

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>MUNICIPALITY OF YAUCO</u> PHA Code: <u>RQ-083</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>95</u>												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <td>PH</td> <td>HCV</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PH	HCV						
PH	HCV												
	PHA 1:												
	PHA 2:												
	PHA 3:												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.												

<p>5.2</p>	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The strategic goal plan of the Municipality in to increase the availability of decent, safe, and affordable housing for our residents. Over the course of the coming five years the Municipality of Yauco will address the following goals and objectives:</p> <ul style="list-style-type: none"> • Expand the quantity of Section 8 assisted housing units. Our main objective with this goal is to apply for additional rental Federal Funds assisted vouchers to fulfill the needs of our growing population in our area. • Improve the quality of assisted housing units within the Municipality. In addressing this goal we will increase customers satisfaction thru Housing Quality Standards, we will also implement continued educational workshops, training, and orientation. We will also hire more Housing Quality Standards Inspectors to monitor and attend all the request of tenants and landlords. • Increase assisted housing choices for our low and very low income residents. The objective that we will persue with this goal is to provide mobility counseling for our participants by implementing and encouraging homeownership programs with the help of combine Federal, State and local funds to help Section 8 participants become homeowners. We will help them with closing expenses assistance and counseling. • Improve participants and communities quality of life, encourage economic development of the area and the environmental preservation. This goal will be addressed by implementing measures to promote income mixing communities by assuring access for lower income families to move to higher income developments areas, the implementation of more strict security measures and improvements, the availability of education and training for residents and the enforcement of recycling and energy efficiency measures. • Promote self-sufficiency and assets development for low and very low income assisted families and households. This goal will be accomplish thru affirmative measures to access assisted Section 8 housing participants regardless of race, sex, color, religion, marital status or disabilities. Equal opportunities orientation and education materials are available for participants and for the general public. <p>The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHA’s five-year and annual PHA Plans to contain a Domestic Violence Policy Statement regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and public housing sections of the U.S. Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victims’ immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.</p> <p>The Municipality of Yauco (RQ-083) has adopted the following goals and objectives, for Domestic Violence Policy:</p> <ul style="list-style-type: none"> • The VAWA applies to the Housing Choice Voucher Program. • The applicant/tenant/victim will be treated with respect and dignity. • The Municipality of Yauco (RQ-083) will notify Housing Choice Voucher owners and managers of VAWA. • The Municipality of Yauco (RQ-083) will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking. • VAWA will be incorporated into the landlord and tenant orientation process. • Necessary conforming amendments to Housing Choice Voucher Program rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development (HUD).
<p>6.0</p>	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(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>After the evaluation and approval of this 5 Years /PHA Annual Plan this plan will be obtain by the public at the Municipality of Yauco, P.O. Box 1 Yauco, Puerto Rico 00698 or visit the SECRETARIA ASUNTOS FEDERALES CALLE COMERCIO ESQUINA BETANCES #3 YAUCO, P.R. 00698 of calling the Section 8 Office at 787-267-4009 FAX: 787-856-7219or at seccion8yauco@yahoo.com. All elements have been revised by the PHA and not changes in this plan. A copy of the approved Pan will be provided to Community leaders and general public upon request.</p>

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>THE MUNICIPALITY OF YAUCO RQ-083 DOES NOT HAVE THIS HOMEOWNERSHIP PROGRAM.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE FOR THE MUNICIPALITY OF YAUCO RQ-083</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>
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>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

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

Housing Needs of Families on the PHA's Waiting Lists

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	251		
Extremely low income <=30% AMI	51	11.54	
Very low income (>30% but <=50% AMI)	176	82.42	
Low income (>50% but <80% AMI)	24	6.04	
Families with children	144	79.12	
Elderly families	26	5.49	
Families with Disabilities	63	3.85	
Race/ethnicity	Hispanic	100.0	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Characteristics by
Bedroom Size (Public
Housing Only)

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes

If yes:

HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 3

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

9.0

<p>9.1</p>	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>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 Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program</p> <p>Increase the number of affordable housing units by Apply for additional section 8 units should they become available Leverage affordable housing resources in the community through the creation of mixed - finance housing Pursue housing resources other than public housing or Section 8 tenant-based assistance.</p> <p>Target available assistance to families at or below 30 % of AMI Employ admissions preferences aimed at families with economic hardships</p> <p>Target available assistance to families at or below 50% of AMI Adopt rent policies to support and encourage work</p> <p>Target available assistance to the elderly Apply for special-purpose vouchers targeted to the elderly, should they become available</p> <p>Target available assistance to Families with Disabilities Apply for special-purpose vouchers targeted to families with disabilities, should they become available</p> <p>Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs Affirmatively market to races/ethnicities shown to have disproportionate housing needs</p> <p>Conduct activities to affirmatively further fair housing Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units Market the section 8 program to owners outside of areas of poverty /minority concentrations</p> <p>Other Housing Needs & Strategies <u>Reasons for Selecting Strategies</u> Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA Influence of the housing market on PHA programs Community priorities regarding housing assistance</p>
<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>The definition of a Significant Amendment is an amendment made to incorporate a Significant Modification to or address a Significant Deviation from the Plan previously adopted/approved for the subject Plan period.</p> <p>The definition of a Substantial Deviation from the Plan is a deviation caused by the implementation and/or operation of a new program or new programs not identified in the Plan previously adopted/approved for the subject plan period, the cost to administer of which would exceed \$25,000 annually.</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <p>THE MUNICIPALITY OF YAUCO RQ-083 DID NOT RECEIVE COMMENTS FROM THE RESIDENT ADVISORY BOARD.</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

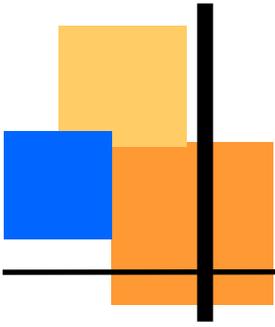
10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

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

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

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

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



COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF YAUCO
Federal Affairs Secretary's Office
Housing Choice Voucher Program

**Section 8
Voucher Program
Administrative Plan**

~ 2010 Revision ~



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SECTION 8 ADMINISTRATIVE PLAN

INTRODUCTION

The Housing Authority of the Municipality of Yauco has developed this Administrative Plan in order to outline its organizational and operational philosophy in the process of managing its Section 8 Voucher Program assets and the process of selection of eligible families as its beneficiaries/participants. This plan establishes the policies and procedures while it considers discretion on the treatment of applicants and participants. The Family Self Sufficiency Program (FSS) shall be considered to be establishing in the Municipality on a near future.

STATEMENT OF GOALS AND OBJECTIVES

The Municipality of Yauco Housing Authority offers a Section Existing Housing Program that assists financially distressed families in meeting their housing needs. Its primary goal is to offer its eligible residents access to decent, safe and sanitary housing. The objective is twofold: to provide families the opportunity of choice and mobility when selecting where they would prefer to live, and to maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent. As a result of these fundamental principles the Section 8 Voucher Program is tenant based as opposed to being based on particular housing units.

The Family Self Sufficiency Program combined public and private resources to enable families that are eligible, to receive assistance to achieve economic independence and self-sufficiency as required by Section 984.101. Within its very modest fiscal and technical resources, the Municipality of Yauco intends to administrative such program to assist eligible families during financial distress, to promote self-sufficiency and to gradually reduce the amount paid by the program.

In Yauco, as throughout Puerto Rico, there is an adequate shortage of decent and sanitary rental housing stock, a problem made worse by the fact that roughly half of the units do not meet construction code standards, let alone HQS. This is further aggravated in a very poor and rural setting such as that of Yauco, where the median household income* is proportionately lower when compared to urbanized areas and demand for rental as opposed to homeownership units is much higher.

Thus, the approach to be followed by this HA is to safeguard those precious few units that meet HQS and to seek out those owners that may be interested to participate in the Section 8 Program. If the Yauco HA is to be successful at this, it will require an investment in sorely needed training and capacity building of the program's staff.

* According 2000 US Census

**MUNICIPALITY OF YAUCO
LIST OF ELECTED AND APPOINTED OFFICIALS**

Elected Officials

Mayor

Hon. Abel Nazario Quiñones

Legislative Municipal Assembly

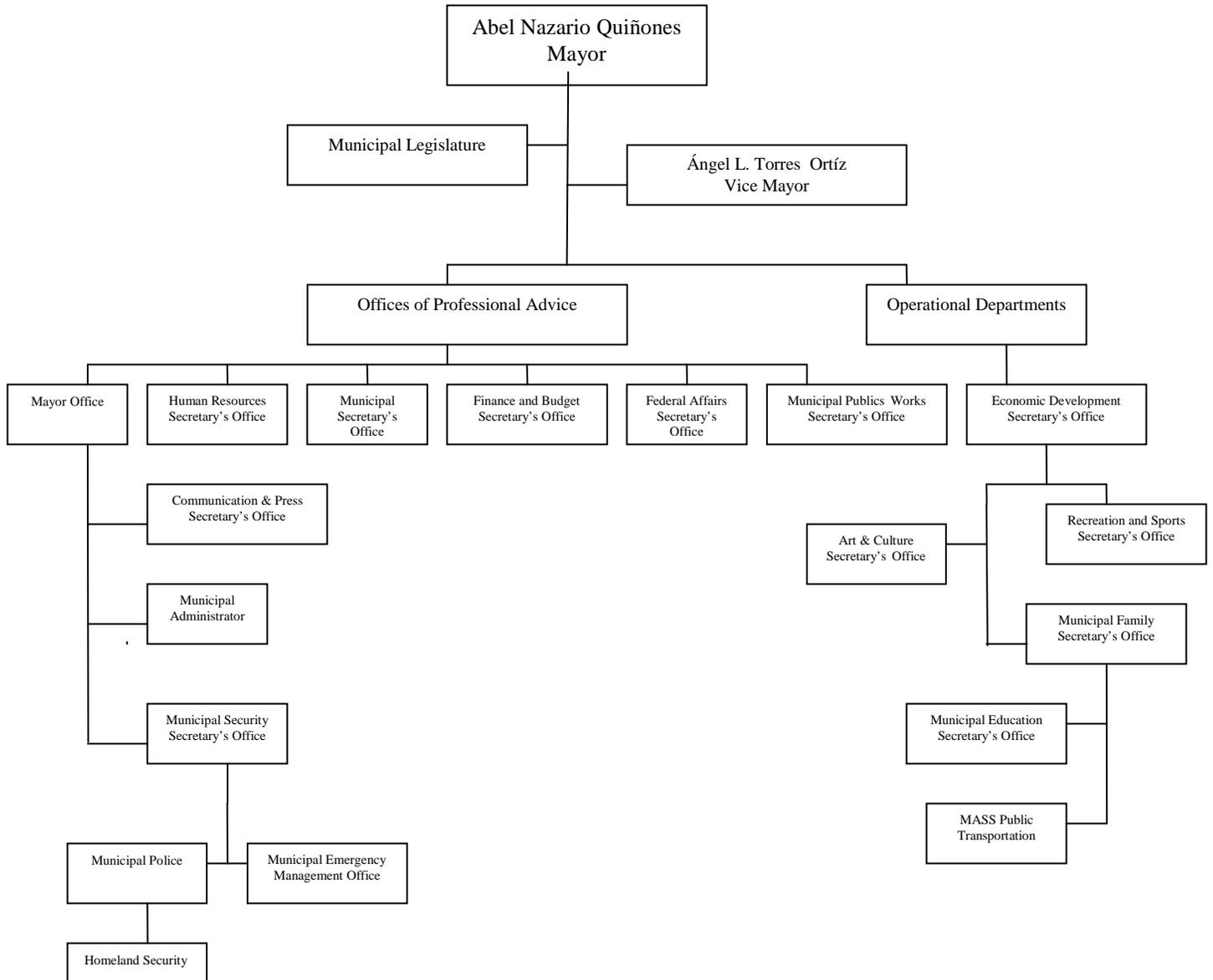
Jaime L. Cintrón Rivera	President
Walter J. Pérez Martínez	Vice – President
Israel Burgos Vélez	Municipal Assembly Member
Miriam Ruiz Alfonso	Municipal Assembly Member
Samuel Hernández Torres	Municipal Assembly Member
Nilda Vega Santiago	Municipal Assembly Member
Ana I. Rodríguez Pietri	Municipal Assembly Member
Janette Morales Morales	Municipal Assembly Member
Carlos A. Romero Delgado	Municipal Assembly Member
Fidel Montes Rodriguez	Municipal Assembly Member
Rafael Malavé Ramos	Municipal Assembly Member
Madeline Ortiz Nazario	Municipal Assembly Member
Carlos Vázquez Ruíz	Municipal Assembly Member
Carmen D. Feliciano Orengo	Municipal Assembly Member
Erik Álvarez Santiago	Municipal Assembly Member
José M. Caraballo Hernández	Municipal Assembly Member

Appointed Officials

Ángel L. Torres Ortíz	Vice Mayor
Luz E. Vera	Municipal Secretary
Carmen L. Geraldino Muñiz	Municipal Administrator & Human Resources Office
Mayra Ortíz	Finance Director
James Martínez	Public Work
Héctor Rodríguez	Communication & Press Secretary's Office
Brenda E. Irizarry Caraballo	Legal Affairs Secretary
Magaly Rodríguez	Internal Auditor
Gilberto González	Public Security & Municipal Police Secretary
Gisela Delgado Pacheco	Federal Affairs Director
Ricardo Cedeño Muñiz	Art & Culture Director
Delismel Mercado Arroyo	Municipal Family Department Director
Frances Irizarry Rivera	Sport & Recreation Director
José A. Martínez Borrero	Economic Development
Luis Velázquez	Municipal Emergency Management Office
Rafael Soto Mercado	Municipal Education Secretary's Office
Francisco García Pacheco	Homeland Security Office

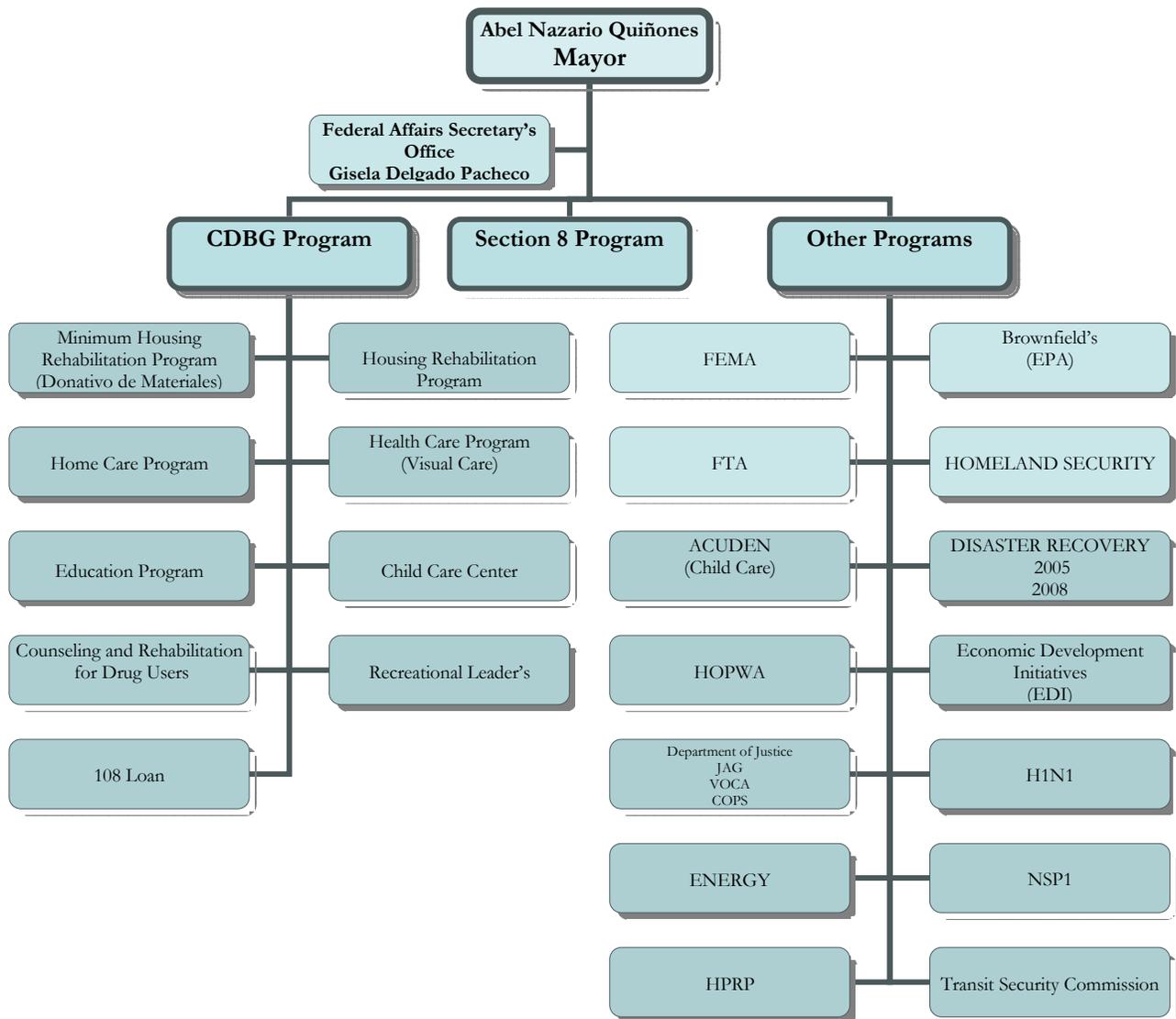


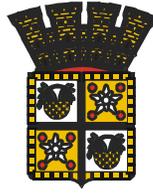
MUNICIPALITY OF YAUCO ORGANIZATION CHART





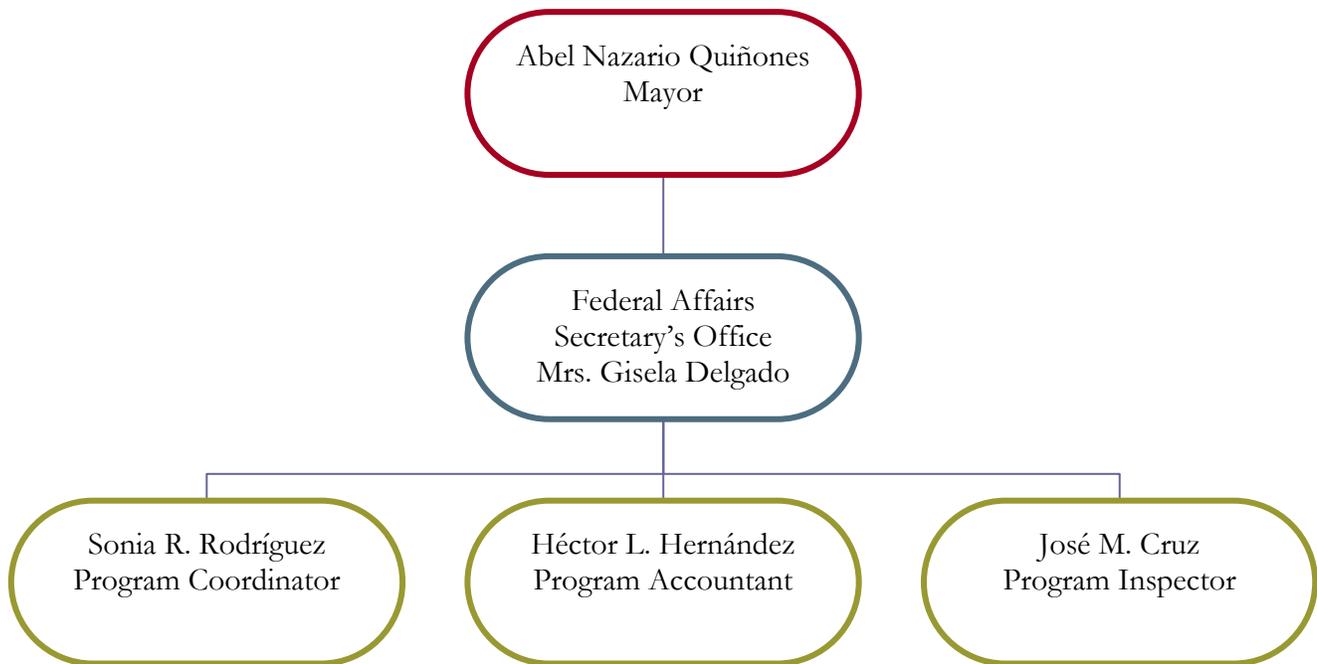
**MUNICIPALITY OF YAUCO
 FEDERAL AFFAIRS SECRETARY'S OFFICE ORGANIZATION CHART**





**MUNICIPALITY OF YAUCO – HOUSING AUTHORITY
Section 8 Program**

ORGANIZATIONAL CHART



ADMINISTRATIVE STRUCTURE

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

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

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

- ◆ Overall responsibility for ensuring compliance with federal regulations.
- ◆ The coordination and implementation of the Section 8 Tenant Policy.
- ◆ Coordination of the Affirmative Marketing Plan
- ◆ Directing the day – o – day activities designed to meet the program’s goals and objectives.

HQS Housing Inspector:

The HQS Inspector is responsible for ensuring that housing units in the Voucher Program meet the Section 8 Housing Quality Standards and all applicable housing parameters.

Section 8 Accountant:

Maintains accounting books, records and reports in accordance with Municipal and HUD requirements. Ensures adequate funds for payment of rental contracts.

FSS Program (when establish)

Operates in compliance with the previous approved Administrative Plan as described in Section 984.201 and will provide comprehensive supporting services as defined in Section 984.103.

The Section 8 Program has the following job descriptions for each technical and administrative staff member to ensure that work performance conforms to the Section 8 Voucher Program’s requirements.

Section 8 Program Coordinator:

Executes special investigations due to grievances or information received regarding program abuse. The Coordinator is responsible to ensure that each family selected to participate in the Section 8 Program enters into a contract with the owner and that the lease contract between owner and household is signed by the head of the selected family. The coordinator is also responsible to ensure that the HAP contract is signed by both the agency and the owner.

Administrative Responsibility

Reports directly to the Federal Programs Office Director, supervise Section 8 staff and will manage the FSS Program upon implementation. The Section 8 Coordinator coordinates with the Account on financial matters.

The coordinator is responsible to ensure that each family selected to participate in the Section 8 Program enters into a contract, between owner and household which is to be signed by the head of the family. The coordinator is also responsible to ensure that the HAP contract is signed by both the agency and the owner.

Functional Responsibility

Has overall responsibility to execute the Administrative Plan's Tenant policy requirements, operations, and applicable Municipal policies and the Section 8 program's goals and objectives.

Responsible for initiate and maintain contract with clients and applicants, verification of eligibility and follows – ups. Responsible for maintaining current, updated files on available housing units and for providing information to clients. Responsible for establishing the terms and conditions of the lease contract and the consequences for non – compliance according to Section 984.302 (5).

Specific Duties

- ◆ Carries out special investigations due to grievances or information received regarding program abuse.
- ◆ Interviews owners' applicants and complete applications for Section 8 assistance, including telephone contacts.
- ◆ Verify eligibility of families in order to ensure compliance with program eligibility criteria.
- ◆ Prepares case reports and maintain an adequate file of all documents.
- ◆ Prepares weekly activity reports.
- ◆ Conducts annual family reexaminations.

- ◆ Verify family income.
- ◆ Participates in the negotiation of contracts with owners.
- ◆ Maintain files including required documents and current listing of available housing units.
- ◆ Periodical contact with Realtors, owners, lessees, etc., in order to update rental housing market information in coordinating with the HQS Inspector.
- ◆ Provides individual information to clients concerning available housing and any other related matters.
- ◆ Prepares monthly payrolls for housing owner participants of the Section 8 Program.
- ◆ Visits participants and/or neighborhoods to perform any required special investigation or inspection.
- ◆ Compliance with the regulations and guidelines of the Section 8 and FSS programs.
- ◆ Responsible for supervising the inspector, accountant and administrative work for the Section 8 Existing Housing Program.
- ◆ Setting program goals and preparing work plans for the staff.
- ◆ Staff supervision.
- ◆ Preparation of monthly performance reports.
- ◆ Preparation of narrative and statically reports in accordance with HUD regulations.
- ◆ Responsible for program compliance with HUD regulations.
- ◆ Delegate, assign and supervise work performed by program personnel.
- ◆ Negotiates contracts with unit owners and tenants.
- ◆ Establishment and coordination of the PCC and FSS Program Action Plan.
- ◆ Evaluate and resolve grievances presented by unit owners and tenants.
- ◆ Coordinate and manage the Administrative Hearings.
- ◆ Weekly reports to the Director of Federal Programs concerning progress and problems encountered.
- ◆ Carry out quality inspections based on the following table:

Universe	Minimum number of files or records to be sampled
50 or less	5
51-600	5 plus 1 for each 50 (or part of 50) over 50
601-2000	16 plus 1 for each 100 (or part of 100) over 600
Over 2000	30 plus 1 for each 200 (or part of 200) over 2000

and prepare the Quality Inspections Report.

- ◆ Analyze and report on current rents' reasonableness.
- ◆ Coordinate and obtain the required documentation in order to prepare additional fund proposals.
- ◆ Comply with any other duty assigned by the Federal Program Director.

SECTION 8 PROGRAM ACCOUNTANT:

Administrative Responsibility

Reports to the Section 8 Program Coordinator and is responsible for the application of proper accounting practices and standards.

Functional (Program) Responsibility

Has overall responsibility to ensure that all accounting books, records and reports are maintained in accordance with HUD requirements and that book are kept under generally accepted and accounting standards.

Specific Duties

- ◆ Informs the Section 8 Program Supervisor on the status of the program's finances.
- ◆ Processes requisitions for program funds.
- ◆ Prepares annual Section 8 applications (Form HUD 52672 and 52673).
- ◆ Maintains and record of rental payments issued to the owners (HAP Register).
- ◆ Works together with Section 8 Program Supervisor to ensure that accounting records are updated in all issues relating to changes related to participating family's social and economic conditions such as home – address, income, family composition and any other information pertaining to tenants and owners.
- ◆ Prepares year-end financial reports.

- ◆ Carries out other duties as required by the Section 8 Program Supervisor.
- ◆ Conducts Section 8 Program accounting processes.
- ◆ Maintains accounting files in accordance with the Section 8 Program needs.
- ◆ Verifies payrolls of Section 8 Housing Choice Voucher Program employees.
- ◆ Maintains and updates record of portability payments and receivables.
- ◆ Prepares and submit, the Monthly Trial Balance for the Section 8 Program.

Section 8 Program Housing Inspector:

Administrative Responsibility

Reports to the Section 8 Program Coordinator

Functional Responsibility

Is responsible for ensuring that existing and proposed housing units meet Section 8 Housing Quality Standards.

Specific Duties

- ◆ Performs initial, annual or special inspections on proposed or under contract existing housing units.
- ◆ Approves units in compliance with Housing Quality Standards.
- ◆ Notifies deficiencies encountered and sets time frame to complete the necessary repairs.
- ◆ Analyzes and reports on current rent reasonableness for each contract housing unit.
- ◆ Executes Inspection Form (HUD-52580), Lead-based Paint Certification, Rent Reasonableness and Request For Lease Approval forms.
- ◆ Fully documents each file with the necessary documentation.
- ◆ Advises applicants/participants on all matters relating to complaint procedures.
- ◆ Hand-delivers documents to participants.
- ◆ Arranges appointments with participant owners and tenants to discuss matters related to the Section 8 Housing Choice Voucher Program.
- ◆ Responsible for the maintenance of documentation related to Housing Quality Standards inspections and for its proper record-keeping.

- ◆ Performs other duties as required by the Director of Federal Programs and / or the Section 8 Program Supervisor.

ADMINISTRATIVE PROCEDURES

The Yauco Housing Authority has developed detailed procedures for the administration of the Section 8 Housing Choice Voucher Program. These procedures provide the framework for direction, management, supervision and for monitoring program activities. The procedures include local standards and policies for the handling of applications and participants' requests as follow.

OUTREACH TO FAMILIES AND OWNERS

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

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

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

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

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

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

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

- ~ Identify resources available for performing outreach functions, including staff, community service and housing counseling agencies, churches, employers, unions, etc...
- ~ Review methods for taking applications in order to ensure that adequate provision 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.

COMPLETION OF APPLICATIONS

Determination of Eligibility and Selection of Families (24CFR 982).

Completed applications are entered into a pool according to date and time received, after all required documents have been received, evaluated and accepted by the HA.

Definition of Terms

(a) Family. (24 CFR, 812.2) a single or a group of persons living together, subject to the provisions and eligibility criteria established under the program Family Composition found in 982.201(c). The term includes, but is not limited to.

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

Family selection is governed by the date and time of the application. The Application forms must be signed. The process must comply with (24CFR, 982.208 (1) (9) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-19/Fair Housing Act), Executive Order 11063 on Equal Opportunity in Housing, Section 504 of the Rehabilitation Act of 1972 (29 U.S.C. 794), the Age Discrimination Act of 1975, and the Americans with Disabilities Act (42 U.S.C. 12101-12213). The preferences must be consisted with the HA Affirmative Fair Housing Objectives.

Selection Preferences

Applicants that certify housing needs in one of the following categories are listed in order of priority within each category.

- Priority I. Severe handicapped members
- Priority II. Families with one or more elderly
- Priority III. Families with overcrowding conditions
- Priority IV. Involuntary displacement
- Priority V. Families with high rent burden
- Priority VI. Families residing within our jurisdiction

Criteria for The 10 Percent Exemption Priority

The Municipality of Yauco identifies applicants on the waiting list with various housing needs. All applicants qualify for at least one out of the three Federal Preferences. Non-preference applicants are rare and almost null. Therefore, the 10 percent exception in this HA will be applied to applicants without any Federal Preferences.

Restrictions on Assistance To Non-Citizens

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

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

Suspension of Application-Taking

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

When the number of applications on the waiting list is such that new applications would have to wait for more than one year for a certificate and/or a voucher, the HA will suspend the taking of applications. Application taking will remain open for applicants who, according to their situation, request to be placed on the waiting list, such as families with unexpected housing needs. Suspension of application taking will be publicly announced in the same manner as the public notices for program availability.

Initial Screening of Applications

The procedures and documents required to determine family eligibility are as follows. These items will be required at the discretion of the HA whenever applicable, provided that it does not impose financial hardship.

- ◆ Birth certificates of all the members of the family.
- ◆ Family group photograph.
- ◆ For security reasons all applicants and participants are required to disclose and verify their Social Security numbers as well as their children's Social Security numbers.
- ◆ Applicants present evidence of all income received by the family including, Social Security Benefits, Pensions, Child Support, Scholarships, Social Services Assistance, Assets, etc.
- ◆ Marriage certificate or divorce decree, when applicable.
- ◆ Certification of Criminal records inquiry.
- ◆ Certification of ongoing studies for all children over 18 years of age.
- ◆ Employer's business identification number, when applicable.
- ◆ Certification of employment signed by the employer.
- ◆ Eviction notices, when applicable.
- ◆ Evidence or receipt of most recently paid rent.
- ◆ Income tax returns forms.
- ◆ Certification of unemployment for persons who are older than 18 years of age and are not in school.
- ◆ Certificate 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.
- ◆ ID photo identification for persons who are older than 18 years old.
- ◆ Authorization for release of information for all members of households over 18 years of age.

The applicant is required to sign a form authorizing program personnel to corroborate the information presented with the respective public agencies and/or other instructions such as PR Family Services Department, Housing Authority, and Social Security Administration and other agencies. Program personnel may also conduct interviews at their current place of residence to document living conditions.

Once the family's eligibility has been determined, the family is notified by mail and informed regarding the steps to follow. Ineligible families will be offered an informal hearing on the determination of their ineligibility no later than thirty (30) days after the date their application was submitted and the ineligibility notice was issued.

Computation of gross family's contribution

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

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

- ◆ 10% of the monthly income before any deductions.
- ◆ 30% of the monthly income after allowances for minors, medical and other eligible expenses.

Family Briefing and Issuance of Certificates

When the family receives a certificate, the following issues will be fully explained:

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

The certificate or vouchers issued will be determined by the family size. The length of extension for a certificate or voucher, beyond the initial 30-day term, must be established by the HA based on a just cause accepted by the HA. Three (3) thirty (30) day extensions will be granted by the HA if warranted.

After the request for lease approval is submitted, the HA will extend the certificate or voucher for a period not to exceed thirty (30) days based on a good cause. In case a

certificate or voucher expires, the family may reapply and be added to the waiting list in order of priority.

The family may obtain the pertinent request form for lease approval. The family will be given ample opportunity to discuss and raise questions with relation to the above-mentioned orientation. Personal assistance will be provided to assist families' find adequate housing.

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

Holder Pack

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

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

DETERMINATION OF FAMILY INCOME AND FACTORS OF ELIGIBILITY

1. Application for Admission

The Housing Agency shall determine eligibility for Section 8 rental assistance in accordance with criteria established by HUD and the Municipality of Yauco Housing Agency. In so doing, the Housing Agency shall require every applicant to complete and sign an application prescribed by the Housing Agency, as well as applicable verification consent forms.

2. Determination of Annual Income

Family income for purposes of determining income eligibility and tenant rent and subsidy shall be computed in accordance with HUD specified sources and amounts of income to be included or excluded as stated at 24 CFRS 5 Subpart F.

Additionally, the Municipality of Yauco Housing Agency shall exclude certain amounts of earned income under designated and qualified local training programs related to Welfare Reform as specified in HUD Notice 98-2, and consistent with 24 CFRS 5.609.

3. Verification of Factors of Initial Eligibility and Tenant Rent

To document program eligibility, preference rating, dwelling size and rent to be paid, the information submitted on the application for admission shall be independently verified. Program verification used shall be valid for a period of 60 days prior to admission.

Program verifications used for annual re-exams shall be valid for a period of 120 days prior to the effective date of reexamination of family circumstances.

The Housing Agency will follow the verification methods prescribed in HUD PIH-Notice 92-45 and PIH Notice 2001-15.

When third party verification source cannot or will not provide the required information within four weeks this will be noted in the applicant or tenant file and the Housing Agency will document the alternative method used.

The Housing Agency may review original documents provided by the family and use this as the basis for a provisional determination that will remain subject to third party verification.

If third party verification is received after the provisional determination of initial/continued eligibility or tenant rent has been made the Housing Agency will use the third party independent verification to make a retroactive determination. A family's rent may be increased or decreased retroactively.

If there is a determination that a family was not initially eligible for program participation the family will be terminated on 30 day written notice to the family and owner. Any ineligible family will be required to make full repayment of subsidy received to which the family was not entitled.

4. Verification of Annual Income

Anticipated income is a prime determinant of an applicant's eligibility for participation and their level of rental assistance. An annual means income from all sources received by the family head and spouse (even if temporarily absent), and by each additional member of the family, including all net income to be derived from assets for the upcoming 12-month period.

Annual income will be determined based on appropriate third party verification. Initial income eligibility is established by comparing annual income to the HUD-prescribed maximum income limit.

There is no minimum income requirement for participation in the Section 8 rental assistance programs.

5. Record of Family

A file folder shall be established for each applicant and participant family and shall contain the original application and all data collected to verify and document the family's status. For each participant family the Housing Agency will maintain as part of the family record the family's application, applicable verifications, a copy of the executed lease and the HAP contract, as well as correspondence between the family and Housing Agency. The Housing Agency shall retain all applicant/tenant certifications and relevant documentation as set forth in 24 CFR 982, amended.

6. Misrepresentation of Family Circumstances

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, the Housing Agency may deny and/or terminate assistance and may refer the family file/record to the proper authorities for appropriate disposition.

7. Determination of Ineligibility

If an applicant is determined to be ineligible for Section 8 rental assistance, the Housing Agency shall promptly state the reasons for its determination to the applicant in writing. The letter shall also state that the applicant may request an informal discussion and explain how to request the informal discussion.

8. Suspension of Voucher Issuance

If there is insufficient funding to assist the family at the top of the waiting list, the Housing Agency will not issue any form of assistance to any other family at the top of the waiting list.

However, if HUD awards the Housing Agency funds for a specified category of families on the waiting list, the Housing Agency must select families in that category, even if they are not at the top of the waiting list for one year. All such selections will be made as a Special Admission and so noted in the tenant and waiting list records.

9. Removal from the Tenant-Based Assistance Waiting List

The Housing Agency will remove a family's name from the Section 8 TBA waiting list if the family is determined ineligible in accordance with criteria prescribed by HUD or Housing Agency policy. The Housing Agency may also remove a family's name from

its waiting list for family's failure to provide the Housing Agency with a new mailing address and/or any correspondence is returned with no forwarding address or family fails to participate in 2+ scheduled appointment(s) without good cause. The Housing Agency may also remove a family's name from the waiting list based upon a family's written request.

PG-S1.00 Policy and Procedures for Verifying Factors of Eligibility

Verification of income and asset information is required to determine eligibility for admission and continued assistance. All of the family's written representation that affect the family's eligibility or rent, must be verified by the Housing Agency's Section 8 Admissions staff.

Written inquires will include:

- Statement of the purpose for requesting family data; and
- Statement signed by the applicant to permit the source to release information/family data.

When an applicant or tenant report annual income that appears to be less than adequate for the family's needs, or if the family appears to eligible for income that is not reported to be received, (1.e., Temporary Assistance for Needy Families (TANF), welfare, unemployment compensation, child support, etc.) the absence of such income will be verified.

Family may be required to sign verification consent forms for:

- Temporary Assistance for Needy Families (TANF)
- Nutritional Assistance
- Unemployment Compensation
- State Wage Information Collection Housing Agency
- Credit Report
- Child Support Agency

For an initial determination of eligibility all required verifications must be current (i.e., issued within the 60 day period preceding the data of interview)

Tenant files will contain documentation of all required verifications

1. Applicants/tenants must cooperate with Section 8 staff and comply with the Housing Agency's certification/verification process by providing enough information to allow the Section 8 office to obtain verification from a third party of all statements regarding eligibility and rent. Family composition is generally treated as a self-certification. The signature of the head and/or co-head of household on the application for housing assistance will normally by considered sufficient verification

for family composition. However, the Housing Agency may require proof of family composition consistent with in Housing Agency's definition of family.

2. All income, assets and each applicable deduction will be verified at the time of admission and at each subsequent re-examination. Income will be verified by third party verification. If third party written verification is not possible Section 8 staff shall attempt to receive third party oral verification by calling the source or participating in a meeting with the source. Whenever third party oral verification is utilized the Eligibility Specialist/Housing Representative (OS) who received the information will be required to document the date of the phone contact, the name of the person they spoke with, information received and sign their name. Additionally, the Eligibility Specialist/Housing Representative will complete the Housing Agency's third party oral verification form. This form will identify with whom they spoke, the date, and other critical information. If neither third party neither written nor oral verification is possible this will be noted in the file and Section 8 staff shall undertake a review of documentation provided by the family. Eligibility Specialist/Housing Representatives are to review documents provided by the family for: date, authenticity, and completeness. If documents appear to be altered they should not be considered and alternative documentation should be requested.

The following statements will also be verified and documented in the tenant file:

- a. Age of family members when the sole factor determining factor of eligibility is age or to support deductions claimed for minors or elderly households status;
- b. Displacement, handicap, disability, veteran or servicemen status when they are a factor in determining eligibility for certain deductions or preferences;
- c. Full-time student's status.

PG-S1.00.a Policy and Procedures for Third Party Verifications

The verification process during the time of application, interim, reexamination and annual Re-examination is a critical task in the administration of the Department of Housing and Urban Development (HUD) assisted housing programs. This task requires Public Housing Agencies (PHA's) to verify factors that affect the determination of an applicant's/participant's adjusted income. The verification process also requires the applicant/participant to provide and disclose information that is true and complete, which is necessary in the administration of HUD's assisted housing programs. The Housing Agency of the Municipality of Yauco is committed to insure that all applicants and participants information if verified for accuracy and completeness.

The requirement for third party verification can be found at 24CFR S960.259 (c)(l), and s982.516(a)(2) and states that "The PHA must obtain and document in the family

file third party verification of the following factors, or most document in the file why third party verification was not available:

- Reported family annual income;
- The value of assets,
- Expenses related to deduction from annual income; and
- Other factors that affect the determination of adjusted income or income-based rent.”

The Department has defined third party verification requirements established by the Inspector General’s Office, prior HUD polices and guidebooks. References: PIH Notice 2001-15: Improving Income Integrity in Public and Assisted Housing Choice Voucher Program Guidebook (Section 12-4) issued April 2001 The Tenant Integrity Program Training Guide issued by the Office of the Inspection General (Page 51) issued October 1989.

Third Party Verification is defined as independent verification of income and or expenses by contracting the individual income expense source(s) supplied by the family. The verification documents must be supplied directly to the independent source by the PHA and returned directly to the PHA from the independent source.

The tenant shall not hand carry documents to or from the independent source. The Agency will mail, fax, or e-mail the verification request form to the independent source. In the event that the independent source does not respond to the Agency’s, faxed, mailed, or emailed request for information, the Agency will secure and document oral third party verification.

The Agency will ensure that they use appropriate consent forms to obtain specific information. The HUD Form 9886 authorizes HUD and the PHA to obtain third party verification of the following:

- Any income information or materials from State Wage Information Collection Agencies (SWICA).
- Income information obtained from previous and current employers. The HUD Form 9886 authorizes HUD only, to obtain third party verification of the following:
 - Income Information from the SSA.
 - Incomes return information from the IRS.

The HUD form 9886 may not be used to obtain any other information.

Verification Guidance

The Agency will make every effort to secure HUD Systems Available for Upfront Income verification.

The Agency will use HUD's Tenant Assessment Sub-System (TASS), the Enterprise Income Verification System (EIV) and centralized UIV System as acceptable methods for verifying family income.

Note: The Agency will ensure to have a valid HUD Form 9886 signed by all household members who are 18 years of age or older in the tenant file.

The Agency will make use of the Third Party Verification to Supplement Upfront Income Verification.

Written Third Party Verification: Independent verification of income and or expenses will be secured by contacting the individual income expense source (s) supplied by the family. The verification documents must be supplied directly to the independent source by the PHA and be returned directly to the Agency from the independent source.

One Third Party Verification: Independent verification of income and or expenses will be secured and documented by contacting the individual income expense source(s) supplied by the family, via telephone or in-person visit. Agency staff will document in the tenant file, the date and time of the telephone call, the name of the person contacted and telephone number; along with the confirmed verified information. This verification method will be the last resource used in the event that the independent source does not respond to the Agency's faxed, mailed, or e-mailed request for information in ten (10) business days.

Document Review: The Agency will review original documents provided by the tenant in support of their declaration of income during the income reexamination. This verification method will only be used as the sole source of income verification when all other sources of third party verification cannot be obtained. When the Agency has to resort to reviewing tenant-provided documents, the Agency will document in the tenant file why third party verification was not available.

Part HH of this plan provides further guidance on the verification method that the Agency will utilize to insure full compliance and adherence with this policy and with HUD's requirements.

The Housing Agency of the Municipality of Yauco will use the following verification methods in the listed below:

- (1) Enterprise Income Verification (EIV)
- (2) Upfront verification
- (3) Written Third Party Verification
- (4) Oral Third Party Verification
- (5) Document Review
- (6) Tenant Declaration

The Agency will attempt to use upfront income verification first and whenever possible, since it is the most preferred method by HUD and does not rely on an individual filling out a form, which may result in lower data integrity.

If upfront verification is not available then the Agency will obtain required written third party verification. Verification forms are to be mailed, faxed or e-mailed directly to the independent source. In the event that the independent source fails to respond to written verification requests, the Agency will then contact the independent source by telephone or in a personal visit to obtain the verification. Upon receipt of the information, the Agency must document in the family file, the date and time the information was received along with the name of the person and title that provided the information.

EXCEPTIONS TO THIRD PARTY VERIFICATION REQUIREMENTS:

The Housing Agency of the Municipality of Yauco is aware that in some situations, third party verification is not available for a variety of reasons. Oftentimes the Agency may have to make numerous attempts to obtain the required verifications with no luck, or the income source may not honor written or oral requests for income information or the asset or expenses to be verified is an insignificant amount, or it may not be cost effective to obtain third party verification of assets and expenses, when the impact on total tenant payment is minimal (See summary of example exceptions to third party verification in Part HH). In these cases, it is acceptable for Agency to review original documents provided by the tenant. However, the Agency is required to document in the family file the reason(s) why third party verification was not available. The Agency will maintain a photocopy of the original document in the family file.

PG-S1.01 Verification of Handicapped/Disability Status

To ensure compliance with the non-discrimination provisions of the fair Housing Amendments Act of 1998 and Section 504 of the Rehabilitation Act of 1973, the Housing Agency will implement the following procedures when verifying a family's representation that the head or co-head/spouse is handicapped or disabled for 12 months or more.

1. Such verification will only occur when the head/co-head has indicate in writing that a family member is handicapped or disabled and the family feels that such status entitles them to special deductions and/or special assistance in locating suitable units or preference in tenant selection.
2. Person(s) who receives Supplemental Security Income Disability Payments (SSI) or Social Security Disability (SSD) benefits will be determined handicapped/disabled and no further verification will be required.
3. No family/family member will be required to neither attest to nor establish their ability to live independently as a condition of initial or continued eligibility for assistance.

4. If the individual with a disability has been recently de-institutionalized or states they are otherwise disabled, but is not receiving SSI/SSD, verification from a trained professional (i.e., doctor, therapist,) that the named person meets HUD's definition of handicap or disability will be adequate verification. Section 8 staff will provide the third party with a certification form containing the HUD definition.

HOUSING QUALITY STANDARDS AND INSPECTION

The Section 8 Program utilizes the inspection Form HUD-52580 to perform and record inspections performed to units.

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

To ensure that Housing Quality Standards are met, the Director of Federal programs or Section 8 Coordinator will supervise 5% of all inspections. Reports of inspections (5% of inspections and re-inspections) will be kept in the program's files.

Utility Allowances

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

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

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

The Section 8 Program informs families on the process of locating a suitable housing unit as well as on lease provisions. The owner is oriented about program procedures and regulations at the Office of Federal Programs. In cases where the rent is over the fair market rent and the difference is considered reasonable, the HA may approve the exemption rents up to 10% over the FMR, but this may not exceed 20% of the units under ACC for the HA Certificate Program.

Records and Documents related to lease approval are filed at the program's office for the life of the contract and for at least 3 years after cancellation of the same.

The HA uses a model lease contract approved by HUD. The HA conducts a study on rent reasonableness when it is considered necessary to establish that the

contract rent is not in excess of rents currently being charged by owners for comparable unassisted units.

- b.) In accordance with Final Rule 982 (7/3/95), the HA eliminated the imposed limit on the amount owner security deposit. The HA prohibits security deposits in excess of private market practice.
- c.) The HA assists the families that claim that illegal discrimination has prevented the family from leasing a suitable unit. e.g., single woman with many children.
- d.) The HA states that it will be its policy to provide non-confidential information about a family to prospective owners.

OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS

PHA is responsible for ensuring that the rents charged by owners are reasonable based upon objective comparable in the rental market. PHA will not approve the lease or execute a payments contract until it has determined that the unit meets the minimum HQS and that the rent is reasonable. PHA will determine rent reasonableness at initial lease-up, before any increases in rent to owner, and at other times as described in this section. PHA will provide the owner with information concerning rent adjustments.

This part explains PHA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the Payment Standards, and rent adjustments.

A. RENT REASONABLENESS DETERMINATIONS [24 CFR 982.503]

PHA will not approve a lease until PHA determines that the initial rent to owner is a reasonable rent. PHA will re-determine rent reasonableness whenever an owner requests a regular or special contract rent adjustment for the program or any increase in the rent for a Voucher unit. PHA must also re-determine rent reasonableness if: 1) there is a 5% decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary; and 2) if directed by HUD); and 3) based on a need identified by PHA's auditing system.

PHA may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by PHA.

PHA will determine and document on a case-by-case basis that the approved rent:

- Is reasonable in comparison to rent for other comparable, unassisted units in the market; and
- Does not exceed rents currently charged by the same owner for an equivalent assisted or unassisted unit in the same building or complex.

The data for other unassisted units will be gathered from newspapers, Realtors, professional associations, inquiries of owners, market surveys, and other available sources.

The market areas for rent reasonableness are indicated by zip code and census tract within PHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area.

The reasonableness or the rent requested by the owner will be determined by considering at a minimum, the following factors:

Location (the primary factor)

- Type
- Unit Size

Utilities provided by the Owner (in accordance with the Lease offered)

PHA will collect additional data and, to the extent possible, will consider the following additional factors when making a comparison of the proposed assisted unit to other unassisted units:

- Quality
- Age of the Contract Unit
- Amenities
- Housing Service Maintenance

Housing Counselors will obtain market data on comparable units in the course of regular business by:

- Calling in response to newspaper or internet rental advertisements;
- Knocking on doors of units in the neighborhood of assisted units and asking questions of the residents;

Obtaining information from owners and real state agents.

Data on comparable will be entered into the PHA computer module used to assist in comparison of units, and the computer will be used to select the most comparable of all units in the database. A rent comparison and rent reasonableness determination will be made using the units selected from the database.

PHA will update information in the computer database periodically and will not use information that is more than 12 months old when making rent reasonableness determinations.

At least two comparable of unassisted unit will be used for each rent determination. All comparable must be based on the rent that the unit would command if leased in the current

market. Leased in the current market means that the unit has been leased within the last 360 days.

PHA reserves the right to conduct rent reasonableness determinations on units assisted under the program at any time in such instances, owners will be informed of the re-determination, and notification in accordance with the HAP Contract will be made for any Change in approved rent.

ANNUAL AND INTERIM RE-CERTIFICATIONS

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

Interim reviews are triggered by request made by the families or by any indication that the status of the family has changed. The family have the responsibility to notify any changes with in ten days. Ninety days prior to the expiration of the contract, the tenants are notified by mail of the need for a re-examination of the family's income, composition, unusual expenses, etc. This letter indicates the date, time and place also, which documents are necessary for the re-examination.

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

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

INFORMAL REVIEW & HEARING FOR DENIAL: REDUCTION OR TERMINATION OF ASSISTANCE

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

Procedure

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

In addition:

- The family may retain counsel or other representation, if desired, at its own expense.
- Either the family or its counsel/representative must be given the opportunity to examine the evidence and question any adverse witness (es).

The family, or its counsel / representative, must also be given the opportunity to present testimony and evidence in its favor. The decision of the official presiding over the hearing must be in writing and must be based solely on the evidence provided at the hearing and must state the legal and evidentiary grounds for the decision.

REPAYMENT OF DEBT TO THE PHA AND DENIAL OF ASSISTANCE

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

- a) The HA will no longer consider the participation of a family in the Section 8 Voucher Programs, after the family has been denied assistance and they have been terminated by the program due to violations of the program's policies and procedures.
- b) The HA will allow the family to be absent from the dwelling unit for no more than 180 days under the following first three verified circumstances:
 - 1. Illness or hospitalization-medical history verification requested.
 - 2. Illness of a relative who needs care from a family member, in another location medical history verification requested
 - 3. Any other HA approved and verified circumstances, e.g., military Service (reserves, etc)
 - 4. Vacation leave for no more than 60 days.
- c) The HA will continue giving assistance, after the break-up of a marriage to the family member to whom the custody of the children was granted by the court. In a case where there are no children involved, the HA will determine who will continue to receive the assistance.

TERMINATIONS AND EVICTIONS

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

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

When the tenant vacates its unit in violation of the lease or tenancy agreement, the owner shall receive the housing assistance payment due under the HAP contract for the period of the current month. The owner must shall receive a housing assistance payment from the HA in the amount of 80% of the contract rent. The owner must reimburse the HA for any excess collected from the family after the vacancy loss payment has been made. If an owner fails to collect a security deposit, the PHA's liability will be reduced by the amount the owner could have collected.

When the owner intends to evict the family in accordance with state/local law, the Section 8 Program must her notified prior to instituting such eviction procedures. Additionally, the HA may also terminate the contract if:

- The family no longer requires assistance
- The until fails HQS
- The unit is overcrowded and does not meet the HQS space requirements
- The family does not comply with the obligations stated in the contract
- The HA discovers program abuse and fraud
- The owner is not in compliance with the terms of the housing contract
- The tenant does not comply with the re-certification process on time
- The family/owner will be notified, in writing, 30 days prior to the termination of the contract

EVICTIONS

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

- Comply with the requirements of state/local law
- Provide a copy of the notice to the HA when the notice is given to the family
- The HA must determinate whether the family is eligible to receive continued assistance under the Section 8 Program

ADMINISTRATION OF THE VOUCHER PROGRAMS

Overall Approach and Objectives

The Section 8 Housing Voucher Program offers expanded opportunities for rental assistance to very low-income families by utilizing existing housing units. One of the Housing Voucher Program's principal features is its flexibility: Families will have a broader range of housing and neighborhoods to choose from. They may select units with rents higher than the applicable Payment Standard but will receive no additional assistance payment; conversely, if rents are lower than the standard, the assistance payment is not reduced. The feature makes the program different from the Section 8 Existing Certificate Program, specifically in the following areas:

- **Increased Choice of Housing**

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

- **Greater Equity In Place**

Families who do not want to move are not precluded from participation in the program because the rent for their unit exceeds the limits of Fair Market Rent. All similar families (i.e., same number of household members and same income) receive identical subsidies. Each family has the choice of how much of its income it wishes to devote to housing.

Additional Terms and Concepts

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

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

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

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

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

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

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

New Family-3-lover Schedule-The HA may establish a new family-mover schedule at any time. The amounts on the new family/mover schedule at any time. The amounts on the new family/mover schedule can be any amount between the Initial Payment Standard (and Adjustment Standard, if applicable) and the FMR in effect at the time the new family/mover schedule is adopted.

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

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

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

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

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

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

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

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

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

An HA which administers a Housing Voucher Program must accept or refer a Housing Voucher or Certificate holder from another HA jurisdiction (24 CFR 982.354 & 982.355). Unlike the Certificate Program, there will be no HA limits on increases which the owner can impose. Families will make their own decision about the reasonableness of the rent. Owners must provide at least 60 days written notice of any proposed rent increase to the family and the Municipality.

INTERIM RE-EXAMINATIONS (RE-CERTIFICATIONS)

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

If the family stays in the same unit:

- The HA will recalculate the Housing Assistance Payment using the Applicable Payment Standard.
- No changes will be made in the Applicable Payment Standard until the next annual-re-examination or until the family moves to another unit. If the family moves at the time of the interim re-certification, the New Family/Mover Schedule will be used. If the moving family has a change in family composition, the bedroom size appropriate to the family's new circumstances will be used.

ENFORCING HOUSING QUALITY STANDARS (HQS)

- The HA will complete HQS inspection s and complaint inspections as needed.
- The HA may abate or terminate housing assistance to owners if the unit fails HQS.

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

EASING OF PRESSURE ON FAIR MARKET RENTS

Fair Market Rent thresholds may be modified /adjusted if one of the following is present:

- If FMR decreases the demand for units at or below, Fair Market Rents.
- If a pre-program unit meets housing quality standards but exceeds the Fair Market Rent cap, families may participate in-place without moving to a lower costing unit.
- Landlords will have to set rents at the level the market is willing to pay, rather than HUD determining the Fair Market Rent.

ORGANIZATION AND STAFFING

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

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

The staff will perform the following functions:

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

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

- Outreach to Eligible Families and Contact with Owners
- Determination of Family Eligibility and Tenant Selection
- Verification of Income and Determination of Total Tenant Payment
- Briefing of Family and Issuance of Vouchers
- Housing Quality Standards Inspections

- Lease Approval and Contract Execution
- Payments to owners
- Provision of Housing Information and Services to Recipient Families
- Annual Re-certifications, Interim Re-certifications
- Re-inspection of Units Under Contract
- Family mobility and Portability of Vouchers
- Terminations and Evictions
- Monitoring Applicable Payment Standards and Budgets
- Security Deposits and Claims for Damages, Unpaid Rents and Vacancy Loss
- Informal Hearing for Denial, Reduction or Termination of Assistance

ADDITIONAL POLICIES FOR THE VOUCHER PROGRAM OUTREACH FOR ELIGIBLE FAMILIES

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

The maximum Housing Voucher subsidy the HA may pay is the Applicable Payment Standard minus 30% of the family's monthly adjusted income.

A family can never pay less than 10% of monthly gross income.

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

Family Members:	Bedrooms:
1-2	1
2-4	2
3-6	3
4-8	4

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

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

PROHIBITION SEX OFFENDERS POLICY

The Municipality of Yauco (RQ-083) has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program (24CFR 982.553(2)). The Municipality of Yauco (RQ-083) will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the dwelling unit is located and in other States where the household members are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a Certificate of Conduct.

The Municipality of Yauco (RQ-083) will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offenders registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

VIOLENCE AGAINST WOMEN ACT

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

While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA the Municipality of Yauco (RQ-083) has adopted the following goals and objectives, for Domestic Violence Policy:

- The VAWA applies to the Housing Choice Voucher Program.
- The applicant/tenant/victim will be treated with respect and dignity.
- The Municipality of Yauco (RQ-083) will notify Housing Choice Voucher owners and managers of VAWA.
- The Municipality of Yauco (RQ-083) will notify voucher holders of their rights under VAWA including the possible portability of vouchers between jurisdictions to escape an imminent threat of further domestic violence or stalking.
- VAWA will be incorporated into the landlord and tenant orientation process.
- Necessary conforming amendments to Housing Choice Voucher Program rules, regulations and paperwork will be further addressed after receipt of guidelines from the Department of Housing and Urban Development (HUD).

VERIFICATION OF INCOME AND DETERMINATION OF ANNUAL INCOME AND TOTAL TENANT PAYMENT

Once the family has filed an application and has provided the evidence required to complement it, office personnel will verify with sources and references, all basic information given by the applicant, by means of a personal interview, telephone contact or by mail. When all information is verified and the family is determined eligible, the calculation of the Total Tenant Payment will be made. Annual Income, Adjusted Income and Total Tenant Payment will be estimated based on the definitions of income as per 24 CFR 813. Direct orientation will be given to the family on the Vouchers Packet they will receive.

BRIEFING OF FAMILY AND ISSUANCE OF VOUCHERS

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

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

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

Families will be briefed on the protection afforded to them by the Privacy Act and its restrictions against third parties interfering or intending to access or mediate in confidential matters concerning their Section 8 record. A copy of the Act is attached.

ANNUAL AND INTERIM RE-CERTIFICATIONS

As in the Certificate Program, the HA must annually re-examine income and family composition for families receiving assistance in the Housing Voucher program. Re-examinations will be, at least, on an annual basis, and will generally be schedule to coincide with other annual activities. (e.g., Annual Unit Inspection).

The same procedures used for determining total tenant payment, tenant rent, and housing assistance payment at the initial certification will be used for the re-examination. However, the HA will first determine the Applicable Payments Standard to be used for a family. The applicable Payment Standard for a family continuing to receive assistance will be the same as the Payment Standard used to compute the family's current housing assistance payment, unless:

1. The HA instituted an Adjustment Standard Schedule which is higher than the Payment Standard currently being used.
2. The family's size / composition have changed and the family is eligible for a larger or smaller unit requiring a new standard because of the change in unit size.
3. The family chooses to move to a new unit.
4. Families in both programs will be notified of the results of the re-examination.

Families determined ineligible, will be informed in writing, and given an opportunity for an informal hearing. Procedures to be followed for families eligible for continued assistance are generally the same as in the Certificate Program.

1. The family and owner are notified of changes in HAP and Tenant Rent.
2. An annual unit inspection is conducted.
3. A new lease and Housing Voucher Contract are prepared and executed (if applicable).

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

FAMILY MOBILITY AND PORTABILITY OF VOUCHER

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

GENERAL PROCEDURES

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

The initial HA may deny a family's request to move under the portability procedures only if the number of portable Housing Vouchers exceeds 15% of its total units under lease in the Housing Program. The family will be required to notify the HA, in writing of their desire to move with at least 60 days prior notice.

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

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

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

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

PHA FEES

The Municipality, as the Initial HA:

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

A receiving HA which chooses to administer the Housing Voucher is entitled to a \$215.00 Preliminary Fee and the \$45.00 Hard-to-House Fee from the Initial HA for each portable Housing Voucher it accepts.

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

A Receiving HA, which issues its own Certificate or Housing Voucher to a family using the portability opportunity, may claim the Preliminary Fee from its Certificate ACC reserve or Housing Voucher Fee reserve at the time of the Year-end Settlement.

TERMINATION AND EVICTION

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

Termination

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

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

- The family moves from its unit with the owner's approval.
- The owner has evicted the family in accordance with state/social law.
- The HA may also terminate the Housing Voucher Contract if:
The family no longer requires assistance, i.e., if 30% of the adjusted income exceeds the Applicable Payment Standard (the Housing Voucher Contract remains in effect for one year after the family's assistance is terminated).
- The units fail HQS.
- The unit is overcrowded and does not meet the HQS space requirements.
- The family does not comply with the obligations stated in the Housing Voucher Program.
- The HA discovers program abuse.
- The owner is not in compliance with the terms of the Housing Voucher Contract.
- As in the Certificate Program, the family/owner will be notified in writing prior to termination. The requirements for the HA to conduct an informal hearing also apply to Housing Voucher families.

Evictions

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

- Comply with the requirements of state/local law.
- Provides a copy of the notice to the HA when the notice is given to the family.

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

MONITORING APPLICABLE PAYMENT STANDARDS AND BUDGETS

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

On a continuing basis, the HA will monitor expenditures to ensure that its Annual Contract Authority is not exceeded.

The HA will submit end-of-year financial re-conciliations.

SECURITY DEPOSITS AND CLAIMS FOR DAMAGES, UNPAID RENT AND VACANCY LOSS

Security Deposits

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

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

Damages/Unpaid Rent

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

1. The amount owed the owner or one month's contract rent less the security deposits actually collected.
2. The security deposit the owner could have collected.

Vacancy Loss

In the Housing Voucher Program, owners will not be eligible to receive Housing Assistance Payments after the family moves from the unit. If the Housing Voucher family vacates its unit in violation of its lease, the owner retains the payment for the month in which vacancy occurred.

MONITORING PROGRAM PERFORMANCE

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

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

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

The Program personnel prepare and submit weekly reports to the Program Director. The Director reviews the information presented and summarizes the data. This summary is

utilized to compare planned and actual program performance regarding the PHA's goals. Files have been established to provide the basis for monitoring and ensuring compliance with a variety of program requirements as well as fulfillment of Section 8 and FSS Program goals.

Monitoring and Performance Requirements

- The 100% very low income requirement.
- The HUD-approved unit size distributions.
- The 10% exemption authority. If authority is needed for more than 20% of the units, the PHA's request must be approved by HUD prior to the execution of any additional AP contracts for units with higher contract rents.
- The utilization of the program by eligible elderly, handicapped, and disabled families.
- The annual and special re-examinations requirements.
- Accuracy of AP payments to owners.
- Leasing progress in a new increment of units.
- Occupancy rate of units in the management phase.
- Supervisory review of 5% HQS and 10% of Section 8250.058
- Size of waiting list.
- Implementation of HQS.
- Implementation of Federal Preferences.
- Determination of rent reasonableness.
- Annual revision of utility allowance.
- Implementation of a non-discrimination policy.

Section 8 Program Occupancy Records (including FSS program) will consists of:

- Tenant files.
- Family service records.
- Section 8 Office Internal Statistical Reports.
- Percentage of minority participant families
- Percentage of single-parent, female head of household, participant families.
- Percentage of assisted families receiving other public welfare assistance.
- Percentage of assisted families with unique needs, whose contract rent exceeds 120% of the FMRs will be authorized by HUD's field office.

- Percentage of families who leased in-place.
- Percentage of assisted families who leased units of smaller or larger sizes than those listed on their certificates.
- Number of assisted families who have been evicted with Section 8 Program authorization.
- Number of families who have left the program.
- Number of units occupied by handicapped families.
- Number of vacancy loss claim.
- Number of AP Contract terminations due to non-compliance with Housing Quality Standards.
- Number of owners who have dropped out of the program.

LOCAL POLICY FOR MOBILITY AND PORTABILITY FOR THE SECTION 8 VOUCHER PROGRAMS

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

This HA will not accept, or refer, mobility or 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 within commuting distance from our HA.

The Certificates and Vouchers can be administered and serviced by adjacent PHA's Municipalities without having to assign them to, or receive them from the Yauco HA.

LOCAL POLICY CONCERNING VERIFICATION OF DOCUMENTS AND/OR INFORMATION.

Verification of citizenship and/or place of birth will be implemented through a third party (independent) verification process. If third party verification cannot be used, the HA will document in the file as to why another method was used. This policy also applies to all other Program verification requirements.

LOCAL POLICY CONCERNING PROHIBITION OF PREFERENCES IF APPLICANT WAS EVICTED FOR DRUG RELATED CRIMINAL ACTIVITY (24CFR, 982.208) AND ADMINISTRATIVE HEARING PROCESS/TERMINAL NOTICE.

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

three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program.

It's up to the HA to reach the final decision to give admission preference in any of the following cases:

1. If the HA determines that the evicted person has successfully completed a rehabilitation program approved by the HA.
2. If the HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.
3. If the HA determines that the evicted person no longer participates in any drug-related criminal activity.

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

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

MINIMUM REHABILITATION QUALITY STANDARDS

- Enforcing Housing Quality Standards (HQS):
- The HA will complete HQS inspections and complaint as needed.
- The HA understands that HUD may reduce administrative fees if the unit fails HQS.
- The HA understands that HUD may reduce administrative fees if it fails HQS.

EASING OF PRESSURE ON FAIR MARKET RENTS:

- Decrease the demand for units at, or below, Fair Market Rents.
- If a pre-program unit meets housing quality standards but exceeds the Fair Market Rent cap, families may participate in-place without moving to a lower costing unit.
- Landlords will have to set rents at the level the market is willing to pay, as opposed to HUD determining the Fair Market Rent

HOUSING REHABILITATION PROGRAM FOR SINGLE FAMILY HOMES

The Municipality of Yauco may, provided it identifies and receives funding from programs such as Housing Preservation Grants, the state HOME Program and Small Cities CDBG, implement a program to improve the availability of housing stock. This program may provide funds to homeowners to fully rehabilitate their housing unit provided the structure is their primary dwelling. The structure to be rehabilitated will also be brought up to hurricane construction standards.

The projects will comply with Puerto Rico's Uniform Construction Code (UBC) and recommended guidelines as provided by FEMA, ARPE and the School of Architecture and Engineering. Additionally, it will comply with housing operations' guidelines as provided by OCAM in such a way that the Section 8 standards to improve the quality of housing in special communities are met. General participation guidelines will be as follows:

- Once launched, interested families may file pre-applications available in the Office of Federal Programs
- Eligible participants will be selected in the chronological order in which the application was received and logged.
- Participants will have to meet the median income scales as provided by the Department of Housing and Urban Development.
- The structure will be inspected to determine the type and amount of work needed to bring the property up to Housing Quality Standards.
- The average contribution to cover the cost of construction materials is estimated at \$3,000.00 For the purpose of this program, maximum contribution is considered to be an amount equal to the expense incurred, in the process of bringing the property up to Housing Quality Standards.

Where to Apply for Assistance

Eligible Yauco residents interested in receiving assistance may receive information regarding the program from Section 8 staff in the Office of Federal Programs located in the Yauco City Hall.

- In house visitors will be asked to sign a log.
- Visitors will be offered orientation on a first-come first-served basis. An exemption will be made in the case of handicapped or expecting mothers.

Who May Qualify

- Homeowners that use the property to be rehabilitated as a primary dwelling.
- Homeowners whose property is located in the geographical area of Yauco.
- Low and very-low income families whose income does not exceed the adjusted annual income according to the family size as established by HUD.
- A homeowner whose property falls short of compliance with HUD Housing Quality Standards but the structural condition may be rehabilitated.

Required Documents

- Three photographs depicting the property's façade, one side and back.
- A family portrait (standard size photograph)
- Estimated cost of materials
- When a cemented roof or a contention wall is to be installed, a floor plan by a licensed engineer and a construction permit will be required.
- A copy of the property's deed
- Copy of the Birth Certificate of all family members that reside in the property
- Copy of the Social Security Card for all family members residing in the property
- When applicable a letter that indicates current welfare benefits received by the family such as Food Coupons, other services or economic assistance provided by any government agency.
- A letter from the Department of Labor's Unemployment Office, if applicable
- A certification or verification of employment, if applicable
- A current certification from ASUME (the child support enforcement agency) or a copy of the Divorce Decree sealed by the Court.

Qualifying Process

The Section 8 staff will be responsible for overall management of the program, including but not limited to the following tasks:

- Preparation of statistical data
- Soliciting required documents from participants

- Establish a time frame for applicants to submit the necessary documents
- Prepare a request from and assign a case number
- Set-up participants' records
- Expedite the property inspection order

Once the resident is qualified:

- Establish a date to initiate the construction work

If disqualified:

- Mail a notification to the resident. The resident must be informed that there is a ten-day time frame to request reconsideration and a second site visit.

Proceed with qualified residents:

- Prepare the contract and ensure signed by the home/owner or head of the family.
- Prepare purchase order for construction materials.
- Construction materials have to be purchased from the stores approved by BID offering.
- Once the contract is signed the homeowner has 10 days in which to present the purchase orders for the construction materials to the corresponding stores.

A time frame of 90 to 120 days has been established to complete the rehabilitation work. Unusual situations and weather conditions as deterring factors may be considered in a case-by-case basis.

The inspector visits the construction site to determine if the work is complete and to corroborate the adequate use of the construction materials. A clause in the contract will compel the homeowner to ensure that construction materials are delivered to the construction site. The homeowner will be responsible to repay the Municipality of Yauco for the full amount invested in construction materials if any or all are lost due to misappropriation or if these are used for other than the authorized purpose. Since labor is provided through volunteers, the residents will not be held accountable for any construction material damaged or lost caused by volunteer mishandling.

Municipal employees that meet the program requirements will have to obtain a waiver approval from HUD to participate in the program.

Exception Clause

The Housing Rehabilitation Program will not provide, construction materials for new housing construction, this includes the completion of work or finishing touches.

HOME OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Qualification criteria for HOPWA Benefits

1. To have a diagnosed HIV/AIDS positive patient in the family nucleus.
2. Fall into the family income criteria of very low, low or moderate

Preferences:

1. Severe Handicapped Members
2. Families with one or more elderly
3. Families with overcrowding conditions
4. Involuntary displacement
5. Families with high rent burden

Service Areas of the jurisdiction:

The Municipality of Yauco will extend the HOPWA service area to the following neighboring municipalities:

- ❖ Guánica
- ❖ Guayanilla
- ❖ Lajas
- ❖ Lares
- ❖ Maricao
- ❖ Peñuelas
- ❖ Ponce
- ❖ Sabana Grande

In the HOPWA Program the Fair Market Rent will be the same as the Section 8 Occupancy Standard with the exception that the HIV/AIDS patient in the family unit will have a bedroom for his own in order to assure his/her privacy. In the event of HIV/AIDS patient needing special housing accommodation due to his/her condition, such as a handicapped ramp, an adapted handicapped bathroom and bedroom, or expanded health care treatment areas, the Rent Subsidy Standard could be above the 100% of the Fair Market Rent.

Since the HOPWA Program does not provide for portability, the Municipality of Yauco will be in charge to administer and monitor the vouchers for all the participants of our Program living within the Municipality and in the neighboring catching area of the Municipality.

In cases in which the HIV/AIDS HOPWA participant pass away, the participation of the family in the HOPWA Program will be terminate, however the program will provide a time period or a waiver for the family members to look for other resources to pay their rent or to move out of the unit. Each case is different and will be evaluated according to the family members needs.

In the event that the Municipality of Yauco will have a higher demand for HIV/AIDS housing assistance the Municipality we will apply for more HOPWA Federal Funds in order to fulfill the public demand.

Special Admissions:

- In order to give preference to HIV/AIDS Participants the HOPWA Program will have a separate waiting list from Section 8.
- In order to comply with participants and tenants demands and to avoid delays in the payment reimbursement process the Municipality of Yauco will make all effort to submit all reports and information up to date in order request financial funds in advance.
- An independent bedroom will be provided for the HIV/AIDS patient. The head of the household, spouse or patient will decide if they want separate a bedroom in case the medical condition of the patient reaches the point in which special accommodations for medical equipments or treatment is needed or extra space is necessary for comfort and good quality of life of the patient.

Waiting List:

The Municipality of Yauco will continue to use it's previous waiting list from last FY 2007 establishing turns by date and arrival time of the admission to the HOPWA program. The voucher for the HOPWA-TBRA Program will be grant to the participants when he/she completes all the requirements for eligibility.

In order to be eligible to register in the HIV/AIDS waiting list, the head of the household of the family, the spouse, or any other member of the family, adult or minor, must be a medically certified HIV/AIDS patient and the level of income of the family must be within the 80% of the median income for the geographic area where the Municipality is located.

"Fair Market Rent" (FMR)

The FMR for the HOPWA Program will be the same as the FMR establish by the Section 8 "Voucher" Program.

"Payment Standard"

The HOPWA Housing "Payment Standard" will be a 100%, the same as the one established in the Section 8 Administrative Plan of the Municipality of Yauco. The "Payment Standard" must indicate if the Municipality grants any type of reasonable arrangements for the HIV/AIDS and the percent of the increase in the "Payment Standard".

"Housing Quality Standard" (HQS)

The HQS for the HOPWA Program will be same as the one established in the "Section 8 Voucher Program". The inspections, the complaints, contract cancellations, reinspections and new contracts will comply with same criteria as the "Section 8 Voucher Program".

"Subsidy Standard"

The form HUD-50058 will be utilized for the subsidy, taking in consideration that such form will not be transmitted to PIC. The use of this form is exclusively to assure that the calculations of the subsidy, including the credits and analysis are done the correct way. The maximum rent contribution will be the 10% or the 30% or whichever is the greater. The minimum rental contribution will be \$50.00.

"HAP Payments"

The form HUD-52641 will be utilized to prepare the HAP contract. The housing utilities will be based in a AAA (Autoridad de Acueductos y Alcantarillados) and a AEE (Autoridad de Energía Eléctrica) study taking in consideration the total amount of bills for housing units of families with the same number of family members and the same number of rooms in the area. Taking in consideration these factors we will determinate an average amount for housing utilities, then the average utilities amount is add to the amount of rent that the landlord is asking for the housing rental. The total amount of rent and utilities that will be paid to the landlord is called "gross rent".

If the housing utilities are included in the gross rent by the landlord, the utilities credits is not add to the gross rent.

If the gross rent exceeds the Payment Standard the difference has to be paid by the tenant if is not above the 30% of the tenant budget. If the gross rent is above the tenant budget the housing facility doesn't qualify for the tenant.

However; if the utilities are included in the gross rent, the rent utilities credits can not be granted to the landlord, instead the gross rent is deducted from the payment standard, and the difference if any, is given to the tenant as "negative rent".

"Termination of Participation"

In case of death of the participant diagnosed with HIV/AIDS the family would have (90) ninety days (3 months) for termination of service in the HOPWA Program. However every case is unique and different, reason why every case would be evaluated individually taking in consideration the family needs and circumstances, furthermore preventing family crisis and preserving family unit.

HOMEOWNERSHIP OPTION

The Yauco Housing Authority may opt in the near future to provide the recently approved homeownership option to eligible Section 8 participating families. However, based on local circumstances, particularly to the extent that a vast majority of our participants fall within the very low-income bracket (thus precluding the possibility of homeownership as real option); it has determined to exercise its prerogative not to offer it at this moment.

Should the HA eventually decide to offer the homeownership option, it will do so following the guidelines established in Section 8 (y) of the Homeownership Final Rule published in the Federal Register.

Civil Rights Certification

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

Civil Rights Certification

Annual Certification and Board Resolution

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

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

MUNICIPALITY OF YAUCU

BQ-083

PHA Name

PIA Number/HIA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompanying narrative, is true and accurate. Warning: HUD will prosecute false claims and statements. Corrections may result in criminal and/or civil penalties. (42 U.S.C. 1410, 1410a, 1410c, 14103; 42 U.S.C. 1424, 1427)

Name of Authorized Official

Hon. Abel Nazario Quiñones

Title

Mayor

Signature



Date

04/16/2010

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

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

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

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

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 905.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within these programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/DMS Module in an accurate, complete and timely manner (as specified in PHH Notice 2006-24).
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site.
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 59, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

MUNICIPALITY OF YAUCO
 PHA Name _____

RQ-083
 PHA Number/IA Code _____

- 5 Year PHA Plan for Fiscal Years 20 10 - 20 15
- Annual PHA Plan for Fiscal Years 20 10 - 20 11

I hereby certify that all the information stated herein, as well as any information provided in the scope statement herewith, is true and accurate. My signature below will constitute the claims and statements. Conveying, may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 51 U.S.C. 3725, 3805)

Name of Authorized Official ABEL NAZARIO QUTÑONES	Title MAYOR
Signature 	Date 04/16/2010

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name:

MUNICIPALITY OF YAUCO RQ-083

Program/Activity Receiving Federal Grant Funding:

SECTION 8 HOUSING ASSISTANCE VOUCHER PROGRAM

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

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

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

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

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

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

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

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

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

AMONG THE MUNICIPALITY OF YAUCO, PUERTO RICO

Check If there are workplaces or facilities not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 311, 8 C.F.R. 3728, 3832)

Name of Authorized Official	ABEL NAZARIC QUIÑONES	Title	MAYOR
Signature		Date	04/16/2013
X			

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

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

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

I, ARFI NAZARIO QJ NONES the MAYOR certify that the Five Year and
Annual PHA Plan of the SECTION 8 HCV PROGRAM is consistent with the Consolidated Plan of
MUNICIPALITY OF YAUCO RQ-083 prepared pursuant to 24 CFR Part 91.



04/16/2010

Signed / Dated by Appropriate State or Local Official

**Certification of Payments
to Influence Federal Transactions**

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

Active Date:

MUNICIPALITY OF YAUCO RQ-005

Program/Activity Receiving Federal Grant Funding

SECTION 8 HOUSING ASSISTANCE VOUCHER PROGRAM

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

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

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

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

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

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

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

Name of Authorized Official

Title

ABEL NAZARIO QUIÑONES

MAYOR

Signature

2008 (01/10/03)55271



04/16/2010

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB
3943-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 1c P.R.	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U. S. Department of Housing and Urban Development	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI)</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>	
11. <small>Information required through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a required disclosure under the provisions of that section which were amended by the Lobbying Disclosure Act of 2002 (Pub. Law 107-163, 116 Stat. 5106) and the Lobbying Disclosure Act of 2003 (Pub. Law 108-447, 117 Stat. 2835). Any person who fails to file the required information may be subject to civil penalties. Any person who fails to file the required information may be subject to civil penalties of not more than \$10,000 and not more than 5% of the value of the contract.</small>	Signature:  Print Name: <u>Abel Nazario Quiñones</u> Title: <u>Mayor</u> Telephone No. <u>787 267-2004</u> Date: <u>04/16/2010</u>	
Federal Use Only:	Authorized for Local Reporting Use Standard Form 278 (Rev. 7-07)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to 44 U.S.C. section 3522. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is under review, as described to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. This is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity by checking the "P" box, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawardee include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or the commitment. Include at least one organization-level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, invitation for bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the applicable proposed control number assigned by the Federal agency). Include prefixes, e.g., "RFP-15-84-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, we estimate no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0048. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0048), Washington, DC 20503.