. The purpose of the interview is to discuss the family's circumstances in greater detail, to clarify information that has been provided by the family, and to ensure that the information is true and complete.

The head of the family must sign all appropriate areas of the housing application. It is the applicant's responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule or misses two scheduled meetings, the PHA may reject the application. The interview may be held in the office, by telephone, or at the applicant's home, upon request by a handicapped/disabled family, as a reasonable accommodation.

Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than seven days from the original appointment date. The request must be made to the staff person who scheduled the appointment.

Reasonable accommodation, such as accessible offices, inclusion of an advocate, or a home visit, will be provided to a handicapped/disabled family, upon request. The handicapped/disabled family's designee will be allowed to participate in the interview process at the family's request.

If an application is denied due to a failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review. (See "Complaints and Appeals" section.)

All adult members must sign the HUD Form 9886, Release of Information, the application form, allPHA-required supplemental, the declarations and consents related to citizenship/immigration status, a consent form to release criminal conviction records and to allow PHA to receive and use records in accordance with HUD regulations, as well as, any other documents required by the PHA. Applicants may be required to sign additional release of information forms for information, not covered by the HUD form 9887.

Failure to complete required forms, or provide requested information, will be cause for denial of the application for failure to provide necessary certifications, releases, and documents, as required by HUD or the PHA.

If the PHA will request additional documents or information in writing, if it determines at or after the interview, that they are needed. The family will be given 15 days to supply the information. If the requested information is not supplied by the due date, the PHA will provide the family a notification of denial for assistance. (See "Complaints and Appeals" section XII of this Plan.)

Briefing of Families

When the family receives a voucher, 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.

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

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

Verification

The Municipality of Juncos Housing Office will verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations, full-time student status of family members 18 years of age and older, Social Security Numbers, citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security Numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

The PHA will observe the following hierarchy in the process of verification:

1. Upfront Income Verification.

2. Third Party Written Verification.
3. Third Party Oral Verification.
4. Document Review.
5. Family Declaration.

The participant's file must be documented with the required family documents which are: social security cards photocopies, government issued ID for family members 18 years or old, and original certificate of birth of each member of the family, evidence of the income, study evidence form, utilities bills, permanent medical expenses (if applicable), CRIM certification and certificate of no penal record, certification in which the household inform name, age, relationship, family group, status, income and source of the income. Also, the file should have evidence of annual revision of the utilities (Utilities Schedule Form) and the Third Party Verification form. Also the family should provide an unemployment certification from the Labor Department and a Certification from the Treasury Department of income tax return filling for the previous five years.

The owner should provide CRIM Certification that shows no debts, ASUME Certification, Department of Treasure Certification that shows no debts and the annual evidence of the income tax, Municipal Patent in cases that the annual rent is higher than \$5,000.00, certificate of no penal record and legal evidence of the ownership of the residence (deeds to the house). Owner documents must be included in the participants file.

Other information will be verified by third party verification. This type of verification includes written documentation (with forms sent directly to and received directly from a source, not passed through the hands of the family). This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Municipality of Juncos Section 8 Program or automatically by another government agency, i.e., the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e., name date of contact, amount received, etc.

Example of the documentation that the Municipality of Juncos will request, among others (see Table: Verification Requirements for Individual Items), is a certification from the CRIM (Center for Municipal Income and Tax Collection) to be considered for negative ownership for real estate properties to the tenant declaration for asset verification and, a certification from the Department of Labor and Human Resources to be considered for job verification.

When third party verification cannot be obtained, the Municipality of Juncos Housing Office will accept documentation received from the applicant/participant. Hand-carried documentation will be accepted if the Municipality of Juncos Housing Department has been unable to obtain third party verification in a four week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Municipality of Juncos Section 8 Program will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

The PHA Plan proposes minor changes to the Housing Choice Voucher Program Administrative Plan establishing a policy to secure and include staff utilization of up front income verification (UIV) information gathered to verified the household income of program participants. This is a key strategy in reducing income and rent errors attributable to unreported income and to increase accuracy and efficiency in determining family eligibility and computing rent calculations.

TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Municipality of Juncos Housing Office will send a request form to the source along with a release form signed by the applicant/participant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hard-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hard-carried verification
	of condition	
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payments
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt fo purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hard-carried verification
		worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	Financial Statements by a Certified Public Accountant.	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare pensions, workers' comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled - whether training is HUD-funded - whether State or local program - whether it is employment training - whether payments are for out-of-pocket expenses incurred in order to participate in a program 	N/A

Denial and Termination of Assistance

The PHA policies on denial and termination of assistance will be determine as establishes on this Administrative Plan and as establishes in the 24 CFR Subpart L Sections 982.551 to 982.553 and in accordance with dispositions on the 24 CFR 5.105, copy of this section of the regulations can be found at the end of this Plan.

Policy Governing the Voucher Term and Any Extensions of the Voucher Term.

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

The length of extension for a voucher, beyond the initial 60 days term, must be established based on a good cause accepted by the PHA, such as decrease in housing availability and/or decrease in housing that are in accordance with HQS requirements or family needs; sickness or unexpectedly incident, out of participant control, that impede the search in the initial term. Two (2) thirty (30) day extensions will be granted by the PHA if warranted.

After the request for lease approval is submitted, the PHA will extend the voucher for a period not to exceed thirty (30) days based on a good cause. In case a voucher expires, the family may reapply and be added to the waiting list in order of priority.

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

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

Voucher Term Extensions

The PHA may grant extensions to the 60 standard when there's a difficulty in finding an affordable housing unit due to a reasonable and justified circumstance. Justified circumstances include:

- When the family has demonstrate there's a difficulty in finding a suitable unit during the initial term. The family must demonstrate its efforts to find a unit by: the Program, contact owners and real estate companies, search newspaper listings, explore neighborhoods for "For Rent" signs, check with local churches, and other community organizations. The family will be provide with a form for request extension.
- Whether there is a reasonable possibility that the family may need additional advice and

assistance to find a suitable unit;

- Depending on the level of support services requested by and provided to the family;
- Extenuating circumstances that prevented the family from finding a unit, such as:
 - Serious illness in the family;
 - Death in the family;
 - Family emergency;
 - Obstacles due to employment;
- Whether the family has already submitted requests for approval of the tenancy for units that were not approved by the PHA; and
- Whether family size or other special requirements made finding a unit difficult.

If the voucher terms expires and the family fails to demonstrate its efforts to comply with such terms, the PHA will require that the family reapply when the PHA begins accepting applications.

III. POLICY ON SPECIAL RULES FOR USE OF AVAILABLE FUNDS (SPECIAL PURPOSE): ASSISTANCE TARGETED BY HUD

General Rules

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria, unless, as a requirement of the program, eligible families are referred from a social service agency. The PHA will follow the applicable regulation in the administration of the special purpose vouchers.

Special Funding: NOFA (Notice of Funding Availability)

Additional vouchers funding, such as Occupancy NOFA, would be selected from the waiting list proceeding the regular selection procedures and/or those procedures establishes in the Federal Register.

Special Population Vouchers

Vouchers target to an special population, such as Family Unification, Welfare-to-Work, Mainstream

Opportunities- Services to Persons with Disabilities, will be publicly announced and selected from an special waiting list.

Special Housing Types Funding

When HUD awards funding to a PHA program which is targeted for families living in specified units, such as Housing Demolition, Mainstream Housing - Elderly Designation, etc., the PHA must use the assistance for the families living in those units. The PHA must admit said families under a Special Admission procedure.

Special Admission is given to families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that a family was admitted with HUD-targeted assistance. Special admission families need not to qualify for any preference. They are not counted against the limit of local preference admissions. The PHA must maintain a separate record of these admissions.

IV. OCCUPANCY POLICIES

The PHA may only admit an eligible family to the program. To be eligible, the applicant must be a “family”, must be income-eligible, and must be a citizen or a noncitizen who has eligible immigration status as determined in accordance with 24 CFR part 5.

1. Family Composition and Income Eligibility

The PHA define family and income eligibility as stated on the Part I Section 3 of this Plan.. To consider a person a “live-in-aide”, such person must be essential for the care and aide of the person who serves as a companion. To determine its eminent presence in the dwelling unit, the family must submit appropriate medical certification and a tenant certification that justified the need of the presence of an additional person to take care of it and aide. Approval of a live-in aide for reasonable accommodation will be in accordance with CFR 24 Part 8.28.

Per Title 24 CFR 982.316, the PHA may refuse to approve a particular person as a live-in aide, or may withdraw such approval if:

- The person commits or has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- The person commits or has committed drug-related criminal activity or violent criminal activity; or

-The person currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

2. Continuously Assisted Family

As established in the 24 CFR 982.201, an applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

It is in this regard that the PHA has established the following policy concerning whether and to what extent a brief interruption between assistance, and admission to the voucher program will be considered to break continuity of assistance:

"Any family currently involved with any federally assisted public housing project has a total of some 30 calendar days between the period they have left a federal housing program and received assistance under the Housing Choice Voucher Program, in order to be considered under continuously assisted. "

3. Standards for Denying Admission or Terminating Assistance Based on Criminal Activity or Alcohol Abuse in Accordance with Sec. 982.553

The members of the household may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

Action or inaction by family.

The PHA may deny assistance for an applicant or terminate assistance for a participant under the programs because of the family's action or failure to act as described in this section or Sec. 982.553. The provisions of this section do not affect denial or termination of assistance for grounds other than action or failure to act by the family.

Requirement to deny admission or terminate assistance.

1. For provisions on denial of admission and termination of assistance for illegal drug use, other criminal activity, and alcohol abuse that would threaten other residents, the PHA applies the rules on the 24 CFR Sec. 982.553.
2. If the family has been engaged in criminal activity or alcohol abuse as described in Sec. 982.553.

Per Sec. 982.553, the PHA must prohibit admission to the program of an applicant for three (3) years

from the date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. However, it is the PHA decision to admit the household if the PHA determines:

- (A) That the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the PHA; or
- (B) That the circumstances leading to eviction no longer exist (for example, the criminal household member has died or is imprisoned).
- (C) If the PHA determines (with evidence) that the evicted person clearly did not participate in or know about the drug-related criminal activity and the leading to eviction no longer exist (as part B, above).

The PHA will prohibit admission if:

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

Mandatory prohibition

The PHA must prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In this screening of applicants, the PHA must perform criminal history background checks necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the housing is located and in other States where the household members are known to have resided.

Permissive prohibitions

The PHA may prohibit admission of a household to the program if the PHA determines that any household member is currently engaged in, or has engaged in during a reasonable time before the admission:

- (1) Drug-related criminal activity;
- (2) Violent criminal activity;

- (3) Other criminal activity which may threaten the health, safety, or right to **peaceful** enjoyment of the premises by other residents or persons residing in the immediate vicinity; or
- (4) Other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent).

If the PHA previously denied admission to an applicant because a member of the household engaged in criminal activity, it is the PHA decision to reconsider the applicant if the PHA has sufficient evidence that the members of the household are not currently engaged in, and have not engaged in, such criminal activity during a reasonable period, as determined by the PHA, before the admission decision.

- (1) The PHA would have “sufficient evidence” if the household member submitted a certification that she or he is not currently engaged in and has not engaged in such criminal activity during the specified period and provided supporting information from such sources as a probation officer, a landlord, neighbors, social service agency workers and criminal records, which the PHA verified.
- (2) For purposes of this section, a household member is “currently engaged in” criminal activity if the person has engaged in the behavior recently enough to justify a reasonable belief that the behavior is current.
- (3) Prohibiting admission of alcohol abusers. The PHA must establish standards that prohibit admission to the program if the PHA determines that it has reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

Terminating assistance for drug criminals

The PHA must establish standards that allow the PHA to terminate assistance for a family under the program if the PHA determines that:

- (A) Any household member is currently engaged in any illegal use of a drug; or
- (B) A pattern of illegal use of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

The PHA must immediately terminate assistance for a family under the program if the PHA determines that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

The PHA must establish standards that allow the PHA to terminate assistance under the program for a family if the PHA determines that any family member has violated the family's obligation under

Sec. 982.551 not to engage in any drug-related criminal activity.

Terminating assistance for other criminals

The PHA must establish standards that allow the PHA to terminate assistance under the program for a family if the PHA determines that any household member has violated the family's obligation under Sec. 982.551 not to engage in violent criminal activity.

Terminating assistance for alcohol abusers

The PHA must establish standards that allow termination of assistance for a family if the PHA determines that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

Evidence of criminal activity

The PHA may terminate assistance for criminal activity by a household member as authorized in this section if the PHA determines, based on a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

Use of criminal record

(1) Denial - If a PHA proposes to deny admission for criminal activity as shown by a criminal record, the PHA must provide the subject of the record and the applicant with a copy of the criminal record. The PHA must give the family an opportunity to dispute the accuracy and relevance of that record, in the informal review process in accordance with Sec. 982.554. (See part 5, subpart J for provision concerning access to criminal records.)

(2) Termination of assistance - If a PHA proposes to terminate assistance for criminal activity as shown by a criminal record, the PHA must notify the household of the proposed action to be based on the information and must provide the subject of the record and the tenant with a copy of the criminal record. The PHA must give the family an opportunity to dispute the accuracy and relevance of that record in accordance with Sec. 982.555.

(3) Cost of obtaining criminal record - The PHA may not pass along to the tenant the costs of a criminal records check.

V. ENCOURAGING PARTICIPATION BY OWNERS OF SUITABLE UNITS LOCATED OUTSIDE AREAS OF LOW INCOME OR MINORITY CONCENTRATION

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

The PHA 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 PHA as the least likely to apply (e.g., handicapped families, very low-income families, large families, homelessness families, women household families, and victims of domestic violence)).
- Families identified in the Housing Assistance Plan.
- Owners of rental properties located outside areas of low-income or minority concentrations.
- Families identified in the Rental Rehabilitations Program
- Provide area- wide housing opportunities to families.

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

The best way to recruit new owners is to operate the housing choice voucher program effectively and treat owners professionally. This includes minimizing the time required to inspect units and to start HAP payments, applying program rules consistently, being timely and predictable in all program processing, maintaining effective and prompt communications with owners (e.g., returning calls quickly, identifying a single point of contact), and making payments accurately and on time.

VI. ASSISTING A FAMILY THAT CLAIMS THAT ILLEGAL DISCRIMINATION HAS PREVENTED THE FAMILY FROM LEASING A SUITABLE UNIT: Discrimination Complain Procedure and Housing Accessibility Policy for the Disable. (See also Chapter XII)

As part of the information packet provide to the applicants, the applicants are given Information on federal, State and local equal opportunity laws, and a copy of the housing discrimination complaint form.

The PHA will assist the families that claim that illegal discrimination has prevented the family from leasing a suitable unit: Ex., single women with many children, according to the Fair Housing Act and Equal Opportunity and Non-Discriminatory Laws.

A family which claim that illegal discrimination because of race, color, religion, sex, national origin, age, familial status or disability prevents the family from finding or leasing a suitable unit with assistance under the program; must fill a housing discrimination complaint in the PHA main administrative office.

Where a family alleges that illegal discrimination is preventing them from finding a suitable unit, the PHA will provide reasonable assistance this matter by directing the aggrieved to the necessary agencies.

A. EQUAL OPPORTUNITY

1. FAIR HOUSING

It is the policy of the PHA to comply fully with all Federal, State, and local nondiscrimination laws, including but not limited to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national origin, familial status, age, political affiliation or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any PHA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the PHA will provide Federal/State/local information to applicants for and participants in the HCVP regarding unlawful discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the PHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The PHA will assist any family that believes they have suffered illegal discrimination by providing them with copies of the housing discrimination form. The PHA will also assist them in completing

the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

2. Housing Accessibility Policy

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the PHA housing programs and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the PHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the PHA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

The Municipal Government of Juncos complies with non-discrimination policies established by Title VII of the Civil Rights Act of 1968 (Fair Housing Act) by providing reasonable accommodations to persons with disabilities, whether registrants, applicants, or participants by:

Making application and registration forms available to organizations which service or represent the aged or persons with disabilities;

Complying with Federal, State and Local laws regarding accommodations for persons with disabilities and providing adequate office facilities;

Providing assistance to complete forms and to provide other documents required by program regulations;

Providing reasonable extensions of time for the completion of program requirements to the extent allowed by HUD regulations;

Providing extensions of the terms of Vouchers to the extent allowed by program regulations, or, if prohibited by regulations, requesting written approval by HUD for additional extensions to accommodate families containing persons with disabilities;

Conducting in-home visits for persons who are unable to visit the office due to medical conditions; and

Soliciting information on the accessibility of owners' units for persons with disabilities, and providing information on amenities the unit may provide for persons with disabilities.

3. Complaint Procedures

Introduction

These procedures establish the handling of complaints filed by applicants and/or participants in the HCVP for the Municipal Government of Juncos. These procedures will guarantee the timely, joint resolution of complaints.

Filing of Complaints

Complaints shall be filed before the Housing Office or a designated representative within the Municipal Government of Juncos.

Complaints shall be filed personally by the complainant. Upon the filing of a complaint, the parts will conduct an informal discussion to attempt to arrive at a fair and reasonable resolution without having to conduct a Hearing. A decision will be made as expeditiously as possible. The Program Coordinator shall prepare a short written report of the informal discussion, which will include this decision. The complainant will be provided copy of this report within five work days after the decision is made. The written report will specify:

- a. Name of participants
- b. Date in which the complaint was filed
- c. Nature of the complaint
- d. Decision made by the Program Coordinator for resolution of the complaint, and basis for such decision
- e. Procedures through which the complainant may request a Hearing

Procedures for requesting a Hearing before an Official designated by the Mayor

When the complainant is not satisfied with the decision made by the Program Coordinator, a Hearing may be requested in writing within ten work days from the date of receipt of the decision.

The Request for Hearing shall include the following:

- a. The complaint
- b. Reasons for the complaint
- c. Action or remedy sought

By not requesting a Hearing within the established time frame, the complainant renounces the right to Hearing and accepts the Program Coordinator's decision as final and binding, unless just cause can be established for requesting a Hearing within the established time frame.

4. Disability procedures

General

The Section 8 Program of the Municipal Government of Juncos shall not discriminate against any person because of race, color, sex, religion, civil status, political affiliation, and/or physical or mental disability.

The Program is committed to offer quality and excellence in services, and to provide the necessary tools to help persons with disabilities in specific situations, and will arrange assistance in those cases referred to the Office of Assistance to Persons with Disabilities.

Procedures

- a. Persons requesting assistance will state their business at the Town Hall's Reception Area.
- b. Reception Area personnel will contact the Section 8 Program Coordinator or authorized representative. Accessibility arrangements will be made if necessary.
- c. Persons requesting assistance will present a Health Department identification issued in accordance to law that stipulate an "Express Line" benefit.
- d. Persons requesting assistance will be referred to the Office of Assistance to Persons with Disabilities, located at the Public Transportation Service Station.
- e. The Office of Assistance to Persons with Disabilities will provide accessible transportation services to those Section 8 Program clients identified as having physical and/or mental disability in accordance with the Americans with Disabilities Act of 1990.

Procedures for Complaints of Violations of Rights

Any person with a disability who believes that service or treatment has not been just, and/or that has been discriminated upon because of race, color, sex, national origin, age, religion, political affiliation, and physical and/or mental disability should:

- a. Submit a written complaint in letter format to the Office of Housing _ explaining the alleged situation, who interviewed the person, and the reasons why he/she understands that discrimination has occurred. The complaint should be mailed or submitted in person to the following address:

Municipio de Juncos

Departamento de Vivienda
 P.O. Box 1706
 Juncos, PR 00777

- b. The Housing Department Director will verify the complaint and will notify the alleged victim regarding the determination and/or measures to be taken, and will attend to the situation in a term not exceeding 30 days.
- c. If the situation persists, the Mayor and the Legal Division shall be notified for appropriate action.
- d. If the complainant understands that the situation cannot be resolved satisfactorily, he/she will be oriented to contact by telephone or file a written complaint with the following agency:

Oficina del Procurador de las
 Personas con Impedimentos
 Región de Humacao
 CUH Station
 Apartado 10021
 Humacao, PR 00972-1021
 (787) 850-1993

VII. PROVIDING INFORMATION ABOUT A FAMILY TO PROSPECTIVE OWNERS

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before PHA approval of the tenancy, the PHA must inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening of families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

- (i) Payment of rent and utility bills;
- (ii) Caring for a unit and premises;
- (iii) Respecting the rights of other residents to the peaceful enjoyment of their housing;
- (iv) Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and
- (v) Compliance with other essential conditions of tenancy.

PHA information about tenant

It is the PHA policy to provide information to the owner as established in the 24 CFR 982.307. This

information includes:

- (i) The family's current and prior address (as shown in the PHA records); and
- (ii) The name and address (if known to the PHA) of the landlord at the family's current and prior address.

Owners obligation are brief to the owner as stated in the 24 CFR part 982, mostly in section 982.452. This information will be given to both owners and participants.

VIII. DISAPPROVAL OF OWNERS

A property owner does not have a right to participate in the housing choice voucher program.

The PHA will not to enter into a HAP contract with any owner who refuses or has a history of refusing to evict families, who disturb the peaceful enjoyment of the property, engage in drug-related or violent criminal activity, and threaten the health or safety of other residents, managers, employees of the Housing Department or the owner. This is in accordance with established HUD regulations as set forth in the Quality Housing and Work Responsibility Act of 1998.

The PHA must not approve an assisted tenancy if the PHA has been informed (by HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24, or if the PHA obtain this information from the HUD web-site (www.epls.gov).

In addition, the PHA must not approve the assisted tenancy when it has been informed by HUD that:

- The federal government has instituted an administrative or judicial action against the owner for a violation of the Fair Housing Act or other federal equal opportunity requirements and such action is pending; or
- A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

In its administrative discretion, the PHA may deny approval of an assisted tenancy for any of the following reasons, including but not limited to those aforementioned:

- (1) The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);
- (2) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- (3) The owner has engaged in any drug-related criminal activity or any violent criminal activity;
- (4) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with

- project-based Section 8 assistance or leased under any other federal housing program;
- (5) The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
- (i) Threatens the right to peaceful enjoyment of the premises by other residents;
 - (ii) Threatens the health or safety of other residents, of employees of the PHA, or of owner employees or other persons engaged in management of the housing;
 - (iii) Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or
 - (iv) Is drug-related criminal activity or violent criminal activity; or
- (6) The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- (7) The owner has not paid State or local income or real estate taxes, fines or assessments.

Leases Between Relatives

The PHA must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

Conflicts of Interest

PHAs must also not approve contracts in which any of the following parties have a current interest or will have an interest in the HAP contract for one year thereafter:

- Present or former member or officer of the PHA, except a participant commissioner;
- Employee of the PHA or any contractor, subcontractor or agent of the PHA who formulates policy or influences program decisions;
- Public official, member of a governing body, or state or local legislator who exercises functions or responsibilities related to the programs; or
- Members of U.S. Congress.

The HUD Field Office may waive the conflict of interest requirements, except for members of Congress, for good cause.

It should be clearly noted that nothing contained within 24 CFR 982.306 is intended to give any owner any right to participate in the program. For purposes of this plan the term "owner" includes a principal or other interested parties.

IX. SUBSIDY STANDARDS [24 CFR 982.54(d)(9)]

HUD guidelines require PHAs to establish subsidy standards for the determination of family unit size that provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size must be within the minimum unit size requirements of HUD's Housing Quality Standards (HQS). This chapter explains the subsidy standards that PHA will use to determine the voucher size (family unit size) for families when they are selected from the waiting list, the PHA's procedures for a family size change, and for family selection of a unit of a different size than the voucher size.

1. Determining Family Unit (Voucher) Size [24 CFR 982.402]

The PHA's subsidy standards for determining voucher size shall be applied in a manner consistent with fair housing guidelines.

All standards in this section relate to the number of bedrooms on the voucher, not the family's actual living arrangements.

The voucher unit size remains the same, as long as the family composition remains the same, regardless of the actual unit rented.

The following standard applies to assign voucher size:

1. One bedroom will be assign to a family with one member.
2. One bedroom for the Head of Household and spouse.
3. One bedroom for a single parent and her (his) child, if the child has not attained to 5 years old.
4. One bedroom for every two family members of the same sex if there is not a difference in age of ten or more years or One bedroom for every two member of different sex if there has not attained ten years old.
5. One room for other adults in the family composition.

2. Exceptions to Subsidy Standards [24 CFR 982.402]

The PHA may grant exceptions from the subsidy standards, upon request, providing the PHA determines the exceptions are justified by the health or handicap/disability of family members, or other individual circumstances.

The PHA will grant an exception upon request as an accommodation for persons with handicaps/disabilities. Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a need, such as a:

- A verified medical or health reason; or
- An elderly or disabled family that requires a live-in attendant.

Request for Exceptions to Subsidy Standards

The family may request a larger size voucher than indicated by the PHA subsidy standards. The request must explain the need or justification for a larger voucher bedroom-size. Documentation verifying the need or justification will be required by the PHA.

The PHA will not issue a larger voucher due to additions of family members, other than by birth, adoption, marriage, or court-awarded custody.

A doctor, other medical professional, such as a nurse, psychiatrist, psychologist, or a social service professional must provide a certification of the need for additional bedrooms.

Changes for Applicants

The voucher size is determined prior to the briefing by comparing the family composition to the PHA subsidy standards. If an applicant requires a change in the voucher size, the above referenced guidelines will apply.

Changes for Participants

The PHA must approve the members of the family residing in the unit. The family must obtain PHA approval of any additional family member prior to that person moving into the assisted unit, unless the addition is by birth, adoption, or court-awarded custody, in which case the family must inform the PHA within 14 days, and the above referenced guidelines will apply.

Underhoused and Overhoused Families

If a unit does not meet HQS space standards because of an increase in family size due to a birth, adoption, or court-awarded custody (unit too small), the PHA will issue a new voucher of the appropriate size, and assist the family in locating a suitable unit. Additions to the household other than through birth, adoption, or court-awarded custody, are not eligible for a larger voucher bedroom size, and these additional members may not be added to the household, if the addition violates HQS due to overcrowding.

3. Unit Size Selected [24 CFR 982.402(c)]

The family may select a different size dwelling unit than that listed on the voucher. There are three criteria to consider:

Subsidy Limitation: The payment standard for a family shall be the lower of:

- The PHA payment standard amount for the family unit size; or
- The PHA payment standard amount for the unit size rented by the family.

Utility Allowance: The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's voucher.

Housing Quality Standards: The standards allow a maximum occupancy of two persons per living/sleeping room as shown in the table below. Sleeping area would include: living room, den, dining room, library, or other rooms used for sleeping.

HQS GUIDELINES FOR UNIT SIZE SELECTED

Unit Size Maximum	Maximum Number in Household
0 Bedroom	1
1 Bedroom	2
2 Bedrooms	4
3 Bedrooms	6
4 Bedrooms	8
5 Bedrooms	10
6 Bedrooms	12

X. FAMILY ABSENCE FROM THE DWELLING UNIT[24CFR 982.312]

The family may be absent from the unit for brief periods. The family may not be absent from the unit for a period of more than 180 consecutive calendar days in any circumstance, or for any reason. Housing assistance payments terminate if the family is absent for longer than the maximum period

permitted. The term of the HAP contract and assisted lease also terminate. (The owner must reimburse the PHA for any housing assistance payment for the period after the termination.)

Absence means that no member of the family is residing in the unit.

The family must supply any information or certification requested by the PHA to verify that the family is residing in the unit, or relating to family absence from the unit. The family must cooperate with the PHA for this purpose. The family must promptly notify the PHA of absence from the unit, including any information requested on the purposes of family absences.

It is the responsibility of the head of household to report changes in family composition. The PHA will evaluate absences from the unit using this policy.

Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member absent due to military service.

To verify family occupancy or absence from the dwelling unit, the PHA may:

- Telephone calls to the family every 90 to 120 days, and/or correspondence directly to the family at the unit, or may choose to make a personal visit to the family of the leased residence.
- Additionally, when deemed necessary, the PHA reserve the right to question the owner and/or neighbors at the leased residence.

The PHA will allow the family to be absent from the dwelling unit for no more than 90 days under the following (first three must 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 PHA approved and verified circumstances, e.g., military service (reserves, etc.)
- Vacations for no more than 30 days.

Absence of Any Member

A member of the household is considered permanently absent if s/he is away from the unit for six

consecutive months or more in a twelve-month period, except as otherwise provided in this plan. If a member of the household is subject to a court order that restricts him/her from the home for more than six months, the person will be considered permanently absent.

Absence due to Medical Reasons

If a family member leaves the household to enter a facility such as a hospital, nursing home, or rehabilitation center, the PHA will require verification from a reliable, qualified source as to the likelihood of his/her return, and the anticipated length of his/her absence. If the verification indicates the family member is permanently confined to a nursing home, h/she will be considered permanently absent. If the verification indicates the family member will return in less than 180 consecutive days, the family member will be considered temporarily absent. If the permanently absent person is the sole member of the household, assistance will be terminated in accordance with the PHA's policy.

Absence Due to Full-time Student Status

Full time students who attend school away from the home will be treated in the following manner:

A student (other than head of household or spouse) who attends school away from home, but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of voucher size.

Income of Temporarily Absent Family Members

The PHA must count all income of family members whom the PHA has approved to reside in the unit, even if they are temporarily absent.

If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other HUD-defined exceptions to military pay) is counted as income.

XI. HOW TO DETERMINE WHO REMAINS IN THE PROGRAM IF A FAMILY BREAKS UP

In circumstances of a family break-up, the PHA will make a determination of which family member will retain the certificate or voucher, taking into consideration the following factors:

1. To whom the voucher was issued.
2. The interest of minor children or of ill, elderly, or disabled family members.
3. Whether the assistance should remain with the family members remaining in the unit.
4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the PHA will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the PHA will make determinations on a case by case basis.

The PHA will issue a determination within 10 business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section XII.

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security Number if they have one, and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. The PHA will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, the PHA will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with Section XVI of this Plan, part: Effective Date of Rent Changes Due to Interim or Special Reexaminations.

XII. COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS

1. Complaints

The PHA will investigate and respond to complaints by participant families, owners, and the general public. The PHA may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

2. Informal Review for the Applicant

The PHA will give an applicant for participation in the HCVP notice of a decision denying assistance to the applicant, within fourteen (14) business days after the conclusion of the investigation. The notice will contain a brief statement of the reasons for the PHA decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

When an Informal Review is not Required

The PHA will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the PHA subsidy standards.
2. A PHA determination not to approve an extension or suspension of a _ voucher term.
3. A PHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A PHA determination that a unit selected by the applicant is not in compliance with HQS.
5. A PHA determination that the unit is not in accordance with HQS because of family size or composition.
6. General policy issues or class grievances.
7. Discretionary administrative determinations by the PHA.

Informal Review Process

The PHA will give an applicant an opportunity for an informal review of the PHA decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the other than

the person who made or approved the decision under review or a subordinate of this person.

2. The applicant will be given an opportunity to present written or oral objections to the PHA decision.
3. The PHA will notify the applicant of the PHA decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the PHA may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The PHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The PHA may permit the other members of a participant family to continue receiving assistance.

If the PHA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the PHA determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the PHA will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the PHA provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The applicant family must make this request within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision to request the review.

3. Informal Hearings for Participants

When a Hearing is Required

1. The PHA will give a participant family an opportunity for an informal hearing to consider whether the following PHA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and PHA policies:
 - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PHA utility allowance schedule.
 - c. A determination of the family unit size under the PHA subsidy standards.
 - d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the PHA subsidy standards, or the PHA determination to deny the family's request for an exception from the standards.
 - e. A determination to terminate assistance for a participant family because of the family's action or failure to act.
 - f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the PHA policy and HUD rules.
2. In cases described in paragraphs 3.1 (d), (e), and (f) of this Section, the PHA will give the opportunity for an informal hearing before the PHA terminates housing assistance payments for the family under an outstanding HAP contract.

When a Hearing is not Required

The PHA will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the PHA.
2. General policy issues or class grievances.
3. Establishment of the PHA schedule of utility allowances for families in the program.
4. A PHA determination not to approve an extension or suspension of a certificate or voucher term.
5. A PHA determination not to approve a unit or lease.
6. A PHA determination that an assisted unit is not in compliance with HQS. (However, the PHA will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
7. A PHA determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the PHA to exercise or not exercise any right or remedy against the owner under a HAP contract.

Notice to the Family

1. In the cases described in chapter 12, section 3, part 1 (a), (b), and (c) of this Section, the PHA will notify the family, within ten (10) business days, that the family may ask for an explanation of the basis of the PHA's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. In the cases described in chapter 12, section 3, part 1 (d), (e), and (f) of this Section, the PHA will give the family a written notice as soon as the determination are taken or family action/inaction are exposed, that the family may request a hearing within 10 business days of the notification. The notice will:
 - a. Contain a brief statement of the reasons for the decision

- b. cited the Regulation section in which the decision is base; and
- c. State if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.

Hearing Procedures

The PHA and participants will adhere to the following procedures:

1. Discovery
 - a. The family will be given the opportunity to examine before the hearing any PHA documents that are directly relevant to the hearing, no more than ten (10) days before the hearing will be conceded to make this procedure. The family will be allowed to copy any such document at the family's expense. If the PHA does not make the document(s) available for examination on request of the family, the PHA may not rely on the document at the hearing.
 - b. The PHA will be given the opportunity to examine, at the PHA's offices within ten (10) days before the hearing, any family documents that are directly relevant to the hearing. The PHA will be allowed to copy any such document at the PHA's expense. If the family does not make the document(s) available for examination on request of the PHA, the family may not rely on the document(s) at the hearing.

Note: The term document includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

- a. The hearing will be conducted by any person or persons designated by the PHA, other than a person who made or approved the decision under review or a subordinate of this person.
- b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the PHA hearing procedures.

4. Evidence

The PHA and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The PHA is not bound by a hearing decision:

- a. Concerning a matter for which the PHA is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the PHA hearing procedures.
- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the PHA determines that it is not bound by a hearing decision, the PHA will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the PHA may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The PHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the PHA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the PHA provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the PHA will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the PHA provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

XIII. RENT AND HOUSING ASSISTANCE PAYMENT

Rent Reasonableness

The Municipality of Juncos will not approve or grant any initial or revised rent proposed by the owner under the Housing Choice Voucher Program ("tenant-based"), unless the amount proposed has been determined to be reasonable. Rent reasonability must be determined before the initial lease is effective, under the following terms and conditions:

- A. Before the rent proposed by the owner (initial or revised) is approved;
- B. If 60 days prior to the end of the annual lease (previous to the effectiveness of the new rent contract) the published FMR decrease 5% in comparison with the former

- FMR; and if
- C. The Municipality or HUD determines that rent reasonableness must be revised.

Comparability

To determine rent reasonableness, the Municipality will compare the proposed rent of the unit to be leased with other comparable units located within the same vicinity or jurisdiction, and with characteristics similar to the unit to be leased. The Municipality will consider location, quality, size, number of rooms, age, facilities/amenities, housing services, maintenance and utilities of the unit to be leased, as well as those of comparable units.

The Municipality will keep updated statistical information of units for rent within its jurisdiction. The Municipality will also obtain from landlords/owners associations and housing administrative agencies, information regarding the added values that special or additional facilities will provide to a unit.

The Municipality may establish an average rent for each type and size in rooms of a unit to be leased.

Starting from the rent average, the Municipality may increase or decrease the dollar value for each characteristic or facility of any proposed unit.

Owners will be invited to provide information that will help the Municipality to keep the data updated and to maintain an inventory of comparable rent units. The owners may revise the determination taken over their unit and may give additional information or make improvements to the unit, which may help the Municipality in determine the establishment of a higher value.

The owner shall certify the rental for other units that he possesses. By accepting each monthly rental payment for the subsidized unit, the owner certifies that the rental that he receives for the unit is not greater than the rent he received for other comparable units that he possesses within the same municipal jurisdiction and that are not subsidized.

The inspector should fully complete a form (see appendix) and certify the compiled information. This form or questionnaire contains the information of the unit proposed for rent and of three comparable units (which have the same conditions and facilities).

Maximum Subsidy

The Payment Standard set by PHA within the authorized limits, or approved exception by HUD, will determine the maximum subsidy for a family.

For the Voucher Program, the minimum payment standard will be 90% of the FMR and the

maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

Setting the Payment Standard

The Statute requires that the payment standard be set by the Housing Authority at between 90 and 110% of the FMR without HUD's prior approval. The PHA will review its determination of the payment standard annually after publication of the FMRs. The PHA will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families are having to rent low quality units or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

The PHA may establish a higher payment standard (although still within 110% of the published fair market rent) as a reasonable accommodation for a family that includes people with disabilities. With approval of the HUD Field Office, the payment standard can go to 120%.

Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30% of income, the Housing Authority will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one bedroom size may increase or decrease while another remains unchanged. The PHA may consider adjusting payment standards at times other than the annual review when circumstances warrant.

Before increasing any payment standard, the Housing Authority will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

Selecting the Correct Payment Standard for a Family

- A. For the voucher tenancy, the payment standard for a family is the lower of:
 1. The payment standard for the family unit size; or
 2. The payment standard for the unit size rented by the family.

- B. If the unit rented by a family is located in an exception rent area, the Housing Authority will use the appropriate payment standard for the exception rent area.
- C. During the HAP contract term for a unit, the amount of the payment standard for a family is the higher of:
 - 1. The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or
 - 2. The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
- D. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph C above does not apply.
- E. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

Area Exception Rents

The Municipality of Juncos doesn't have any area exception rents.

Assistance and Rent Formulas

A. Total Tenant Payment

The total tenant payment is equal to the highest of:

- 1. 10% of the family's monthly income
- 2. 30% of the family's adjusted monthly income
- 3. The Minimum rent
- 4. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing

costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage.

Plus any rent above the payment standard.

B. Minimum Rent.

The PHA has set the minimum rent as \$50. However, if the family requests a hardship exemption, the PHA will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

The PHA grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. In cases that the family doesn't have any income and request a hardship exemption, the hardship will be determined according the PHA verification of family income that includes: third party verification and documentation that sustained the information provide by the family.

The documentation required to verified the income are: Labor Department Certification, Non-Income Tax Evidence and Credit Report. After the verification if the PHA determines a qualifying hardship exists the PHA exempt the family from the minimum rent requirement so long as such hardship continues. Such exemption shall apply from the beginning of the month following the family's request from a hardship exemption until the end of the qualifying financial hardship. On the other hand, if the PHA determines there is no qualifying financial hardship exemption, the PHA will reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by the PHA.

1. A **hardship exists** in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and

Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;

- b. When the family would be evicted because it is unable to pay the minimum rent;
- c. When the income of the family has decreased because of changed circumstances, including loss of employment; and
- d. When a death has occurred in the family.

2. **No hardship.** If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.

3. **Temporary hardship.** If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the month following the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.

4. **Long-term hardship.** If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

5. **Appeals.** The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Section 8 Vouchers

- 1. The payment standard is set by the Housing Authority between 90% and 110% of the FMR or higher or lower with HUD approval.
- 2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.
- 3. No participant when initially receiving tenant-based assistance on a unit shall

pay more than 40% of their monthly-adjusted income if the gross rent exceeds the applicable payment standard.

D. Rent for Families under the Noncitizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

1. The family was receiving assistance on June 19, 1995;
2. The family was granted continuation of assistance before November 29, 1996;
3. The family's head or spouse has eligible immigration status; and
4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three years. If granted after that date, the maximum period of time for assistance under the provision is 18 months. The PHA will grant each family a period of 6 months to find suitable affordable housing. If the family cannot find suitable affordable housing, the PHA will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.

2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

Utility Allowance

The PHA maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The PHA reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The PHA maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the PHA.

The PHA uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards).

At each reexamination, the PHA applies the utility allowance from the most current utility allowance schedule.

The PHA will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant. Failure to pay for utilities will be cause for

termination of assistance to the family.

Distribution of Housing Assistance Payment

The PHA pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the PHA a late payment, agreed to in the Contract and in accordance with generally accepted practices in the PHA jurisdiction if the following conditions apply:

- A. It is the owner's practice to charge such penalties for assisted and unassisted tenants; and
- B. The owner also charges such penalties against the tenant for late payment of family rent to the owner.

Late charges will not be paid when the reason for the lateness is attributable to factors beyond the control of the PHA.

Change of Ownership

The PHA requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the PHA's rent payment or the address as to where the rent payment should be sent.

In addition, the PHA requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Deed of Trust showing the transfer of title; and
- B. Tax Identification Number or Social Security Number.
- C. All documents require to an owner for the signing of a HAP contract.

New owners will be required to execute IRS form W-9. The PHA may withhold the rent payment until the taxpayer identification number is received.

XIV. INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the Section 8 Tenant-Based Program:

- A. A public housing or Indian housing unit;

- B. A unit receiving project-based assistance under a Section 8 Program;
- C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
- D. College or other school dormitories;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- F. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and
- G. A unit receiving any duplicative Federal, State, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The PHA will not approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities:

- A. Congregate housing
- B. Group homes
- C. Shared housing
- D. Cooperative housing
- E. Single room occupancy housing

The PHA will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Manufactured housing
- D. Manufactured home space rentals
- E. House boats

- F. Lease-purchase agreements. A family leasing a unit with assistance under the program may enter into an agreement with an owner to purchase the unit. So long as the family is receiving such rental assistance, all requirements applicable to families otherwise leasing units under the tenant-based program apply. Any homeownership premium (e.g., increment of value attributable to the value of the lease-purchase right or agreement such as an extra monthly payment to accumulate a downpayment or reduce the purchase price) included in the rent to the owner that would result in a higher subsidy amount than would otherwise be paid by the PHA must be absorbed by the family.

In determining whether the rent to owner for a unit subject to a lease-purchase agreement is a reasonable amount in accordance with 24 CFR 982.503, any homeownership premium paid by the family to the owner must be excluded when the PHA determines rent reasonableness.

XV. OWNER OR FAMILY DEBTS TO THE SECTION 8 PROGRAM

This section describes the PHA's policies for the recovery of monies overpaid to families and owners. In addition, this section outlines the collection methods and guidelines for the handling and collection of different types of debts. The Housing Office policy is to communicate program guidelines to owners and families so as to minimize overpayments. The PHA clearly documents, in the tenant file, the amount and nature of owner or family debts, as well as the method of calculation. Owners and families may receive copies of all relevant documentation regarding their debts, upon request.

The PHA will make every effort to collect delinquent family or owner debts. The Housing Office will use a variety of collection tools to recover debts including, but not limited to:

- Request for lump sum payments
- Small claim or civil court actions
- Payment agreements
- Termination of family program participation
- Reductions in HAP to owner
- Abatements
- Collection agencies
- Referrals to the Municipality Department of Revenue and Recovery
- Referral to the Office of Inspector General for legal actions.

PAYMENT AGREEMENT FOR FAMILIES

A payment agreement or repayment agreement, as used in this Plan, is a document entered into between the PHA and a person who owes a debt to the Section 8 Program. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the PHA upon default of the agreement.

If the PHA offers a payment agreement, it will determine the terms. The PHA may not offer a payment agreement in all circumstances. The maximum length of time the PHA will enter into a payment agreement with a family is 36 months and the amount never to exceed \$10,000. Any debt of more than \$10,000 will be submitted to the inspector general office for legal action.

DEBTS OWED FOR CLAIMS

If a family owes money to the PHA, the family must repay in full within the terms established in the following table:

Debt Amount	Term in Months	Amount of First Payment
\$0.01 - \$500	3 to 6 months	20% - 33% of the debt
\$501 - \$1,000	7 to 11 months	10% - 20% of the debt
\$1,001 - \$3,000	12 - 18 months	6% - 10% of the debt
\$3,001 - \$7,000	19 - 24 months	5% - 10% of the debt
\$7,001 - \$9,999	25-36 months	5% - 10% of the debt

Delinquent Payments

A payment will be considered to be in arrears if:

- The payment has not been received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the close of the next business day.

If the family's payment agreement is in arrears, and the family has not contacted or made arrangements with the Housing Office, the PHA will:

- Require the family to pay the balance in full
- Pursue civil collection of the balance due
- Terminate the housing assistance

A transferring family, delinquent on its payment agreement, is required to pay the balance in full prior to the issuance of a voucher.

DEBTS DUE TO MISREPRESENTATIONS / NON-REPORTING OF INFORMATION

HUD's definition of program fraud and abuse is a single act, or pattern of actions that:

Constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in payment of Section 8 program funds in violation of Section 8 program requirements.

Family Error/Late Reporting

Families who owe money to the Section 8 Program due to the family's failure to report increases in income or fail to report any information which will cause an incorrect HAP to be paid to the owner, will be required to repay in accordance with the guidelines in the payment agreement section.

Program Fraud

If a family owes money as a result of program fraud, the case may be referred for prosecution and the family's program participation will be terminated.

GUIDELINES FOR PAYMENT AGREEMENTS

Payment agreements will be executed between the Housing Office and the head of household and/or spouse. Monthly payments may be decreased in cases of family hardship, and if requested with reasonable notice from the family, upon verification of the hardship, and the approval of the Housing Office Director.

A family current on its repayments may transfer. No transfer will be approved until a delinquent debt is paid in full.

Additional Monies Owed: If the family already has a payment agreement in place and incurs an additional debt to the Section 8 Program:

The City will not enter into more than one payment agreement with the family. The family may be allowed 30 days to pay the second debt in full.

OWNER DEBTS TO THE SECTION 8 PROGRAM

If the Housing Office determined determines that the owner has retained housing assistance or claim payments the owner is not entitled to, the PHA may reclaim the amounts from future housing assistance or claim payments owed the owner for any units under contract. If future housing assistance or claim payments are insufficient to reclaim the amounts owed, the PHA will seek one or

more of the following remedies:

- Require the owner to pay the amount in full within 30 days
- Pursue collections through collection agencies and/or the local court system
- Restrict the owner from future participation

WRITING OFF DEBTS

The Finance Director may write off uncollectable debts. In determining whether a debt is uncollectable, the lack of success in collecting, along with the following factors will be considered:

- The debtor's whereabouts is unknown
- The debt is more than one year old
- The debtor is judgment proof
- The debtor is deceased
- The amount is less than \$250.00

XVI. RECERTIFICATION (See also Chapter II : *Issuing or Denying Vouchers* and Chapter IV: *Occupancy Policies*)

CHANGES IN LEASE OR RENT

If the participant and owner agree to any changes in the lease, all changes must be in writing, and the owner must immediately give the PHA a copy of the changes. The lease, including any changes, must be in accordance with this Administrative Plan.

Owners must notify the PHA of any changes in the amount of the rent at least ninety (90) days before the changes go into effect. Any such changes are subject to the PHA determining them to be reasonable.

Assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner if any of the following changes are made:

- A. Requirements governing participant or owner responsibilities for utilities or appliances;
- B. In the lease terms governing the term of the lease;

- C. If the participant moves to a new unit, even if the unit is in the same building or complex.

The approval of the PHA is not required for changes other than those specified in A, B, or C above.

ANNUAL REEXAMINATION

At least annually the PHA will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

No later than 90 days before of the reexamination effective date, the PHA will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

If the family doesn't respond to the first letter, a second letter will be sent 60 days before the reexamination effective date, in this letter the PHA should notify the family that they could lose the assistance if they doesn't complete a reexamination.

If the family failed to answer to both letter, the PHA should notify the family that they become ineligible to continue in the program and that the assistance will terminate on the last day of current HAP contract.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the PHA will determine the family's annual income and will calculate their family share.

Effective Date of Rent Changes for Annual Reexaminations

The new family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family,

the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

INTERIM REEXAMINATIONS

During an interim reexamination only the information affected by the changes being reported will be reviewed and verified.

Families are required to report the following changes to the PHA between regular reexaminations. These changes will trigger an interim reexamination.

- A. Any income increase or decrease of \$40.00 or more of the income previously reported and/or when those changes could affect (in any way) the family share to the rent.
- B. A member has been added to the family through birth or adoption or court-awarded custody.
- C. A household member is leaving or has left the family unit.
- D. Family break-up (See Section XI above)

Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the PHA may schedule special reexaminations every 60 days until the income stabilizes and an annual income can be determined.

Effective Date of Rent Changes Due to Interim or Special Reexaminations

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

XVII. POLICY ON RESTRICTIONS ON THE NUMBER OF MOVES BY A PARTICIPANT FAMILY [24CFR982.314(C)]

HUD regulations permit families to move with continued assistance to another unit within the limits of the PHA, or to a unit outside of the PHA jurisdiction under portability procedures. The regulations also allow the PHA the discretion to develop policies to define any limitations or restrictions on moves. This chapter describes the procedures for moves within and outside the PHA jurisdiction, and the policies for restrictions and limitations on moves.

MOVES WITH CONTINUED ASSISTANCE

Participating families are allowed to move to another unit after the initial 12 months has expired, if the landlord and the participant have mutually agreed to terminate the lease, or if the Housing Authority has terminated the HAP contract. The Housing Office will issue the family a new voucher if the family does not owe the PHA or any other Housing Authority money, has not violated a Family Obligation, has not moved or been issued a voucher within the last 12 months, and if the Housing Office has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, the 12-month requirement will be waived.

When A Family May Move

The Section 8 Program will allow the family to move to a new unit if:

1. The assisted lease for the old unit has terminated;
2. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or
3. The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner).

Procedures Regarding Family Moves

Families considering transferring to a new unit will be scheduled to attend a mover's briefing. All families who are moving, including any families moving into or out of the PHA Section 8 Program jurisdiction, will be required to attend a mover's briefing prior to the PHA entering a new HAP contract on their behalf.

This briefing is intended to provide the following:

1. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition;
2. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;
3. Payment standards, exception payment standard rent areas, and the utility allowance schedule;
4. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard;
5. Portability requirements and opportunities;
6. The need to have a reexamination conducted within 120 days prior to the move;
7. An explanation and copies of the forms required to initiate and complete the move; and
8. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the PHA Section 8 Program approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the PHA a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the PHA will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

A family who gives notice to terminate the lease must mail the notice by certified mail or have the landlord or his agent sign a statement stating the date and time received. The family will be required

to provide the certified mail receipt and a copy of the lease termination notice to the PHA, or a copy of the lease termination notice and the signed statement stating the date and time the notice was received. If the landlord or his/her agent does not accept the certified mail receipt, the family will be required to provide the receipt and envelope showing that the attempt was made.

Failure to follow the above procedures may subject the family to termination from the program.

LOCAL PORTABILITY POLICY FOR THE SECTION 8 VOUCHER PROGRAMS

The provisions for portability of vouchers shall be as outlined in 24 CFR 982.354, as amended. If neither the head nor spouse resides in Juncos at the time of application they must initially lease a unit in Juncos before they can exercise their right of portability. The Housing Agency limits family moves to not more than one in any twelve month period under portability.

The Housing Agency will deny permission for a family to exercise portability as cited in 24CFR 982.314 (e)(i), in the event that the Juncos Housing Agency does not have sufficient funds to pay a higher subsidy in another jurisdiction and the receiving PHA will not absorb the family into their program.

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

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

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

The Vouchers can be administered and serviced by these PHA's Municipalities without having to assign them to, or receive them from, our PHA.

XVIII. PORTABILITY

General Policies

A family whose head or spouse has a domicile (legal residence) in the jurisdiction of the PHA at the time the family first submits its application for participation in the program to the PHA may lease a unit anywhere in the jurisdiction of the PHA or outside the PHA jurisdiction as long as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

Families participating in the Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will the PHA allow a participant to improperly break a lease. Under extraordinary circumstances the PHA may consider allowing more than one move in a 12-month period.

Families may only move to a jurisdiction where a Section 8 Program is being administered.

For income targeting purposes, the family will count towards the initial housing authority's goals unless the receiving housing authority absorbs the family. If absorbed, the admission will count towards the receiving housing authority's goals.

If a family has moved out of their assisted unit in violation of the lease, the PHA will not issue a voucher and will terminate assistance.

The portability must be requested in written at least three months prior to the ending of the actual lease or before the initial lease is signed. It will be granted in compliance with applicable laws and the availability of funds.

Income Eligibility

- A. A family must be income-eligible in the area where the family first leases a unit with assistance in the Voucher Program.
- B. If a portable family is already a participant in the Initial Housing Authority's Voucher Program, income eligibility is not re-determined.

Portability: Administration by Receiving Housing Authority

- A. When a family utilizes portability to move to an area outside the Initial Housing Authority jurisdiction, another Housing Authority (the Receiving Housing Authority) must administer assistance for the family if that Housing Authority has a tenant-based program covering the area where the unit is located.
- B. A Housing Authority with jurisdiction in the area where the family wants to lease a unit must issue the family a voucher. If there is more than one such housing authority, the Initial Housing Authority may choose which housing authority shall become the Receiving Housing Authority.

Portability Procedures

- A. When the PHA is the Initial Housing Authority:
1. The PHA will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.
 2. The PHA will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
 3. The PHA will advise the family how to contact and request assistance from the Receiving Housing Authority.
 4. The PHA will, within ten (10) calendar days, notify the Receiving Housing Authority to expect the family.
 5. The PHA will immediately mail to the Receiving Housing Authority the most recent HUD Form 50058 (Family Report) for the family, and related verification information.
- B. When the PHA is the Receiving Housing Authority:
1. When the portable family requests assistance from the PHA, the PHA will within ten (10) calendar days inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable family, or absorb the family into its own program. When the PHA receives a portable family, the family will be absorbed if funds are available and a voucher will be issued.
 2. The PHA will issue a voucher to the family. The term of the PHA's voucher will not expire before the expiration date of any Initial Housing Authority's voucher. The PHA will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the PHA during the term of the PHA's voucher.
 3. The PHA will determine the family unit size for the portable family. The family unit size is determined in accordance with the PHA's subsidy standards.
 4. The PHA will within ten (10) calendar days notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.
 5. If the PHA opts to conduct a new reexamination, the PHA will not delay issuing the family a voucher or otherwise delay approval of a unit unless the re-certification is

necessary to determine income eligibility.

6. In order to provide tenant-based assistance for portable families, the PHA will perform all Housing Authority program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Authority or the PHA may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

7. The PHA may deny or terminate assistance for family action or inaction in accordance with 24 CFR 982.552 and 24 CFR 982.553.

C. Absorption by the PHA

1. If funding is available under the consolidated ACC for the PHA's Voucher Program when the portable family is received, the PHA will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the PHA's Tenant-Based Program.

D. Portability Billing

1. To cover assistance for a portable family, the Receiving Housing Authority may bill the Initial Housing Authority for housing assistance payments and administrative fees. The billing procedure will be as follows:

- a. As the Initial Housing Authority, the PHA will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for other families in the Receiving Housing Authority's program.
- b. The Initial Housing Authority will promptly reimburse the Receiving Housing Authority for 80% of the Initial Housing Authority's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Authority. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.

E. When a Portable Family Moves

When a portable family moves out of the tenant-based program of a Receiving Housing Authority that has not absorbed the family, the Housing Authority in the new jurisdiction to

which the family moves becomes the Receiving Housing Authority, and the first Receiving Housing Authority is no longer required to provide assistance for the family.

XIX. CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE [24CFR982.155]

Occasionally, it is necessary for the PHA to spend money from its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

Any charge against the Section 8 Administrative Fee Reserve, must first be authorized by the Municipality of Juncos Mayor.

XX. INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

The PHA will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Voucher Program unless the HQS is met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS.

The PHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family cannot be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the PHA to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the PHA will only schedule one more inspection. If the family misses two inspections, the PHA will consider the family to have violated a Family Obligation and their assistance will be terminated.

Types of Inspections

There are seven types of inspections the PHA will perform:

- A. Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- B. Annual Inspection - An inspection to determine that the unit continues to meet HQS.
- C. Complaint Inspection - An inspection caused by the Authority receiving a complaint on the unit by anyone.

- D. Special Inspection - An inspection caused by a third party, i.e., HUD, needing to view the unit.
- E. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. Move Out Inspection- These inspections document the condition of the unit at the time of the move-out.
- G. Quality Control Inspection - Supervisory inspections on at least 5% of the total number of units that were under lease during the Housing Authority's previous fiscal year.

Owner and Family Responsibility

- A. Owner Responsibility for HQS
 - 1. The owner must maintain the unit in accordance with HQS.
 - 2. If the owner fails to maintain the dwelling unit in accordance with HQS, the PHA will take prompt and vigorous action to enforce the owner obligations. The PHA's remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.
 - 3. The PHA will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the PHA and the PHA verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any PHA approved extension).
 - 4. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, the PHA may terminate assistance to a family because of the HQS breach caused by the family.
- B. Family Responsibility for HQS
 - 1. The family is responsible for a breach of the HQS that is caused by any of the following:
 - a. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;

- b. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
 - c. Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).
2. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or any PHA approved extension).
 3. If the family has caused a breach of the HQS, the PHA will take prompt and vigorous action to enforce the family obligations. The PHA may terminate assistance for the family in accordance with 24 CFR 982.552.

Housing Quality Standards (HQS) 24 CFR 982.401

This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:

A. Sanitary Facilities

1. Performance Requirement

The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

2. Acceptability Criteria

- a. The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.
- b. The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.
- c. The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.
- d. The facilities must utilize an approvable public or private disposal

system (including a locally approvable septic system).

B. Food Preparation and Refuse Disposal

1. Performance Requirements

- a. The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.
- b. There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

2. Acceptability Criteria

- a. The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.
- b. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approval public or private system.
- c. The dwelling unit must have space for the storage, preparation, and serving of food.
- d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

C. Space and Security

1. Performance Requirement

The dwelling unit must provide adequate space and security for the family.

2. Acceptability Criteria

- a. At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.
- b. The dwelling unit must have at least one bedroom or living/ sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
- c. Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.
- d. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

D. Thermal Environment

1. Performance Requirement

The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

2. Acceptability Criteria

- a. There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- b. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

E. Illumination and Electricity

1. Performance Requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

2. Acceptability Criteria

- a. There must be at least one window in the living room and in each sleeping room.
- b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.
- c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

- a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- b. The roof must be structurally sound and weather tight.
- c. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.

- d. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- e. Elevators must be working and safe.

G. Interior Air Quality

1. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

2. Acceptability Criteria

- a. The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- b. There must be adequate air circulation in the dwelling unit.
- c. Bathroom areas must have one window that can be opened or other adequate exhaust ventilation.
- d. Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.

H. Water Supply

1. Performance Requirement

The water supply must be free from contamination.

2. Acceptability Criteria

The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

I. Lead-based Paint

1. Definitions

- a. Chewable surface: Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.
- b. Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.
- c. Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.
- d. Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.
- e. HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.
- f. Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm²), or 0.5 % by weight or 5000 parts per million (PPM).

2. Performance Requirements

- a. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.
- b. The requirements of this paragraph of this Section do not apply to

- 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.
- c. If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part) must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.
 - d. The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a State or local health or housing agency, a lead-based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.
 - e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of Housing Authority notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces within the 30-day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.
 - f. The requirements in this paragraph apply to:
 - i. All painted interior surfaces within the unit (including ceilings but excluding furniture);
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

- g. In addition to the requirements of paragraph c of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.
- h. Testing must be conducted by a State or local health or housing agency, an inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph c of this Section.
- i. The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:
 - i. Within the unit;
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- j. In lieu of the procedures set forth in paragraph g of this Section, the Housing Authority may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph k of this Section.
- k. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:

- i. A defective paint surface shall be treated if the total area of defective paint on a component is:
 - (1) More than 10 square feet on an exterior wall;
 - (2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;
 - (3) More than 10% of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.
- ii. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead contaminated dust.
- iii. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydroblasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.
- iv. During exterior treatment soil and playground equipment must be protected from contamination.
- v. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of

treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.

- vi. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.
- l. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.
- m. Prior to execution of the HAP contract, the owner must inform the Housing Authority and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.
- n. The Housing Authority must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the Housing Authority must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the Housing Authority must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a voucher to move.
- o. The Housing Authority must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the Housing Authority must keep the test results indefinitely and, if applicable, the owner certification and treatment. The records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.
- p. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or

egress through windows).

J. Access

1. Performance Requirement

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

K. Site and Neighborhood

1. Performance Requirement

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

2. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslide; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

L. Sanitary Condition

1. Performance Requirement

The dwelling unit and its equipment must be in sanitary condition.

2. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.

M. Smoke Detectors

1. Performance Requirements

a. Except as provided in paragraph b below of this Section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

b. For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992 (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

Exceptions to the HQS Acceptability Criteria

The PHA will utilize the acceptability criteria as outlined above with applicable State and local codes. Additionally, the PHA has received HUD approval to require the following additional criteria:

- A. In each room, there will be at least one exterior window that can be opened and that contains a screen.
- B. Owners will be required to scrape peeling paint and repaint all surfaces cited for peeling paint with 2 coats of non-lead paint. An extension may be granted as a severe weather related item as defined below.
- C. Adequate heat shall be considered to be 68 degrees.
- D. In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.
- E. A ¾" overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.

Time Frames and Corrections of HQS Fail Items

A. Correcting Initial HQS Fail Items

The PHA will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within 5 working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the PHA to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item in Section 12.6), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the PHA will abate payment and terminate the contract in accordance with Sections 12.7 and 17.0(B)(3).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the PHA will terminate assistance for the family in accordance with Sections 12.2(B) and 17.0(B)(3).

C. Time Frames for Corrections

1. Emergency repair items must be abated within 24 hours.
2. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
3. Non-emergency items must be completed within 10 days of the initial inspection.

4. For major repairs, the owner will have up to 30 days to complete.

D. Extensions

At the sole discretion of the PHA, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, the PHA will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

Emergency Fail Items

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

- A. No hot or cold water
- B. No electricity
- C. Inability to maintain adequate heat
- D. Major plumbing leak
- E. Natural gas leak
- F. Broken lock(s) on first floor doors or windows
- G. Broken windows that unduly allow weather elements into the unit
- H. Electrical outlet smoking or sparking
- I. Exposed electrical wires which could result in shock or fire
- J. Unusable toilet when only one toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion
- L. Other conditions which pose an immediate threat to health or safety

Abatement

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within in the required timeframe, the rent for the dwelling unit will be abated.

The initial abatement period will not exceed 7 days. If the corrections of deficiencies are not made within the 7-day time frame, the abatement will continue until the HAP contract is terminated. When the deficiencies are corrected, the PHA will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and time frames for correction of deficiencies as owners. If repairs are not completed by the deadline, the PHA will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

XXI. PHA SCREENING OF APPLICANTS FOR FAMILY BEHAVIOR OR SUITABILITY FOR TENANCY.

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

- Applicants present evidence of all income receive by the family including Social Security benefits, Social Services, pensions, child support, scholarships, assets, etc.
- Applicants and family ID for all members 18 years or older.
- Applicants and participants are required to disclose and verify their Social Security numbers as well as their children's Social Security numbers (children over 6 years of age), and their employers business identification number (if necessary).
- Certification of employment signed by the employer.
- Affidavits for seasonal workers or for the self employed.
- Eviction notice, where applicable.
- Evidence or receipt of most recently paid rent.
- Marriage certificate or divorce decree, where applicable.

- Birth certificates of all the members of the family.
- Good Conduct Certificate from the Police Department.
- Certification of ongoing studies for all children over 18 years of age.
- Affidavit for common-law couples.
- Income tax return forms certification of income tax returns filling from the Treasury Department.
- Certification of unemployment for persons who are older than 18 years of age and are not studying.
- Certification of a handicap or a medical disability.
- Property Title of the location currently occupied by the applicant in order to verify that the property is not owned by the applicant.
- Family group photograph.
- These items will be required at the discretion of the agency whenever applicable (provided that it will not impose financial hardship).
- Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form HUD 9886 authorizing program personnel to corroborate the information presented with the respective public agencies and/or other institutions- e.g., the Social Services Department, the PHA, the Social Security Administration, etc.- and to obtain verification of income.

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

Income eligibility

1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program shall be a family that is:

- a. An extremely low-income or a very low-income family;
 - b. A low-income family continuously assisted under the 1937 Housing Act;
 - c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;
 - d. A low-income family that is a nonpurchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;
 - e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing;
 - f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project.
2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.
 3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
 4. Families who are moving into the PHA's jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority must meet the income limit for the area where they were initially assisted under the program.
 5. Families who are moving into the PHA's jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for the PHA program.
 6. Income limit restrictions do not apply to families transferring units within the PHA Section 8 Program.

Citizenship/Eligible Immigrant status

To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance

1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance (See Section 11.5(K) for calculating rents under the noncitizen rule).
3. A family without any eligible members and receiving assistance on June 19, 1995, may be eligible for temporary deferral of termination of assistance.

Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security Number or certify that they do not have one.

Signing Consent Forms

1. In order to be eligible each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD and the PHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
 - b. A provision authorizing HUD or the PHA to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent

form expires 15 months after the date the consent form is signed.

Suitability for tenancy

The PHA determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The PHA will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the PHA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The PHA will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the PHA will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

XXII. HOMEOWNERSHIP OPTION

The Municipality of Juncos participates of the Homeownership Option authorized under the Federal Regulation, 24 CFR 982.625, this option is used to provide assistance in a home owned by a family member.

General

The Municipality of Juncos provides the Homeownership Option to existing and new admitted to the Section 8 Housing Choice Voucher Program, as long as they qualified with the provisions of the Federal Regulations and this Administrative Plan.

The Municipality of Juncos provides the assistance of the Homeownership Option to provide assistance in a form of Monthly homeownership assistance. The single down payment assistance grant will only be available for as a reasonable accommodation for persons with disabilities.

The family participation in the homeownership program is voluntary.

The Municipality of Juncos required that a participant family of the Homeownership Program, contribute a minimum of 3 percent of the purchase price, and at least one (1) percent of the purchase

price come from the family personal resources.

Initial Requirement for Participations

a) Eligible Families

1. The family is currently enroll on the Section 8 program, or has been admitted to the program.
2. The family is a first time homeowner (no family member has currently own an interest in a housing unit or three years before of received the assistance, except cooperative members).
3. The family satisfied the minimum income requirement:
 - a. In the case of a disabled family the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone. For 2009 this amount is \$8,095.32, the Municipality will review this amount year by year, as provided by the Social Security Administration.
 - b. In the case of other families, the Federal minimum wage multiplied by 2,000 hours. For 2009 this amount is \$15,100, the Municipality will review this amount when a raise in the Federal minimum wage enter into effect.
 - c. Except in the case of elderly or disable families, the welfare assistance shall not count as annual income, to establish qualification for the program, this benefits shall count as annual income for other calculations.
4. The family must demonstrate that one or more adults members of the family is currently employed on a full basis (average of 30 hours per week), has been employed during the year before commencement of homeownership assistance. An interruption of employment during 30 days of less in the previous year, shall be considered as a continued employed. This requirement doesn't apply to elderly or disable families.
5. The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.

b) Units Eligible

1. One-unit property or single dwelling unit in a cooperative or condominium.
2. Inspected by the PHA and by an independent inspector designated and paid by the family.
 - a. The independent inspection must cover mayor component of the building or property.
 - b. A copy of the Independent inspection must provide a copy of the inspection to the Municipality. This is a requirement to begin assistance payment.

- c. The Municipality has the right to disapproved the unit based on the information of the inspection.
- d. The unit satisfies the HQS requirements.
- e. Units in which the family will not own fee title to the property, may received assistance only if:
 - i. The home is located on a permanent foundation; and
 - ii. The family has the right to occupy the home site for at least 40 years.
- f. The seller of the home shall not be debarred, suspended , or subject to limited denial of participation by HUD.
- g. Assistance for units not yet under construction, shall not commence unless and until,
 - i. Environmental review procedures are complete.
 - ii. Construction of the unit is completed, and
 - iii. The unit passed the HQS inspection.

c) Pre- assistance homeownership counseling

- 1. The family must attend and completed the pre-assistance homeownership and housing counseling program. This program includes:
 - a. Home maintenance.
 - b. Budgeting, credit and money management.
 - c. Credit counseling.
 - d. How to negotiate the purchase price of a home.
 - e. Housing financing.
 - f. Unit search.
 - g. Fair housing.
 - h. Real Estate Settlement Procedures Act.

d) Unit Search

- 1. The Family has 180 days to locate a housing unit and purchase the home.
- 2. If the family is new in the program, and they didn't found a unit in the term approved by the Municipality of Juncos they Municipality will issue a voucher for a lease of a unit with the standard 60 days for search.

Contract of Sale

The family shall enter in a contract of sale with the seller, and provide a copy to the Municipality of Juncos. The contract shall include:

- 1. The price and term of the sell.

2. Arrange for a pre-inspection of the dwelling unit by an independent contractor.
3. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser.
4. Provide that the purchaser is not obligated to pay for any necessary repairs.

Financing purchase of a home

The family must obtain financing for the purchase of their home from an institution approved by the Commissioner of Financial Institutions. The FHA provisions apply in Federally Insured Mortgage.

Family obligations

The following are the family obligations in order to receive continued assistance:

1. The family shall reside in the unit.
2. The family must attend to one hour of ongoing counseling.
3. Comply with the terms of the mortgage.
4. Supplied required information in accordance with 982.551 as cited before in this Plan.
5. Also information on the following subject shall be supplied by the family:
 - a. Mortgage information.
 - b. Sale or transfer of the interest in the home.
 - c. Homeownership expense.
 - d. Notice to move-out or mortgage default.
6. No family member may have any ownership interest in other residential property.

These obligations are included in the Statement of homeowner obligation, in which the family agrees to comply with all family obligations.

Maximum term of the assistance

The maximum term for assistance is as follows:

1. For mortgage of 20 year or longer, the assistance is for 15 years,
2. For other cases only 10 years of assistance shall be provided.
3. For elderly families or disable these terms doesn't apply.

Amount and distribution of monthly homeownership assistance payment

The Municipality of Juncos shall pay a monthly homeownership assistance payment to the family that is equal to the lower of:

1. The Payment Standard minus the TTP.
2. The family homeownership expenses, minus the TTP.

The definition of Payment Standard and its applications is as same as previous chapters.

The family homeownership expenses included:

1. Principal and interest on mortgage,
2. Insurance premium,
3. Real estate taxes,
4. Insurance,
5. Allowance for maintenance expenses,
6. Allowance for cost of mayor repairs,
7. Utility Allowance,
8. Land lease,
9. Principal and interest on mortgage debt to repair a home for made the unit accessible for disable member.
10. Maintenance fee.

The payments to the lender will be made directly to them on behalf of the family; any excess shall be paid directly to the family. The assistance terminated 180 days after the last homeownership assistance paid made.

Portability and Moves

Portability procedures apply to this program. Not more than a move will be approved during any one year period.

Denial or termination of assistance

The reason for denial or termination of assistance set in section 982.551 trough 982.553 apply to the homeownership program. Also a reason for denial or termination of assistance includes if the mortgage is in default.

Applicability of other requirement

The following provisions, located at other parts of this plan, do not apply to assistance under this program:

1. HAP Contract.

2. Lease provisions.
3. Approval of tenancy.
4. Reasonable Rent.
5. Issuance of voucher.
6. All other provision concerning to tenancy.

Down payment assistance grant

This option is only available as reasonable accommodation for families with disabilities.

The assistance must be applied to down payment required with the purchase, or reasonable and customary closing costs in connection with the purchase of the home. Eligible closing cost will be the same required in a federally insured mortgage.

The maximum amount of assistance does not exceed 12 times the difference between the payment standard and the TTP. The assistance will be pay at the purchase of the home.

The payments to the lender will be made directly to them on behalf of the family; any excess shall be paid directly to the family. The assistance terminated 180 days after the last homeownership assistance paid made.

Portability and Moves

Portability procedures apply to this program. Not more than a move will be approved during any one year period.

Denial or termination of assistance

The reason for denial or termination of assistance set in section 982.551 through 982.553 apply to the homeownership program. Also a reason for denial or termination of assistance includes if the mortgage is in default.

Applicability of other requirement

The following provisions, located at other parts of this plan, do not apply to assistance under this program:

1. HAP Contract.
2. Lease provisions.
3. Approval of tenancy.
4. Reasonable Rent.
5. Issuance of voucher.
6. All other provision concerning to tenancy.

Down payment assistance grant

This option is only available as reasonable accommodation for families with disabilities.

The assistance must be applied to down payment required with the purchase, or reasonable and customary closing costs in connection with the purchase of the home. Eligible closing cost will be the same required in a federally insured mortgage.

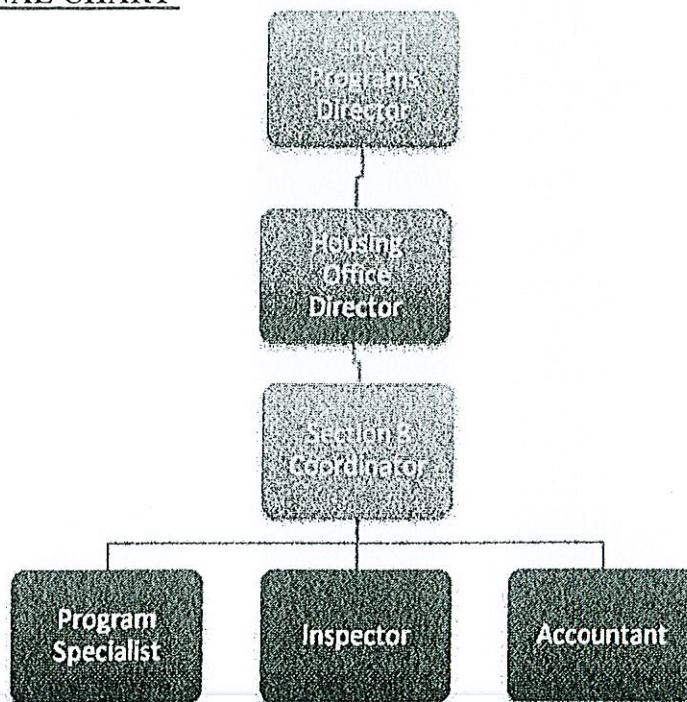
The maximum amount of assistance does not exceed 12 times the difference between the payment standard and the TTP. The assistance will be pay at the purchase of the home.

XXIII. Section Eight Management Assessment Program (SEMAP) Tracking, Monitoring and Quality Procedures

The Autonomous Municipality of Juncos has the responsibility to conduct annually review of the performance of the Housing Choice Voucher Program.

This chapter has the purpose of implement an accurate tracking and monitoring system to ensure compliance with SEMAP indicators. It stated the procedures that the Municipality will conduct to assess the program performance.

ORGANIZATIONAL CHART



SEMAP regulations are contains in the 24 CFR part 985, its stated procedures to produce SEMAP certification.

This part stated that a sample will be drawn from population to conduct audit procedures to ensure compliance with federal regulation. The population varies for each indicator, the sample size is determined as follow:

Table 1. Sample Size

Population	Sample
Up to 50 cases	5 cases
In excess of 50 cases	1 case for every 50 cases

The Municipality of Juncos has a baseline of 55 vouchers; the maximum sample will be 6 cases.

Indicator #1 – Selection From Waiting List

SEMAP Indicator 1 measures two aspects of a PHA's management of its waiting list and selection activities:

- Whether the PHA has written policies in its PHA administrative plan for selecting applicants from the waiting list.
- Whether the PHA follows these policies when selecting applicants for admission from the waiting list.

The purpose of the audits should be to confirm that staff consistently select from the list according to established policy and include clear selection documentation in each new participant file. As part of this process, errors should be documented and monitored and staff should be trained in policies and procedures accordingly.

Similarly, routine internal audits of recent admissions should be conducted to verify that these determinations were made according to the PHA's admission policies and HUD regulations.

The population for this indicator is the number of cases selected for admission from the waiting list.

Once a case is selected for admission from the waiting list by the Program Specialist, the Program Coordinator will complete attachment form #1.

Quality Control samples will be drawn quarterly from form #1 beginning July of each fiscal year.

1. July – September
2. October – December
3. January – March
4. April – June
5. Consolidated

The Municipality has its written waiting list selection policies in Chapter 1 of this plan. The Quality Control supervisor will access if the 98% of the random sample for PHA's applicants and admissions follows the process included in the Administrative Plan and they met the selection criteria that determine their places on the waiting list and their order of selection.

At the end of the fiscal year, the PHA will make a consolidated report based on the annual sample to determine its final SEMAP score. Appendix Form 1 & Form 2 contains the forms to be completed to perform the QC quarterly audits.

Indicator # 2 Reasonable Rent

SEMAP Indicator 2, Reasonable Rent, measures whether the PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based upon current rents for comparable unassisted units.

The voucher program rule requires that the PHA's system for determining comparability and reasonable rent take nine factors into consideration: location, size, type, quality and age, amenities, housing services and maintenance, and utilities provided by the owner under the lease.

Each fiscal year, the PHA must draw a random sample of participant files in order to document evidence that the PHA has followed its procedures and that each rent to owner is reasonable. This quality control review must examine rent reasonableness documentation for each time during the fiscal year that a unit in the sample was leased or received a rent increase. There must also be rent reasonableness documentation if there was a five percent decrease in the FMR in effect 60 days before the HAP contract anniversary for any unit.

Quality Control samples will be drawn quarterly beginning July of each fiscal year.

1. July – September
2. October – December
3. January – March
4. April – June
5. Consolidated

Section 8 Coordinator will revised every quarter the 10% of all applicable transactions, in order to verify if at least 90% of sample cases follows the written policy stated on Chapter XIII of this plan.

At the end of the fiscal year, the PHA will make a consolidated report based on the annual sample to determine its final SEMAP score. Appendix Form 3 contains the form to be completed to perform the QC quarterly audits.

Indicator # 3 – Determination of Adjusted Income

SEMAP Indicator #3 measure if the Municipality At admission and reexamination, properly:

1. Obtain third party verification of income;
2. Use the verified information;
3. Properly attribute allowances for expenses; and,
4. Where the family is responsible for utilities under the lease, use the appropriate utility allowances.

Section 8 Coordinator will conduct a quarterly revision of 10% of all transactions to determined if:

- a. File Contains:
 - i. TASS Verification
 - ii. Third party verifications
 - iii. Family Income
 - iv. Assets
 - v. Expenses / Deductions
 - vi. Other factors that affects income
- b. The program specialist uses the information for calculation of rent.
- c. That deductions was properly applied:
 - i. Health care
 - ii. Child care
 - iii. Disability
 - iv. Dependants
 - v. Elderly / Handicap
- d. That properly utility allowance was used.

Quality Control samples will be drawn quarterly beginning July of each fiscal year.

1. July – September
2. October – December
3. January – March
4. April – June
5. Consolidated

Section 8 Coordinator will revised every quarter the 10% of all applicable transactions, in order to verify if at least 90% of sample cases are corrects.

At the end of the fiscal year, the PHA will make a consolidated report based on the annual sample to determine its final SEMAP score.

Appendix Form 4 contains the form to be completed to perform the QC quarterly audits.

Indicator #4 – Utility Schedule

As part of the SEMAP assessment process, PHAs are required to certify that they maintain up-to date utility allowance schedules, and that they use them to calculate correct utility allowances for Participating families.

Program coordinator will maintain an up to date Schedule, forms #5 and #6 will be completed to certify this indicator.

Indicator # 5- HQS Quality Control Inspections

Section 8 Coordinator must re inspect a sample of units under contract during the last PHA fiscal year. The sample will be drawn from the inspections conducted during the last 3 months at the date of the selection of the sample.

The sample size will be selected following the information on Table 1. To document the compliance with this indicator use form #7.

Quality Control samples will be drawn quarterly beginning July of each fiscal year.

1. July – September
2. October – December
3. January – March
4. April – June
5. Consolidated

At the end of the fiscal year, the PHA will make a consolidated report based on the annual sample to determine its final SEMAP score.

Indicator #6 – HQS Enforcement.

This indicator measure if all HQS deficiencies are corrected within 24 hour, for emergency items, and in 30 days for all other deficiencies.

Also measure if the Municipality takes corrective measure if the owner doesn't correct the deficiencies within the corresponding time frame.

The Inspector will maintain a log of deficiencies group by those that require emergency corrections and other for regular corrections. The Section 8 Coordinator will conduct a verification to ensure and certify if corrective measure was taken within the corresponding time frame.

Quality Control samples will be drawn quarterly beginning July of each fiscal year.

1. July – September
2. October – December
3. January – March
4. April – June
5. Consolidated

At the end of the fiscal year, the PHA will make a consolidated report based on the annual sample to determine its final SEMAP score. Forms 8, 9 & 10 will be use for this indicator.

Indicator #7 – Expanding Housing Opportunities

SEMAP Indicator #7 measure if the Municipality takes measures to expand housing opportunities outside poverty areas to participants.

1. Section 8 Coordinator will review 10% of all quarterly move and new cases.
2. New and move cases will be review to determine if families move out of poverty areas.
3. Section 8 Coordinator will review briefing package to ensure that include maps, and information of poverty areas.
4. Ensure that the briefing package includes a list of owners willing to rent units outside poverty areas.
5. How portability Works and a list of PHA agencies.
6. Revise information of person willing to move out of poverty areas to ensure that payment standard allows them to find a suitable unit.
7. Revise if more than 50% of participants live outside poverty areas. Form #11.

Indicator #8 – Payment Standard

SEMAP Indicator measure if the Municipality set its payment standard within the 90% and 110% of the fair market rent. To determined if the Payment Standard is within the range.

(1) Fair Market Rent	\$600
(2) Payment Standard	650
Percent= (2)/(1)	108%

Also, Section 8 Coordinator will review quarterly 10% of all transactions to determine if proper payment standard was applied. Form #12 will be used for this indicator.

Indicator # 9 – Annual reexaminations

SEMAP Indicator 9 requires that annual reexaminations take effect at intervals not exceeding 12 months, allowing an additional two months for electronic reporting to HUD of the annual reexamination form HUD-50058, and processing of the data into MTCS.

The SEMAP ratings for this indicator are:

- If fewer than five percent of all PHA annual reexaminations are no more than two months overdue, the PHA will receive 10 points;
- If five to 10 percent are more than two months overdue, the PHA will receive five points; and
- If more than 10 percent are more than two months overdue, the PHA will receive zero points

1. Section 8 Coordinator will review monthly report from MTCS to ensure that all reexaminations are up to date. Also will use form #13 A to verify MTCS information.

Indicator #10 – Correct rent calculations

This indicator is verified through PIC, Section 8 Coordinator will review 10% of monthly cases to ensure that the rent calculation is correct. Form #14 will be complete to certify this indicator. Points will be awarded if less than 2% has errors.

Indicator #11 – Pre-contract Inspections

SEMAP indicator #11 measures if the Municipality conducted inspections before a new HAP contract enters into effect.

Program inspector will maintain a log of all new and move inspections, program coordinator will review monthly a 10% of inspections to ensure compliance with this indicator.

Forms #15 & #16 will be used for this indicator.

Indicator #12 – Annual Inspections

This indicator will be assess trough MTCS, its measure if no more than 5% of annual inspection are overdue.

Program Inspector will maintain a log of all inspections and program Coordinator will review 10% of monthly cases to ensure compliance. Also Program Coordinator will review MTCS report to ensure that all inspections are up to date.

Forms #17 & #18 will be used. .

Indicator #13- Lease Up

Indicator #13 measure if the Municipality has a lease up rate of 98% or better, or a budget utilization of 98 % or better. Section 8 Coordinator will maintain form #19 to review current rate and compliance with these two measures.

Section 8 Coordinator will inform Housing Office Director if the Municipality is not within the require rate.

Indicator #14 - FSS

The Municipality of Juncos doesn't have a FSS program.

Sample Selection

Sample will be selected in a random process as follows:

$$\begin{aligned} \text{Total cases} \times \text{size of sample} &= \text{sample} \\ \text{Ex. } 20 \text{ cases} \times 10\% &= 2 \text{ cases.} \end{aligned}$$

To select the cases the population will be divided by the sample and the Quality control performer will select a case every X cases, X is the result when u divide the population by the sample.

Certification

At the end of fiscal year the Housing Office Director will assess the Municipality overall performance using the results of the procedures stated in this manual. It will complete the SEMAP Certification and transmit it to HUD on or before 60 days after FYE.