

Commonwealth of Puerto Rico
Municipality of Río Grande



5 year PHA Plan
Fiscal Years 2010-15
Section 8 Only
REVISED JUNE 2010

Required Attachments Included



Hon. Eduard Rivera Correa
Mayor

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**HUD FIVE & ONE YEAR PHA PLAN
OF THE MUNICIPALITY OF RÍO GRANDE**

2010-2014

**EDUARD RIVERA CORREA
MAYOR**

PHA 5-Year and Annual Plan

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

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

1.0	PHA Information PHA Name: <u>MUNICIPALITY OF RÍO GRANDE</u> PHA Code: <u>RQ-050</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>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>78</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The Municipality of Río Grande PHA, provides HUD Tenant Based Section 8 to many Río Grande families as possible within funding limits, to promote adequate affordable housing, economic opportunity and a suitable living environment free from discrimination.					
5.2	<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 PHA goals and objectives for the next 5 years are the following:</p> <ol style="list-style-type: none"> 1. Satisfaction enforcing housing quality standards 2. Improve the quality of assisted housing as result of voucher management improvement 3. Increased assisted housing: providing voucher mobility counseling and explaining to tenants the portability concept at the initial evaluation meeting. 4. Expand the supply of assisted housing applying for additional rental vouchers, when available 5. Promote self-sufficient and asset development of families and individuals increasing the number and percentage of employed persons in assisted families. 6. Ensure equal opportunity and affirmatively further fair housing by undertake affirmative measures to ensure access to assist housing regardless of race, color, religion, national origin, sex, familial status and disability. 7. Publish notices, when new vouchers where available, indicating that the <i>housing vouchers</i> are available regardless of race, color, religion, nation of origin, sex, familial status and disability. 8. Promote and enforce all Vawa goals and objectives as well to protect all victims of domestic violence (see attachment 7) 9. Identifying and correlating the housing needs in the Consolidated Plan and the PHA waiting list, to minimize the reflection of a very high housing problem with an economic constrain. 					

5.2 **B. PHA's progress in meeting the mission and goals described in the previous 5 year plan:**

The mission and general goal 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.

percentage of progress 100%

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

percentage of progress 15%

PHA Goal: Improve the quality of assisted housing

Objectives:

Increase customer satisfaction:

percentage of progress 76%

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

percentage of progress 99%

Implement voucher homeownership program:

No progress 0%

PHA Goal: Promote self-sufficiency and asset development of assisted households:

Objectives:

Provide or attract supportive services to improve assistance recipients' employability:

percentage of progress 35%

Provide or attract supportive services to increase independence for the elderly or families with disabilities:

percentage of progress 50%

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

percentage of progress 100%

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Río Grande PHA has revised None of the Plan elements 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. Is available in Local section 8 Offices in federal affairs Río Grande Building. Pimentel Ave.</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 Río Grande has not engage in any activity related to Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Furthermore Río Grande's PHA does not foresee evolvment in these activities in a near future.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. N/A</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A</p>

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

A. Housing Needs of Families in the Jurisdiction's Served by the PHA

Based upon the information; contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by: completing the following table. In the "Overall" Needs column, provide the estimated: number renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5. with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	22	5	5	5	5	5	5
Income >30% but <= 50% of AMI	182	4		3	4	3	2
Income >50% but <80% of AMI	40	3	2	2	1	1	
Elderly	4						
Families with Disabilities	8	5	5	5	5		
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

9.0

sources of information the PHA used:

- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset.
- PHA waiting list (2009).

B. Housing Needs of Families on Section 8 Tenant-Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	244	100%	
Extremely low income <=30% AMI	22	11	
Very low income (>30% but <=50% AMI)	182	74	
Low income (>50% but <80% AMI)	40	15	
Families with children	244	100	
Elderly families	4	.016	
Families with Disabilities	8	.032%	
Race/ethnicity	Hispanic	100%	

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.**

Strategy for Addressing Needs

1. Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required: The PHA will identify housing units available for lease based on family size.
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: The PHA will circulate fliers with program information.
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Need: Specific Family Types: Families with Disabilities

9.1 **Strategy1: Target available assistance to Families with Disabilities:**

Apply for special-purpose vouchers targeted to families with disabilities, should they become available.

Strategy 2: 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.

Other:

- Provide Section 8 tenants with fair housing rights information

Strategy 2: Increase the number of affordable housing units by: Select all that apply

Apply for additional section 8 units should they become available

Need: Specific Family Types: Families at or below 30% of median

Strategy: Target available assistance to families at or below 30% of AMI:

Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance.

Need: Specific Family Types: Families at or below 50% of median

Strategy: Target available assistance to families at or below 50% of AMI.

Employ admissions preferences aimed at families who are working.

<p>9.1</p>	<p style="text-align: center;">Need: Specific Family Types: The Elderly</p> <p>Strategy: Target available assistance to the elderly:</p> <p>Apply for special-purpose vouchers targeted to the elderly, should they become available</p> <p><u>Reasons for Selecting Strategies</u></p> <p>The factors listed below, influenced the PHA's selection of the strategies it will pursue:</p> <ul style="list-style-type: none"> • Funding constraints • 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>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>(a) Río Grande PHA's progress in meeting the mission and goals described in 5 year plan:</p> <p>The mission and general goal 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. Estimated percentage of progress (EPP) 100%</p> <ol style="list-style-type: none"> 1. Satisfaction enforcing housing quality standards EPP-98% 2. Improve the quality of assisted housing as result of voucher management improvement EPP-90% 3. Increased assisted housing: providing voucher mobility counseling and explaining to tenants the portability concept at the initial evaluation meeting. EPP-98% 4. Expand the supply of assisted housing applying for additional rental vouchers, when available. EPP-00% (Soon to be abandoned) 5. Promote self-sufficient and asset development of families and individuals increasing the number and percentage of employed persons in assisted families. EPP-78% 6. Ensure equal opportunity and affirmatively further fair housing by undertake affirmative measures to ensure access to assist housing regardless of race, color, religion, national origin, sex, familial status and disability. EPP-100% 7. Publish notices, when new vouchers where available, indicating that the <i>housing vouchers</i> are available regardless of race, color, religion, nation of origin, sex, familial status and disability. EPP-98%

<p>10.0</p>	<p>8. Promote and enforce all Vawa goals and objectives as well to protect all victims of domestic violence (see attachment 7) EPP-30% (Will be totally implemented next fiscal year).</p> <p>9. The housing needs identify by the PR State Consolidated Plan and the PHA waiting list, reflects a very high housing problem with an economic constrain. EPP-98%</p> <p>(b) Significant Amendment and Substantial Deviation/Modification for the Río Grande PHA would be one that considers Changes to rent or admissions policies or organization of waiting lists or Any modification to PHA's mission statement or any substantial modification to goals and objectives.</p>
<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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.

ATTACHMENT 1

Certifications

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Municipality of Río Grande

Applicant Name

HUD Section 8

Program/Activity Receiving Federal Grant Funding

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

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

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~~ ~~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.


I. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with 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.)

HUD Section 8 funds:

Oficina de Recursos Externos
Pimentel St. #37
Río Grande, Puerto Rico 00721

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

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

Name of Authorized Official	Title
Hon. Eduard Rivera Correa	Mayor
Signature	Date
X 	April 7, 2010

form HUD-50070 (3/98)
ref. Handbooks 7417-1, 7475-13, 7485-1 & 3

Civil Rights Certification

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

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

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

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


Municipality of Río Grande

RQ050

PHA Name

PHA Number/HA Code

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

Name of Authorized Official		Position	
Hon. Eduard Rivera Correa		Mayor	
Signature		Date	
		April 7, 2010	

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

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, Hon. Eduard Rivera Correa the Mayor of Rio Grande certify that the Five Year and Annual PHA Plan of the Municipality of Rio Grande is consistent with the Consolidated Plan of The City of Rio Grande HOUSING AND COMMUNITY DEVELOPMENT CONSOLIDATED FIVE YEAR PLAN prepared pursuant to 24CFR Part 91.



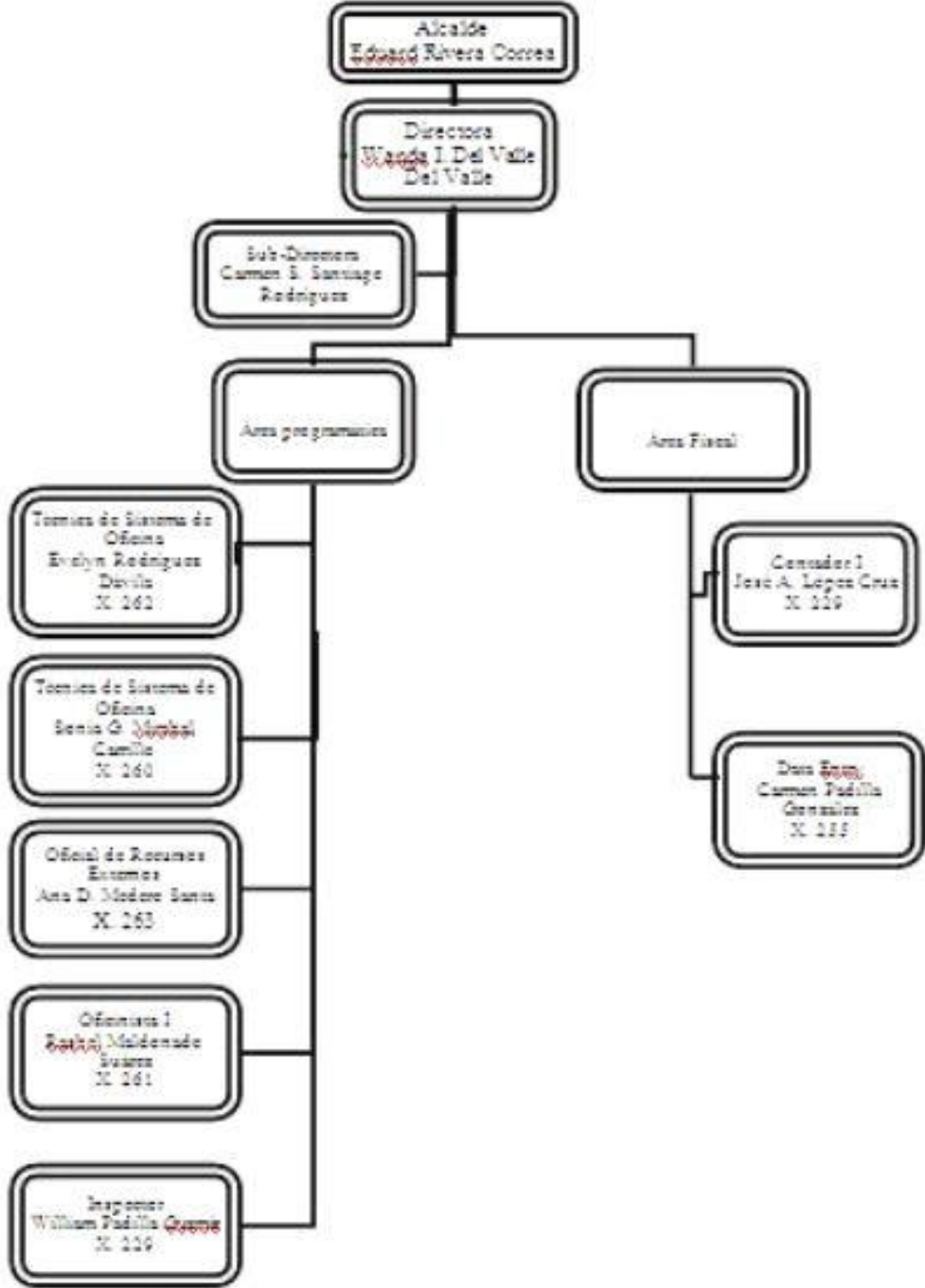
Signed / Dated by Appropriate State or Local Official

form HUD-50077-5L (1/2009)
OMB Approval No. 2577-0226

ATTACHMENT 2

PHA Organizational Chart

ORGANIGRAMA PROGRAMA HUD SECCIÓN 8



ATTACHMENT 3

Public Notice



Estado Libre Asociado de Puerto Rico
**MUNICIPIO DE
 RÍO GRANDE**

AVISO PÚBLICO

El Municipio de Río Grande notifica a la ciudadanía en general que está en el proceso de la preparación del Plan Anual 2010 y el Plan a 5 años del Programa de Renta Subsidiada (Sección 8). En adición, se está trabajando en la revisión del Plan Administrativo. Para estos fines, el Municipio estará realizando una Vista Pública para recibir los comentarios de la ciudadanía en general, grupos cívicos, entidades sin fines de lucro, representantes de vivienda, entidades de base comunitaria y agencias gubernamentales.

La Vista Pública se realizará el 26 de enero de 2010 a las 9:00 a.m. en el Salón de Actividades de la Casa Alcaldía. En adición cualquier ciudadano puede hacer llegar sus comentarios a través de una ponencia escrita dirigida a la Sra. Wanda I. Del Valle Del Valle, Directora del Departamento de Recursos Externos. Este documento puede enviarlo vía fax al (787) 809-1355, mediante correo electrónico a recursosexternos@riograndepr.org o entregarlo personalmente al Departamento de Recursos Externos localizado en la Calle Pimentel Núm. 37, del Centro Urbano.


 Eduard Rivera Correa
 Alcalde

AVISOS Y SUBASTAS



NOTA ACLARATORIA A NUESTROS CLIENTES

En nuestra circular con ofertas válidas del 6 al 12 de diciembre de 2009, en la pág. 16, la chaqueta y el pantalón de vestir Dockers® para caballeros, está disponible solo en Plaza Las Américas. En nuestra circular Black Friday Now! Con ofertas válidas el 12 de diciembre de 2009, en la portada, el "slow cooker" Hamilton Beach® #54323 debió leer, disponible 4 por tienda. Los precios de las sortijas con diamantes blancos y negros de 1 ct. tw. en plata esterlina #72734/72732 están incorrectos y debieron leer, res. \$299.99-\$399.99, esp. \$99.99 c/u. En nuestra circular con ofertas válidas del 13 al 19 de diciembre de 2009, en la pág. 7, el calzado Dr. Scholl's® #59886/3 tiene los precios incorrectos y debieron leer, res. \$84.99 par, esp. \$59.99 par. Disculpen cualquier inconveniente que esto les haya podido causar.

**Compañías de Préstamos
 Personales Pequeños**

tasa mínima, promedio ponderado y máximo, para préstamos pequeños otorgados para la semana que terminó el sábado, 5 de diciembre de 2009.

Institución	Tasa Mínima (%)	Tasa Promedio (%)	Tasa Máxima (%)
Cafrecoed	11.79%	26.80%	34.79%
Comerica	25.01%	29.66%	33.00%
Bank of America	12.00%	25.68%	45.99%
Wells Fargo	16.95%	32.72%	36.95%
First Finance	26.00%	28.12%	29.99%
Préstamos Pequeños	28.00%	28.00%	28.00%

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 construcción y banca hipotecaria**



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 PAUTAR
 SU
 ANUNCIO
 EN
 ESTA
 SECCIÓN
 LLAMAR
 AL**

**641-5454
 EXT.
 4603**

ATTACHMENT 4

Public Hearings Assistance Records



Municipio de Río Grande
Sección 8

Vista Pública: Plan Consolidado
Día: 26 de enero de 2010
Hora: 9:00 a.m.

Nombre	Dirección	Teléfono	Firma
<i>Carmen S. Santiago</i>	<i>Municipio de Río Grande</i>	<i>(787) 887-2084</i>	<i>CSSC</i>
<i>Rafael I. Del Valle</i>	<i>Municipio R.G.</i>	<i>(787) 887-2084</i>	<i>[Signature]</i>
<i>Ursula J. Santos</i>	<i>Municipio de Río Grande</i>	<i>(787) 392-1520</i>	<i>[Signature]</i>

ATTACHMENT 5

Public Hearing Minutes



Minuta
Vistas Públicas
Plan Anual 2009
Programa de Renta Subsidiada

La Vista Pública estaba pautada para el 26 de enero de 2010 a las 9:00 a.m. en el Salón de Actividades de la Casa Alcaldía. La Sra. Wanda I. Del Valle Del Valle, Directora del Departamento de Recursos Externos del Municipio de Río Grande asistió a la Vista Pública en el Salón de Actividades desde las 8:30 a.m. con la Sra. Carmen S. Santiago Rodríguez, Sub-Directora del Departamento de Recursos Externos. No hubo asistencia de ciudadanos y la vista se dio por terminada a las 9:45 a.m.

Sra. Wanda I. Del Valle Del Valle
Directora
Departamento de Recursos Externos

ATTACHMENT 6

Single Audit (Waived in resubmission)

ATTACHMENT 7

**Statement of compliance and Assurance for the implementation of
the Violence Against Women and the Justice Department
Reauthorization Act 2005**

&

**PHA Administrative intention to implement service to secure and
protect the victims of domestic violence.
(To be Added to the 2010 Administrative Plan)**

Statement of compliance and Assurance for the implementation of the Violence Against Women and the Justice Department Reauthorization Act 2005

The municipality of Río Grande will adopt as regulatory policy to implant the HUD Section 8 Programs all of the following statements:

Mandatory Prohibition of Sex Offenders

The Municipality of Río Grande 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 (24 CFR 982.553 (2)). The Municipality of Río Grande (RQ050) 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 Río Grande will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offenders.

Domestic Violence Statement - Housing Choice Voucher Program

The Violence against Women Act (VAWA), Public Law 109-162 was signed into law on January 5, 2006. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 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 Río Grande (RQ-050) 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 Río Grande will notify Housing Choice Voucher owners and managers of VAWA.
- The Municipality of Río Grande 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).

The municipality of Río Grande will be responsive to the issuance of a "HUD approved certification form" for victims of abuse to use in the event that a PHA or Section 8 owner requests (as they may under the Act) that a victim of abuse certify that the alleged incidents of abuse are bona fide, when PIH completes the development of such a form, when additional information about the form is received. In the interim, PHAs, owners, and managers will be encouraged to accept other types of certifications from alleged victims.

The municipality of Río Grande will encourage PHAs, owners, and managers to access VAWA 2005 via the Internet at the following Website addresses: <http://www.gpoaccess.gov/plaws/index.html> or <http://thomas.loc.gov/bss/d109/d1091aws.html> and search for Public Law 109-162 to access the text of the final law.

Eduard Rivera Correa Mayor
Municipality of Río Grande

**WHAT FOLLOWS IS DIRECTED TO PROVIDE
SAFETY AND SERVICES FOR THE VICTIMS OF:**

**Violence Against Women (VAWA) or Adults, Children, Elderly
or any human dwellers under section 8 Programs whose physical
integrity is jeopardized by domestic violence**

PHA Goals and Objectives; Programs and Activities; and Policies

PHA Goals and Objectives

It is the goal of the PHA to provide for the health and safety of all residents and to act quickly to respond to all acts of violence occurring within our neighborhoods. The PHA has the following goals in responding to domestic violence and violence against women:

- PHA Staff will respond immediately to all reports of domestic violence and immediately notify Police, Housing Managers and Resident Services of such acts of violence and request appropriate protections and services.
- PHA Staff, and Resident Services will work with the Police and The Shelter (the local domestic violence shelter at Municipality of San Juan) to provide for the immediate safety and protection of any victim of domestic violence and assist them with locating safe shelter, medical services, counseling services, and other health and social services.
- The PHA will act quickly to remove the violent offender/domestic violence perpetrator from PHA property through arrest, trespass warning, or eviction and use all legal methods (including lease bifurcation) to prevent the offender from future acts of violence toward their victim and other public housing residents or subsidized rent tenants.
- The PHA considers domestic violence as high priority transfer request and will make every effort to transfer a subsidized rent tenant who is a confirmed victim of domestic violence as soon as possible to another appropriate housing unit in a safer location.
- The PHA will assist all Section 8 Housing Choice Voucher Program participants and others in PHA-administered tenant-based rental assistance programs who are confirmed victims of domestic violence (and willing to relocate) to move to other appropriate rental housing in a safer location as soon as possible, including utilizing portability vouchers where possible and/or appropriate.

PHA Programs and Activities

- The PHA will mediate a Memorandum of Understanding (MOU) with a San Juan metropolitan area Shelter to mutually refer potential clients to each other. PHA utilizes a Tenant-Based Rental Assistance program and will provide coordination shelter services and other supportive services to clients desiring domestic violence therapy and advocacy supports.
- The Río Grande PHA will continue the referral method on violence victims with community based organization "Coalición del Este" Which agglutinates family services and Victims of domestic violence affiliates organizations.
- The PHA will be active in fiscal year 2010 -11 pursuing partnerships for alternative housing programs for special sub-populations including victims of domestic violence which may include converting tenant-based vouchers to project-based vouchers for victims of domestic violence.
- The PHA has an informal referral agreement with The Shelter for intake, assessment and service referral of all Section 8 tenants who report being victims of domestic violence, utilizing the 50066 form for documentation.

- The PHA Will channelize and coordinate FEMA Emergency Food and Shelter funding to assist with temporary emergency shelter for victims of domestic violence until they can be relocated to safer housing and other appropriate support services.

PHA Policies

Section 8 Housing Choice Voucher Program Administrative Plan provides that Section 8 tenants and others in PHA administered tenant-based rental assistance programs, which are confirmed victims of domestic violence, must also meet the conditions below to be considered as high priority transfer requests for their housing voucher to allow them to secure safer housing.

- The victim of domestic violence must complete a HUD Form 50066 and name their abuser. If the victim chooses not to complete the HUD Form 50066, they must report the crime of domestic violence to either the Police or The Shelter.
- All victims of domestic violence must go to The Shelter for assessment and confirmation by The Women’s Shelter that an act of domestic violence has occurred.

The PHA Housing Lease includes the following additional lease provisions to provide for the protection of victims of domestic violence:

The Landlord enforces the Lease in accordance with the Violence Against Women Reauthorization Act of 2005 (VAWA), which gives PHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, “in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.” The Landlord will pursue all such terminations in accordance with the policies outlined in the ACOP, and as prescribed by HUD. The Resident agrees to abide by the VAWA policies.

The PHA Housing Choice Voucher Administrative Plan (Admin) provide the following VAWA protection:

PROHIBITION AGAINST TERMINATING TENANCY OF VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The Violence against Women Reauthorization Act of 2005 (VAWA), provides that “criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate family member of the tenant’s family is the victim or threatened victim of that abuse.” VAWA further provides that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence.

VAWA does not limit the PHA’s authority to terminate the tenancy of any tenant if the PHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property.

The program offer all VAWA protections. The following excerpt will be integrated in the language pertinent to the Section 8 Housing Choice Voucher program found in the Administrative Plan.

Victim Documentation

PHA Policy

When a tenant family is facing lease termination because of the actions of a tenant, household member, guest, or other person under the tenant's control and a tenant or immediate family member of the tenant's family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking, the PHA will require the individual to submit documentation affirming that claim.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking

And, one of the following:

A police or court record documenting the actual or threatened abuse

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to the PHA within 14 days after the individual claiming victim status receives a request for such certification.

The PHA, owner or manager will be aware that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. The PHA may require that the tenant come into the office to pick up the certification form and will work with tenants to make delivery arrangements that do not place the tenant at risk.

This 14-day deadline may be extended at the PHA's discretion. If the individual does not provide the required certification and supporting documentation within 14 days, or the approved extension period, the PHA may proceed with assistance termination.

The PHA also reserves the right to waive these victim verification requirements and accept only a self-certification from the victim if the PHA deems the victim's life to be in imminent danger.

Once a victim has completed certification requirements, the PHA will continue to assist the victim and may use bifurcation as a tool to remove a perpetrator from assistance. Owners will be notified of their legal obligation to continue housing the victim, while using lease bifurcation to remove the perpetrator from a unit. The PHA will make all best efforts to work with victims of domestic violence before terminating the victim's assistance.

In extreme circumstances when the PHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's (including the victim's) tenancy is not terminated, the PHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

Terminating or Evicting a Perpetrator of Domestic Violence

Although VAWA provides protection from termination for victims of domestic violence, it does not provide protection for perpetrators. In fact, VAWA gives the PHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, "in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

” This authority supersedes any local, state, or other federal law to the contrary. However, if the PHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law for eviction, lease termination, or termination of assistance [Pub.L. 109-271].

PHA Policy

When the actions of a tenant or other family member result in a determination by the PHA to terminate the family’s lease and another family member claims that the actions involve criminal acts of physical violence against family members or others, the PHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame or any approved extension period, the PHA will either a) bifurcate the lease in order to evict or terminate the occupancy rights of the perpetrator or b) require that the family provide documentation that the perpetrator is successfully undergoing rehabilitation or treatment. If the family elects the second option, the PHA will require the perpetrator to submit evidence of his or her current participation in counseling or other treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. The documentation must be submitted within 10 days of the PHA’s request.

If the PHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant’s tenancy is not terminated, the PHA will bypass the standard process and proceed with the immediate termination of the family’s lease.

PHA Confidentiality Requirements

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

ATTACHMENT 8
Administrative Plan

Commonwealth of Puerto Rico
Municipality of Río Grande

**ADMINISTRATIVE PLAN
SECTION 8 RENT ASSISTANCE**

**HOUSING
VOUCHER PROGRAM**

**PUBLIC HOUSING AUTHORITY
IN AND FOR THE MUNICIPALITY OF RÍO GRANDE**

MARCH, 2010



**Hon. Eduard Rivera
Correa**



PUBLIC HOUSING AUTHORITY
in and for the Municipality of Río Grande

SECTION 8 EXISTING RENT ASSISTANCE
HOUSING VOUCHER PROGRAM

ADMINISTRATIVE PLAN

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**PUBLIC HOUSING AUTHORITY
in and for the Municipality of Río Grande**

**SECTION 8 HOUSING VOUCHER PROGRAM
ADMINISTRATIVE PLAN**

I. INTRODUCTION

The Río Grande Public Housing Authority (PHA) administers the Section 8 Housing Voucher Program with funding from the U. S. Department of Housing and Urban Development (HUD). The following document sets forth procedures and policies for the administration and selection of tenants for the Section 8 Housing Voucher Program (Program).

The Section 8 Housing Voucher Program is an element of the PHA's Action Plan and the HUD Consolidated Plan and as such, play an integral part in meeting the Municipality's assisted housing goals. The housing needs of the present and future citizens of Río Grande have been comprehensively assessed. Goals for assisted housing have been outlined in the Agency Plan.

II. APPLICATIONS/WAITING LISTS

A. Outreach to Families

Housing assistance under the Section 8 Housing Voucher Program will be granted without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or familial status, handicap/disability status, or status with regard to receipt of public assistance.

Special efforts are made through advertising and social service contacts to affirmatively market the rent assistance program. The PHA has adopted an Equal Opportunity Housing Plan (EOHP), which outlines the PHA's efforts. A copy of this plan is attached as Appendix A. An equal opportunity to participate in the Section 8 Rental Assistance program is offered to both owners of accessible rental property and persons with disabilities or special needs. These efforts may include but are not limited to, making program information available in an accessible building; providing an interpreter/aide as needed; utilizing a TTD; making program information available in different languages; for persons who request assistance the PHA will provide information on accessible units. Rental property owner participation will be encouraged through activities outlined in the EOHP.

Marketing of the program may include paid advertisements, newspaper articles, letters, brochures, mailings to real estate agencies and multi-unit owners, notices to clients on current availability of accessible units and information sessions to encourage owner participation. Information on the Section 8 program is also provided through the Río Grande Rental Housing Collaborative.

B. Applications

To be placed on the PHA's waiting list, an Application to Determine Tenant Eligibility (Application) must be completed. Because demand for rent assistance far exceeds the available Housing Vouchers, applications are not accepted on a continual basis. Rather, applications are accepted periodically. It is from these applications that the PHA's waiting list is established. By limiting when applications are accepted, the PHA is able to maintain a list of households that can reasonably be serviced in approximately one to two years. This procedure has provided the PHA with an ample number of applicants in need of rent assistance and at income levels sufficient to meet HUD's income targeting requirement.

The application procedure begins with the advertisement of the program, consistent with the EOHP. Names of interested persons are taken only in person, generally for a two to three day period of time. The PHA reserves the right to extend or shorten this period of time.

Applications are then mailed out for completion, along with a program brochure and information on preferences.

A deadline for returning completed applications is established. Any applications returned after the deadline will be determined ineligible for the waiting list. Returned applications are reviewed to determine whether the household is apparently eligible as a family, and is within income guidelines. All applicants determined ineligible will be notified in writing of the reason for their ineligibility. Incomplete applications will be deemed ineligible.

Persons with preferences will be served first. Please refer to Section II E and Appendix C for more information on preferences.

C. Determining Eligibility

Applications are reviewed to determine the family's qualifications under two categories: Definition of family; and income eligibility. The categories are described below:

1. Definition of a Family

For the purposes of program eligibility, a family consists of:

- Two or more persons who are either related by blood, marriage, or adoption, or will sustain a stable family relationship over a period of time by sharing expenses and familial responsibilities, sharing residency, with all income and resources available to meet the family's needs.
- Single persons, who are income eligible, will be admitted.
- An elderly family having a head or spouse or sole member who is at least sixty-two years of age, or is a disabled or a handicapped person, and may include two or more elderly, disabled or handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.
- A remaining member of a tenant family is a single person living alone or intending to live alone who does not qualify as an elderly, handicapped, disabled or displaced person. The remaining member of an assisted tenant family is a family member who remains in the unit when other members of the family have moved out.
- A person currently living in Río Grande displaced by Río Grande Local governmental body or agency action in connection with code enforcement (not including resident caused code violation or eviction). In addition, an applicant will be considered involuntarily displaced if they are victims of hate crimes or witness to a crime and under the recommendation of local police authorities. "Hate Crime" is actual or threatened violence or intimidation of a person or their property because of race, color, religion, sex, national origin, familial status, disability or domestic violence.

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- A handicapped person who has a physical or mental handicap which is expected to be of long and indefinite duration and substantially impedes his or her ability to live independently, and is of such a nature that the person's ability to live independently could be improved by more suitable housing.
- A disabled person who has a physical, mental or developmental disability as defined in Sec. 223 of the Social Security Act or has a developmental disability as described as follows. A developmental disability is a severe, chronic disability which:
 - 1) is attributable to mental and/or physical impairments;
 - 2) was manifested before the age of 22;
 - 3) is likely to continue indefinitely;
 - 4) results in substantial functional limitations in three or more of the following areas: capacity for independent living; self-care; receptive and expressive language; learning; mobility; self-direction; and economic self-sufficiency;
 - 5) requires special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.

2. Income Requirements

The applicant must provide adequate information on their application to show that their income for the twelve-month period following occupancy is not anticipated to exceed the income limits for eligibility as a very low income family. A very low income family is defined by HUD according to family size and has an income at or below 50 percent of the median family income for the metropolitan statistical area (MSA). However, 75% of new admissions must have “extremely low” incomes at or below 30% of the area median income with the exception of applicants displaced by Section 8 project-based action. Other admissions **can** be at or below 50% of the area median income. Income limits for eligibility are established by HUD on an annual basis for the PHA's area of jurisdiction.

No verification of income is required at the time of application. However, the PHA reserves the right to request that an applicant provide this, if necessary, to determine eligibility.

Annual income is the anticipated total annual income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family who is not a minor, and all unearned income of all minors. This includes income of full-time students 18 years of age and older.

When calculating annual income, the fair market value of assets disposed of for less than the fair market value will be counted for two years from the date of disposal (if new on program, or from the date of disclosure if current participant).

The income of a family member confined to a nursing home or hospital on a long term basis will not be included, nor will any deductions be allowed for that person. The family member's name will then be removed from the lease. For a complete definition of income, see Appendix B.

Zero Income - Any adult household member claiming zero income will be required to complete a zero income certificate. When a claim of zero income exceeds three months, the PHA will do a Puerto Rico wage and hour check in order to determine if there has been any income in the past year.

D. Denial of Assistance

Any applicant determined ineligible through the initial application or subsequent process, will be notified in writing of the PHA determination. An applicant will be given the opportunity to request an informal review, in accordance with the procedures in Appendix E of this document.

The PHA may deny an applicant housing assistance if:

- The applicant has committed any fraud in connection with any federal housing assistance program;
- The applicant has breached a repayment agreement with the Río Grande PHA or another PHA, as described in the federal regulations;

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- The applicant currently owes rent or other amounts to the Río Grande PHA or to another PHA in connection with a Section 8 Certificate, Voucher, or Housing Voucher or public housing assistance under the United States Housing Act of 1937;
- The applicant has engaged in drug-related criminal activity or violent criminal activity, including criminal activity by any Family member in the prior 3 years after being released from the most recent incarceration and probation. Drug-related criminal activity is further defined in the federal regulations.
- The applicant or any household member has been evicted from federally assisted housing for drug-related criminal activity.
- Has violated any Family obligation as defined in the federal regulations.
- The family does not submit required evidence of citizenship or eligible immigration status, including providing a Social Security Number for all family members age 6 and older or proof that the family member has not been assigned a number. The family's assistance level will be prorated for any family members who are unable to provide proof of citizenship at time of lease-up. The family's assistance level will remain prorated until proof of citizenship is provided for those members.
- The applicant has been terminated from a previous Section 8 or Public Housing Program in the past 36 months.
- The applicant or family member has been convicted of manufacturing or producing methamphetamine in violation of any federal, state or local law.
- The applicant or family member is subject to a lifetime registration requirement under the State sex offender registration program.
- The applicant or family member has abused or shown a pattern of abuse of alcohol that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

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If the Río Grande PHA denies an applicant Housing Assistance, an opportunity for an informal review will be granted according to current regulations as set forth in the PHA's Informal Review Procedure, Appendix E.

Grounds for denial or termination of assistance is further defined in the federal regulations.

E. Establishment of Waiting List & Preferences

The PHA will maintain one waiting list for Section 8 Rent Tenant-Based and Project-Based Assistance and one list for Project-Based units under contract to Cornerstone of Río Grande, PR.

The PHA accepts applications at specified times. It is from these applications that the waiting lists are established. Applicants are placed on the waiting list according to Preferences as defined herein and date and time of receipt of the application or by lottery.

All preferences will be accepted as claimed by applicants and will be verified at the time of issuance. The wait list will not be opened until it is estimated that the remaining wait list will be exhausted in six months or less. The current wait list will be exhausted prior to new applicants being served. The wait list will always be open to applicants who meet the definition of Involuntary Displacement.

The PHA will accept applications from all interested persons, up to a maximum of 1,500 applicants to be placed on the waiting list. Once all income eligible applications are received, a lottery will be conducted for a spot on the waiting list. The PHA will inform each applicant if they have won a position on the list or not. Each applicant will be assigned his/her appropriate place on a community-wide basis in sequence based upon their position assigned by the lottery and factors affecting preference or priority established by the PHA's regulations.

Applicants will be selected for assistance based on their qualification for preferences. Applicants with one or more Preference will be prioritized according to their Preference point total. Applicants with the same point total will be further prioritized by the date and order their application was received.

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The PHA must issue the family a Housing Voucher in accordance with the Subsidy Standards in Appendix D, and consistently for all families of like composition.

An ongoing tabulation of Housing Vouchers issued will be maintained by the PHA on the waiting list. This tabulation will contain information indicating date and order the applications were received by the PHA, or the order by which the application was drawn in a lottery, issuance of Housing Vouchers and eligibility for any Preferences.

1. Preferences

Applicants may qualify for a Preference when they complete the Application for Tenant Eligibility form or any time thereafter until assistance is available.

To claim a Preference at the time the waiting list is open, the applicant must certify to the PHA in writing that they qualify for one or more preferences.

An applicant who qualifies for any of the Preferences will be issued a Housing Voucher before any other applicant who is not so qualified. If an applicant no longer qualifies for a preference or a preference cannot be verified when assistance is offered, the applicant will be assigned a place on the waiting list based on the time and date the original application was received or by the order in which the application was drawn in a lottery.

Points will be awarded for Preferences as follows:

Involuntary Displacement	2 points
Río Grande Resident	1 point

For a detailed explanation of the preferences and verification process, see Appendix C.

NOTE: In order to meet HUD requirements for admission of extremely low income, persons with local preference but with higher incomes may be passed over until the HUD requirements are met.

F. Updating of Waiting List

On an annual basis, all households on the waiting list will be requested by mail to update their application. Those failing to respond by the deadline specified in the letter will be removed from the waiting list.

III. ISSUING HOUSING VOUCHERS

A. General

Families will be notified by letter when their name is at the top of the waiting list. If the family wishes to receive assistance they must respond to their given citation with all the pre-required documents, failure to attend or no response, a letter will be sent informing the applicant their name has been removed from the waiting list.

An applicant who is unable to receive assistance due to temporary medical problem or a binding lease agreement may be placed back on the waiting list until circumstances allow them to move. Third party verification regarding the reason for the delay of assistance, acceptable to the PHA must be presented for the household to be placed back on the waiting list. The applicant will be placed at the bottom of the category in which they qualify, i.e., federal preference, resident, nonresident. If the applicant refused assistance twice, their name will be taken off the waiting list. When the family is taken off the waiting list, they may reapply for assistance when the PHA is again taking applications.

The PHA reserves the right to request the applicant to complete a new application form if 60 days has elapsed since the original application, or if family circumstances warrant a current application.

Applicant briefings and the issuance of a Housing Voucher will be conducted in group sessions unless the PHA deems it necessary for the briefings to take place in individual sessions.

Once verifications have been received and eligibility has been verified, briefing appointments will be set up with the household to complete an application, verify eligibility, explain program

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procedures and policies, review tenant responsibilities, determine total tenant payment and provide information on other services available to the family. At the time of the briefing appointment, families will be offered a Housing Voucher.

B. Verification Procedures

Prior to the issuance of a Housing Voucher, third party verification of income, assets, medical expenses, child care costs, disability, handicap, or student status and qualification for any eligible preferences is required.

Disclosure of Social Security numbers (SSN) is required for all family members age 6 and over if they have one. Individuals who have not been assigned a SSN must execute a certification stating that no SSN has been assigned.

Applicants shall be required to furnish proof of any information listed on the Application when requested by the PHA

Verification of family composition and residence is provided by the applicant's signature on the Application for Tenant Eligibility form and the Certification and Rectification of Tenant Eligibility form. The PHA can at its discretion verify family composition.

Applicants will be required to sign a release of information allowing the PHA to gather information to determine if the applicant and any adult member of the household has committed criminal or drug related criminal activity as described in 24 CFR 982.3 10 of the regulations. Evidence of such criminal or drug related criminal activity will be grounds for denial of assistance of an applicant, including port-in applicants and participants. The PHA may require applicants be fingerprinted if the initial criminal history search is incomplete and requires additional good behavior information.

The PHA will verify the identity of all household members at admission to the program or before being added to an existing program unit. Acceptable verification of identity for adults are:

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State issued current driver's license or identification card; US Military ID; US Passport; naturalization or legal non-citizen documents; and/or certificate of birth. Any documentation that does not include a photograph of the adult must be accompanied by an acceptable document with a photograph. Acceptable verification of identity for children are: certificate of birth, adoption documents, and/or custody agreement.

The PHA will verify the guardianship status of any minor before admission to the program or being added to an existing program unit. Acceptable verification of guardianship status is: documentation of court-ordered guardianship, verification from State or County officials, and/or tax records showing status as a dependent of household head. Absent these documents, the PHA may accept a notarized Certificate of Substitute Caretaker.

Third party or independent verification will be used whenever possible to determine anticipated family income, assets, child care costs, disability, handicap or student status. The PHA has designed forms to be used for this purpose.

If third-party or independent verification is not possible (or not received within 30 days) the PHA will accept documentation received from the applicant/participant. Income can be verified with enough pay stubs to establish a pattern or average. Asset verification can include copies of bank statements, dividend notices, and contracts for deed.

Medical expenses can be documented with receipts, pharmacy printouts, or insurance statements. Letters of documentation from consulting physicians or rehabilitation consultants will be acceptable verification of disability or handicap status.

When neither third-party nor hand carried verification can be obtained, the Río Grande PHA will accept a signed statement by the head of household, spouse or other adult member, such documents will be maintained in the file.

An applicant who claims a Preference on their application must provide written verification that the household's current status qualifies them for a Preference at the time the initial application was submitted.

C. Program Information

Information packets and other helpful materials will be given to the family at the briefing session in accordance with federal regulations. Applicants will receive information on the Payment Standard used to calculate rent assistance, subsidy standards, family rent to owner, portability and tenant responsibilities. Portability procedures are further outlined in Section VIII.

Special services will be provided to families that request an interpreter, or who need assistance to understand program requirements. Participants family or family members heads must attend all of cited meetings where they must inform income changes as well as family composition.

Information on other social services, such as employment training opportunities or area day care providers, will be provided. Referrals will be made at the applicant's request. It is the participant's responsibility to locate an appropriate rental unit. The PHA may assist elderly or handicapped persons or families with three or more minors experiencing difficulty in locating a unit.

Neither in assisting a family in finding a unit, nor by any other action may the PHA directly or indirectly reduce the family's opportunity to choose among the available units in the housing market.

Obligations of the family under the Program will be clearly reviewed with the family at the Housing Voucher briefing and included in the information packet. These obligations are also set forth in the Housing Voucher of Family Participation. A family participating in the Program must:

- Supply any information, certification, release or documentation which the PHA determines necessary in the administration of the program. Any information supplied by the family must be true and complete. This information may be used for a regularly scheduled or interim reexamination of family income and composition in accordance with program requirements.
- Allow the PHA to inspect the dwelling unit at reasonable times and after reasonable notice.

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- Notify the PHA before vacating the dwelling unit by providing the PHA with a copy of the Notice to Vacate given to the owner.
- Promptly (within ten working days) give the PHA a copy of any owner eviction notice.
- Use the dwelling unit solely for residence by the family, and as the family's principal place of residence; and shall not assign the lease or transfer the unit.
- Submit required evidence of citizenship status or eligible immigration status.
- Submit Social Security numbers for all family members over age 6 or provide proof that they have not been assigned a number.
- Obtain PHA approval of composition of the family.
- Promptly (within seven working days) inform the PHA of the birth, adoption or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit.
- Promptly (within seven working days) notify the PHA if any family member no longer resides in the unit.
- Obtain PHA approval to add a foster child or a live-in-aide to the unit.
- Not engage in or threaten abuse or violent behavior toward PHA personnel.
- Not own or have any interest in the dwelling unit.
- Not commit any fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- Not make side payment(s) to the owner for additional rent, services, utilities, garage space, etc, that have not been approved by the PHA.

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- Not receive assistance under Section 8 while occupying or receiving assistance for occupancy of any other unit assisted under any Federal housing assistance program.
- Not engage in drug-related criminal activity or violent criminal activity, including criminal activity by any family member. Drug-related and violent criminal activity is further defined in the federal regulations.
- Not commit any serious or repeated violation of the lease.
- Not cause violations of Housing Quality Standards (HQS), including :
 - i. Failure to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant.
 - ii. Failure to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant.
 - iii. Damage to the dwelling unit or premises, beyond ordinary wear and tear, caused by any family member or guest.

A violation of any of the family obligations listed above is grounds for the PHA to terminate assistance.

D. Determination of Unit Size

Each participant shall be issued a Housing Voucher of Family Participation form. This form shall specify the number of bedrooms in accordance with the Subsidy Standards contained in Appendix D. The PHA will permit families, within the following limits, to choose the unit size that best meets their needs.

The applicant/participant may present documentation from a source acceptable to the PHA that separate bedrooms are required by persons otherwise assigned to share. Generally such documentation must be from a medical doctor demonstrating a need for the storage and operation of prescribed medical equipment.

Housing Voucher holders may select a larger unit than designated on the Housing Voucher but will pay any increased cost, not to exceed 40% of their monthly adjusted income for rent and utilities, as the subsidy and Payment Standard is based on the PHA Subsidy Standards as designated on the Housing Voucher. If the family selects a smaller sized unit there must be at least one sleeping room or living/sleeping room for each two persons in the household and be acceptable under current Housing Quality Standards. The utility allowance will be based on the actual size of the unit selected.

E. Determination of Family Rent to Owner/Subsidy

If an applicant family is determined to be eligible, an adjusted annual income is used to calculate the Family Rent to Owner. The adjusted income equals the annual income less:

- \$480 is deducted for each dependent. A dependent is defined as a member of the family (excluding foster children) and other than the family head or spouse, who is under 18 years of age, is a disabled or handicapped person as defined in Section II.C.1., or 18 years of age or over and also a full-time student. A full-time student is one who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a secondary or vocational school with a diploma or certificate program, as well as an institution offering a college degree.
- \$400 is deducted for any elderly, handicapped or disabled family. These household types are defined in Section II.C.
- Medical Expenses in excess of three (3) percent of annual income, and which the family anticipates incurring over the twelve months following the effective date of certification that are not covered by insurance. Examples of medical expenses are dental costs, prescription medicines, medical insurance premiums, eyeglasses, hearing aids and batteries, the cost of a live-in aide and monthly payments required on accumulated major medical bills Over the counter” medical expenses are also eligible for those participants who provide a doctor’s statement verifying that the OTC items are medically necessary. These deductions are available to elderly, handicapped, and disabled households only.

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- Handicap Assistance Expense in excess of three percent of Annual Income may be deducted for expenses for care attendants and "auxiliary apparatus" if such expenses enable a family member to work and do not exceed the earned income of the household members enabled to work. These expenses are eligible only if they are not paid to a family member nor reimbursed by an outside source.
- Child Care Expenses. This includes amounts anticipated to be paid by the family for the care of children under 13 years of age, and only where such care is necessary to enable a family member to be gainfully employed or to further his/her education, and only such amounts that are not reimbursed through other sources. In cases where weekly child care expenses are different for the school year and school vacations, annual calculations will be based on thirty-nine (39) weeks for the school year and thirteen (13) weeks of school vacation. In cases where child care expenses are on a per month basis, the calculations will be based on a nine (9) month school year and three (3) month school vacation. No child care will be allowed if an adult is home.

If an adult is at home, proof of inability of the adult to provide daycare must be verified by a doctor or social worker. Where child care costs appear excessive, a tax statement will be requested of the child care provider.

The Family Rent to the Owner for the Housing Voucher program is based on a Payment Standard and the actual contract rent for the assisted unit. The Payment Standard is used to determine the amount of housing subsidy that will be paid on behalf of the family. The Housing Assistance Payment is equal to the Payment Standard, less thirty (30) percent of the adjusted monthly income. The Family Rent to the Owner is the difference between the total contract rent and the Housing Assistance Payment. The family can not pay more than 40% of their monthly adjusted income towards the rent and utilities at the time of initial lease-up.

The Payment Standard for the Río Grande PHA's jurisdiction is reviewed on an annual basis by the PHA and if appropriate, the PHA provides an affordability adjustment.

In no event will the Payment Standard be less than eighty (90) percent, nor more than 110% of the published Fair Market Rent as established by HUD or the Río Grande exception rents as approved by HUD.

If the Payment Standard changes, the new Payment Standard will be used for existing participants upon recertification, or if a new lease is signed.

Once the Family Rent to Owner is established it will remain in effect until the next scheduled reexamination or until circumstances change, such as new regulations, or a change in family income that warrants an interim rent and/or income review. Once rents have been established for new families or families that are moving, a rent adjustment will not be done until the family has leased. However, after the family is leased, an interim rent change will be done retroactively to prevent a hardship for the family. Interim changes and annual reexaminations are further discussed in Section V.A.

Utility Allowances will be evaluated and adjusted as appropriate each year. A survey of participant usage as well as a survey of utility rates will be used to determine appropriate adjustments based upon a rolling average.

F. Housing Voucher Issuance & Turnover

Housing Vouchers will be issued for a period of sixty (60) days. If the Housing Voucher expires and the family has not found an acceptable unit, they must re-apply for Rent Assistance when the PHA is again taking applications.

In special cases where the applicant is handicapped or disabled, the Housing Voucher may be extended up to a maximum of 180 days, if the disabled/handicapped applicant requests the extension due to a hardship in locating a unit specifically due to a disability. This request must be issued to the PHA in writing prior to the expiration of the initial 60 day period.

After the issuance of a Housing Voucher, the family is encouraged to maintain contact with the PHA to learn of the availability of any units. Families requesting help in finding units will be individually counseled.

Upon receipt of the Request for Tenancy Approval Form (RFTA) at the PHA office, the Housing Voucher expiration date will be suspended.

If the unit is not approved, the PHA will calculate the number of days of the suspension. The number of days from the return of the RFTA to the day the family was informed of the disapproval of the unit is considered the suspension period. The Housing Voucher expiration date will then be extended for the number of days of the suspension. The total number of shopping days, excluding suspended days, must not exceed 60 days.

IV. SELECTION AND LEASING OF UNIT

A. Submission of Lease Approval Form

A Housing Voucher holder shall be responsible for finding an existing housing unit suitable to the family's needs and desires in any area where the PHA determines that it is not legally barred from entering into contracts. This includes the receiving PHA jurisdiction when the family is participating under the portability guidelines as described in Section VIII. A family may select the dwelling unit which they already occupy if the unit qualifies as an existing housing unit, meets Housing Quality Standards and other requirements under the Rent Assistance Program.

When the family finds a unit suitable to its needs, it must submit a Request For Tenancy Approval (RFTA) form, which has been completed by the building owner or management agent. The RFTA form and a blank copy of the owner's proposed lease is to be submitted to the PHA by the fifteenth of the month before the lease begins. All required original documents must be submitted by client.

The PHA provides the owner with a sample lease upon request. A landlord may choose to use this lease or one of his own. If a landlord uses his own lease, a Lease Addendum provided by the PHA must be signed. All leases will be reviewed to determine that no illegal provisions are contained in the proposed lease. Initial lease terms may be less than one year if the PHA determines that housing market conditions are such that the participant may not otherwise be housed.

The PHA shall not approve any lease for a single-family house or townhouse unit that does not include use of the garage as part of the lease and is not included in the rent to owner, unless approved in writing by the PHA. The owner must disclose all charges to the tenant to the PHA.

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The PHA shall review the RFTA to determine that the owner is eligible to participate in the program, the unit qualifies, and the lease complies with the program's requirements governing prohibited and required lease provisions and local and state law. To be eligible, the unit must qualify as decent, safe, and sanitary housing under the HQS and meet the occupancy standards and rent reasonableness limits as set forth by the PHA.

If the family is moving to another jurisdiction under the portability guidelines for the Section 8 Rent Assistance Program, the occupancy standards, and Payment Standard is determined by the Receiving PHA. The Request for Tenancy Approval will be forwarded to the Receiving PHA to complete the portability process. Participants porting out of the metro area may bring the RFTA directly to the new administering agency. Portability procedures are further defined in Section VII.

With the information provided on the Request for Tenancy Approval form, a HQS inspection will be done on the unit. If the inspection reveals the unit meets the HQS criteria, the PHA will proceed with the preparation of the HAP Contract and lease. Owners of single-family rental units will be required to complete a signed statement of ownership detailing the owner's responsibilities and the prohibited conditions noted in section H.

If the PHA determines that the unit and/or the lease cannot be approved for any reason, the PHA shall so notify the owner and the family.

The PHA will provide to the landlord, upon authorization of the family, rental history information about that family regarding damages or unpaid rent, and/or evictions during the past three years. The PHA will also provide to the landlord, upon authorization of the family, information in the PHA's possession regarding family tenancy history.

B. Rent Reasonableness

Rent reasonableness is established by the PHA based on an annual rental market study conducted by the PHA and frequent contact with area owners. Documentation of rent reasonableness will be contained in each participant file. The PHA will determine the reasonableness of rent in relation to geographical location, quality, amenities, and the management and maintenance services available in the structure or complex.

The PHA may request that a landlord provide copies of rent rolls to assist the PHA in determining rent reasonableness.

The PHA can make recommendations for reasonableness of rent to Housing Voucher holders, based on the participant's unit selection. Each lease disapproved due to rent that is not reasonable will be documented in the participant file.

C. Housing Quality Standards and Unit Inspections

Before approving a lease, the PHA will inspect the unit for compliance with the Federal Housing Quality Standards (HQS) and additional HQS standards adopted by the PHA and approved by HUD. These are established in accordance with the regulations set forth in the federal regulations, and the HUD Inspection Form, for assurance of a decent, safe, and sanitary unit.

If the PHA's inspection reveals that a new unit contains HQS violations, the PHA will notify the owner and the families that the unit may not be leased under the program until all HQS deficiencies are corrected.

If, at recertification or at a special inspection, a current participant's unit fails inspection, the owner will be informed in writing of the defects to be corrected in order for the unit to pass HQS. The notice will describe the deficiencies which are in violation of the HQS and require that the conditions be corrected within the following time periods, based on the nature of the violations:

- If there are serious deficiencies which present an immediate danger to the health and safety of the family, the PHA will require the owner to correct the deficiencies within 24 hours. If the deficiencies occur in a unit already under contract and the owner does not correct the situation, the PHA will abate housing assistance payments and may terminate the Housing Assistance Payments Contract. The PHA will assist families in locating a new unit. If such deficiencies are caused by the family or its' guests, the PHA will require the family to correct the deficiency in no more than 24 hours. Failure by the family to correct the deficiency within 24 hours will result in termination of assistance.
- If there are deficiencies that do not immediately affect the health and safety of the family but are violations of HQS,

the PHA will require the owner to correct the deficiencies within a time determined by the PHA (completion date) or the HAP payment will be abated and may terminate the HAP contract.

- If the repairs cannot be done by the completion date, the PHA will, at its sole discretion, assign a new completion date.
- If the repairs are not completed by the completion date, the PHA will abate housing assistance payments and may terminate the Housing Assistance Payments Contract. A 30- day notice will be given.

The PHA will re-inspect the unit to ensure all HQS deficiencies have been corrected prior to the execution of an extended or new Housing Assistance Payments Contract.

In addition to Federal Housing Quality Standards, the Río Grande PHA has adopted additional HQS items

- A deadbolt-type lock is required on all entrance doors.
- All rental units and buildings, including single family homes and duplexes must be licensed in accordance with the Río Grande City Code. If a unit is not licensed the PHA will send the owner a rental license application. If the owner fails to make application for a rental license, the PHA will advise the owner they do not have a legal right to lease the unit, and the PHA will recoup any payments made to the owner for the period of time that the unit was not licensed by the Río Grande Licensing Department.
- All painted surfaces must be free of significant defects.
- In each room, there will be at least one exterior window that can be opened and that contains a screen.
- In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption, or comply with Puerto Rico State Metering Law.

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The following items may not be recorded as HQS violations, but are examples of items the PHA will request the owner to address. These repairs will not be required but will be recommended. By requesting repairs of a minor nature, the PHA is attempting to maintain quality housing stock throughout The Municipality of Río Grande.

Sanitary Facilities

- Dripping faucets in kitchen or bathroom
- Missing or broken drain stopper in sinks or bathtub
- Deteriorated grouting around bathtub and fixtures
- Slow drain in sinks or bathtub
- Broken or missing shower curtain rod
- "Running" toilet
- Cracked toilet seat
- Bathroom sink loosened from wall
- Uncaulked or unsealed openings around pipes that penetrate walls Food

Preparation Area

- Stove fan or kitchen vent not in working order
- Refrigerator with damaged or missing parts
- Inoperable dishwasher or garbage disposal
- Safety and Security
- Missing doors (other than entry and bathroom)
- Closet doors "off the tracks" and/or difficult to operate
- Missing globes on ceiling lights

Thermal Environment

- Air conditioner not in working order
- Cover panels missing from hot water baseboard heating vents which would not cause injury

Windows, Walls, and Ceilings

- Window panes with minor cracks
- Water stained walls and ceilings, with no evidence of wet or loose plaster.
- No closets or defective reasonable usage.

Fixtures and Flooring

- Cracked shelving, drawers or cabinet doors
- Stained or worn carpeting
- Chipped tile or damaged flooring that is not a serious tripping hazard

Exterior

- Inadequate drainage causing potential hazards
- Nuisances which may become a hazard or violate City ordinances

D. Quality Control Inspections

In order to ensure that inspectors are adhering to Housing Quality Standards and are providing consistent determinations, the PHA will review a sample of the completed inspections. Quality Control inspections will be done on a random five (5) percent of the new and renewed units under contract each month to ensure the uniform interpretation of the HQS. Quality Control inspections will be done according to HUD guidelines. Inspections will be conducted by person(s) other than the original inspector.

E. Security Deposits

Families are responsible for paying the security deposit and any required utility deposits. (See Section VII.A.)

The deposit in the Housing Voucher program for a newly leased unit is limited to an amount of 200 dollars fixed.

For families leasing in place, the owner may retain the original deposit collected prior to the family's participation on the program.

The excess amount collected does not have to be refunded until the family vacates the unit, subject to the lease terms.

When a participant vacates a unit owing no rent or other charges, or if the amount owed is less than the amount of the security deposit, the owner shall refund the full amount or the unused balance, plus interest as prescribed by state law. The deposit amount, plus interest must be returned or a written explanation as to why it was kept must be received by the family within 21 days from the end of tenancy provided the tenant has given the landlord a forwarding address.

F. Payments to Owners

When a unit has passed inspection and a lease and HAP executed, the PHA will process payment to the landlord. Computations and an itemization of Family Rent to Owner and Housing Assistance Payments (HAP) for all current rent assistance participants are computed and maintained by the PHA. Payments are then transmitted to the Municipality's Finance Division.

HAP checks are printed by the Municipality's Information System, based on information submitted by the Finance Division. The Finance Division reviews the checks against a prepared pay list. Checks are sent out by month-end so that owners receive rent assistance payments as close to the first of the month as possible.

Owners may assess late fees to the PHA in accordance with state or local law. It must be the owner's practice to charge such penalties for assisted and unassisted tenants, and the owner must charge such penalties against the tenant for late payment of Family Rent to Owner. The PHA will only pay late charges for the PHA's portion of the rent. The PHA will only pay upon written request of the owner.

G. Discrimination

Families encountering apparent discrimination in their search for suitable housing are informed of the appropriate resources for assistance in filing a complaint. The PHA will help process all apparent discrimination claims and provide support to the families involved by referral to appropriate agencies, including the Human Rights Commission of Puerto Rico, the Puerto Rico Dept. of Human Rights, and the Fair Housing Division of the HUD Area Office. A detailed Housing Discrimination complaint procedure is included with the information packets provided at the briefing.

H. PHA Disapproval of Owner

The PHA must deny approval of an owner (including a principal or other interested party) for any of the conditions set forth in the federal regulations. The PHA will not approve a lease from an owner if the PHA obtains or is supplied with information or documentation confirming any of the following conditions:

1. Directed by HUD to disapprove an owner. Including if federal administrative or judicial action is pending against the owner for violation the Fair Housing Act or other federal equal opportunity requirements; or a court or administrative agency has determined that the owner has violated the Fair Housing Act or other federal equal opportunity requirements.
2. The owner has not paid a significant portion of due State or local real estate taxes.
3. The owner has committed fraud, bribery or other corrupt or criminal act in connection with any federal housing program.
4. The owner has engaged in any drug related activity or any violent criminal activity.
5. The owner has a history of non-compliance with HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program.
6. The owner has a history or practice of renting units that fail to meet State or local housing codes.

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7. The owner has not paid State or local real estate taxes, fines or assessments.
8. The owner has violated obligations under a Housing Assistance Payments (HAP) contract for the Section 8 Program. Including if the owner charges or accepts, from the family or other source, any payment for rent (including garage rent, housing services, and any other charges) that have not been approved by the PHA.
9. The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or other person under the control of any member of the household that:
 - a. Threatens the right to peaceful enjoyment of the premises by other residents;
 - b. Threatens the health or safety of other residents, of employees of the PHA, or of owner employees or other persons engaged in management of the housing;
 - c. Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or;
 - d. Has engaged in any drug related activity or any violent criminal activity.
10. The owner is a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
11. The owner is an occupant or has occupied the assisted unit for any period of time while receiving HAP payments on behalf of the family.

The PHA will require prospective owners to disclose ownership information if the PHA determines it is necessary prior to approval or disapproval of the owner. Nothing in this document or in the federal regulations is intended to give any owner any right to participate in the program.

V. ONGOING OCCUPANCY

A. Reexaminations

An itemized listing of participants indicating the initial execution date of leases and contracts will be used to determine the effective date of the next reexamination. Regulations require income and family circumstances to be reviewed at least once every 12 months. This process will begin at least 90 days prior to the anniversary date of the lease. The annual reexamination process will include an examination of income, family circumstances and composition, medical or child care expenses, as well as re inspection of the unit for continued compliance with Housing Quality Standards. An initial HQS inspection will be conducted if the family is moving to a new unit. Computation of the new Family Rent to Owner, and Housing Assistance Payment will then be made.

If the total number of permanent household members reduces before or at the reexamination, the PHA will apply the appropriate occupancy standards. Any resulting decrease in subsidy will occur at the next reexamination date or move.

If a family has frequent income changes throughout the year, which makes it difficult to calculate Family Rent to Owner, the PHA has discretion to calculate the rent based on the previous 12 months of income. Families with zero or minimal (less than \$100 per month) reported income will be recertified every 90 days and required to complete a zero income questionnaire/statement. Zero income will be confirmed by sending verifications to last known employers, and income sources, State Wage Data Departments, Social Security Administration, and other public welfare agencies. The PHA will schedule a recertification meeting every 90 days in the PHA office until household income is no longer zero/minimal. All cash and non-cash contributions to support the household will be considered as household income. Families must provide documentation of household expenses and how the expenses are paid.

All income and assets will be verified by third parties at the time of the reexamination. If a third party verification is not possible,

then checking W-2 or equivalent “Planillas de contribución” Forms, or check stubs, viewing checks in payment of pensions, social security, alimony, etc. will be sufficient.

All steps or investigations to insure accuracy of income and asset determinations will be made and will be documented in the files of the tenant. Social security amounts may be determined by adding COLA to the last verified amount.

If, at the time of a reexamination or an interim review, the PHA determines the Family Rent to Owner equals the full gross rent for the unit, their HAP payment will be zero. The unit however, shall remain under contract for six months unless the family moves. While the Family Rent to Owner is sufficient to pay the full gross rent on the unit, this shall not affect the family's other rights under the lease, nor shall such a determination preclude resumption of payments as a result of subsequent changes in income, rent, or other relevant circumstances within six months from the date of the last HAP payment. Any household failing to respond to the PHA's request for recertification will be given a 30 day termination notice. Reasons for termination would include failure to return required verifications or failure to keep family obligations (as provided in the federal regulations).

B. Interim Reviews

It is the responsibility of each participating family to report changes in family composition, income or in medical or child care expenses occurring prior to the family's next regular reexamination. Interim reviews will be conducted when:

- a family reports any changes in family size or circumstances
- a decrease in gross income (there will be no reduction in rent due to sanctions in TANF/MFIP)
- an increase in income, but only when an interim rent decrease has been calculated after the most recent reexamination
- increases in medical or daycare expenses that would lower the Family Rent to Owner;

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- Or a change occurs in HUD regulations or PHA policies during the term of the lease

After reporting, an interim rent review resulting in a decrease in Family Rent to Owner will be effective the first of the following month. The reduction may be implemented on a provisional basis prior to completion of verification to prevent undue hardship to the family.

Written notice of the redetermination will be sent to the family and the owner. An increase in income will result in an increase in the Family Rent to Owner only if an interim decrease has occurred since the most recent reexamination. The PHA will increase the Family Rent to Owner if a family stops working each year before their annual recertification appointment, then resumes working after effective re-exam date. Thirty day notice will be given prior to any interim rent increase. If money is owed to the client, it will be refunded by increasing the Housing Assistance Payment paid on behalf of the tenant.

Failure to report required changes in income or family status may result in termination from the Program. In the case of previously unreported income, where there is no fraud, and the change results in an increase in the participant's obligation, the PHA will require a repayment agreement to recoup any overpayment made by the PHA.

A family must request authorization from the PHA to add any person(s), other than a child by birth, to the assisted household, if they are expected to be a permanent member or an overnight guest in the household for more than thirty (30) days in a year. Any adult being added to a household is required to attend a briefing session and must sign forms before being added to rent assistance (including a consent to a criminal background check), and all adults must be parties to the lease.

New persons may not be added to the household without the PHA's prior written approval (other than a child by birth) and only after proper documentation has been submitted by the family and approved by the PHA. The PHA will not approve the addition of new household member(s) if by doing so will over-occupy the existing assisted unit. The voucher size will only be increase for permanent household members in accordance with the PHA's subsidy standards (see Appendix D).

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A permanent household member is a person who has been approved to be added by the PHA as a result of marriage, birth, formal adoption, court-awarded custody; or has been a PHA approved household member for a minimum of 12 months.

The voucher size will be increased, if necessary, at the next regularly scheduled re-exam or move, after the 12 month period has passed.

The PHA requires documentation to verify the permanent absence of an adult family member before they will be removed from the household. Such documentation to verify the absence is:

- proof of another home address, including a valid lease or utility bill;
- valid drivers license with another home address;
- court issued order for protection;
- restraining order barring the member from the assisted unit;
- or documentation of incarceration including length of sentence.

C. Rent Determination

The PHA subsidy payment is determined by locating the appropriate bedroom size and payment standard. The PHA uses the lower of actual bedroom size or the unit size on the Housing Voucher. The greater of the minimum rent of \$50 or 30% of the family's monthly adjusted income is subtracted from the payment standard. This is the maximum subsidy.

The family can not pay more than 40% of their monthly adjusted income toward the rent and utilities at the time of initial lease-up. If the unit selected costs the family more than 40% of their monthly adjusted income, the PHA will not approve the unit. The PHA calculates 40% of the family's monthly adjusted income and then adds the maximum PHA subsidy. This is the maximum "rent and utility limit" for the family. The PHA has established its minimum rent requirement as \$50. Any hardship exceptions will be reviewed by staff in accordance to HUD regulations.

The Housing Voucher program does not restrict rent increases after the initial lease term, but any increase in rent must be rent reasonable. The Housing Assistance Payment may be adjusted at the PHA's discretion. At the time of the lease renewal, a family must decide whether they wish to pay any rent increases proposed by the owner, or move to another unit. In the event that a Payment Standard is increased, the Housing Assistance Payment and the Family Rent to Owner will be adjusted at the time of the tenant's reexamination to reflect this change.

D. Assistance

Program participants are encouraged to contact the PHA if problems arise. While not functioning as a social service agency, the PHA does maintain an extensive resource file of the social service network and can readily make referrals.

Program participants experiencing difficulties with owners regarding terms of the lease are encouraged to resolve disputes without PHA assistance. However, if a participant cannot resolve a dispute or feels the landlord is not complying with the lease or Contract provisions, the PHA will try to assist in the dispute.

E. Absence From Unit

The family is required to seek approval from the PHA prior to being absent from the assisted unit for over 15 consecutive days. The PHA will request documentation to verify the need for the absence. In cases such as medical emergency, hospitalization, substance abuse treatment and death of a family member, the PHA may approve absences from the unit for over 15 consecutive days, not to exceed 60 consecutive days.

F. Family Break-up

If a family breaks-up, the PHA will determine which family member(s) retain use of the Housing Voucher. In most cases, the PHA will assign the Housing Voucher to the family member who retains custody of any dependent children. However, the PHA will consider the special circumstances of each case of family break-up. Final determination of the assignment of a Housing Voucher will be made by the PHA Administrator, whose decision will be final and binding.

G. Moves with Assistance

The PHA will approve moves by current program participants only once their lease term has been fulfilled. The PHA will consider and approve exceptions to this policy only for clients with special needs and/or circumstances like those presented by security and health threats. The tenant or the tenant's representative must supply the PHA with proper documentation to demonstrate the need for an early move.

Examples of circumstances where the PHA would approve an early move include: incidents of domestic violence, death of family member, and/or failure of the unit to meet HQS where the owner is unwilling to make the necessary repairs. A move will be denied if any family member owes the PHA, or any other PHA, any sum of money. All repayment agreements must be paid in full before a move will be approved.

H. Guests or Visitors

Program participants are required to report immediately to the PHA any guest or visitor in the household over fourteen (14) days, either in a row or spread out over any twelve (12) month period. The PHA may approve a visitor in the unit not to exceed a total of thirty (30) days within any twelve month period. Any guest or visitor in the unit over thirty (30) days will be considered a permanent household member and must be formally added by the family. Families must comply with program pre-established processes and requirements in order to add a new resident family member.

I. Continued Assistance to Immigrant Families

The PHA will not offer continued assistance at full level to program participants when the household contains members of non-eligible immigration status. During the determination of eligibility, the PHA will provide assistance until proper documentation is received. Assistance will be prorated for any families with individual members that cannot provide proper documentation of their legal immigration status.

J. Procedures for Fraud and Abuse

The Río Grande PHA will investigate a program participant only in the event of one or more of the following circumstances:

- **Referrals, Complaints, or Tips** - Referrals from other agencies, companies or persons which are received by mail, telephone or in person which allege that an assisted family is in non-compliance with or otherwise violating program rules will be followed up by staff. The referral must contain at least one item of information that is independently verifiable. A copy of the allegation will be placed in the tenant file.
- **Internal File Review** - If a review of a file reveals information or facts which conflict with previous file data, staff's knowledge of the family, or is in any way discrepant with statements made by the family, a follow-up will be made.
- **Verification or Documentation** - If an independent verification or documentation conflicts with representations in the tenant file (such as credit bureau reports) a follow-up (third-party) will be made.

In addition, the PHA will utilize HUD's Enterprise Income Verification (EIV) system to verify a household's income and/or true circumstances. The PHA will review the household's EIV report(s) at least annually to ensure that the household is accurately reporting income to the PHA. Any discrepancies will be handled as described below.

- 1. Handling of Allegations of Possible Abuse and Fraud** - All allegations of abuse or fraud from the community and other agencies will be thoroughly documented and placed in the participant's file. All allegations will be evaluated in order to determine if they warrant follow-up. There must be at least one verifiable fact in the allegation. Vague or non-specific allegations will not be followed-up.

With the Blanket Authorization signed by the participant in question, the PHA may make inquiries to employers, other agencies and public records (real estate, marriage, divorce, voter registration, police records, state wage records, utility records and post office records).

At the conclusion of the investigation, the reviewer will report the findings to the PHA Administrator or designee who will determine whether facts support that a violation has occurred.

2. Evaluation of findings - A determination will be made depending upon:

- The type of violation (procedural, non-compliance or fraud)
- Whether the violation was intentional or unintentional
- What amount of money (if any) is owed to the PHA
- Is the family eligible for continued participation

3. Actions for documented violations - The type of violation will determine the procedure taken by the Section 8 staff. Violations shall be classified in the following manner:

a.) Procedural Noncompliance - When a participant fails to observe Río Grande PHA procedures or Section 8 requirements, but does not misrepresent a material fact, and there is not overpayment of housing assistance. Examples are non-cooperation issues include, but are not limited to, failure to appear at a rescheduled appointment; or failure to return recertification documents in specified time period. The following steps will be followed:

A notice will be sent to the family which contains the following:

- A description of the noncompliance, and the procedure, policy or obligation violated.
- The date by which the violation must be corrected, or the procedure complied with in order to avoid termination.
- The action that will be taken by the PHA if there is noncompliance.
- The consequences of repeated (similar) violations. (See Notice of Termination.)

b.) Procedural Noncompliance - Overpaid Housing Assistance - When the participant owes money for failure to report changes in income or assets during the time between recertifications, the PHA will send a notice of termination containing the following:

- A description of the violation and dates
- The amount owed to the Section 8 Program to the extent known
- A ten day period to respond or request an informal hearing including instructions for the request of such hearing
- Information on the participant's right to an informal hearing.(See VI.B. Notice of Termination)

Participant Fails to Comply with Notice - If the participant fails to comply, and a family obligation has been violated, the PHA will terminate assistance in the manner prescribed by HUD.

(See VI.B. Confirmation of Termination)

When a participant complies within the allotted time given in the notice, the staff person responsible will follow up with a letter describing the participant's continuing status.

c.) Intentional Misrepresentations - When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance, the PHA must establish (1) that the tenant had knowledge that their actions were wrong, and (2) that the tenant willfully violated program rules.

- The participant had knowledge their actions were wrong. This can be demonstrated by showing that the participant was made aware of program requirements and prohibitions.

The participant's signature on various certifications; briefing certificate, applicant's certification, and Things You Should Know are adequate to establish knowledge of wrong doing.

- The participant willfully violated program rules will be terminated. Any of the following circumstances is adequate to demonstrate willful intent.
 - ◆ An admission by the participant of the misrepresentation.
 - ◆ The act was done repeatedly.
 - ◆ A false name or social security number is used.
 - ◆ If there were admissions to others of the illegal action or omission.
 - ◆ The participant omitted material facts which were known to them (employment of self or other household member).
 - ◆ The participant falsified, forged or altered documents.

The PHA's letter will state the specific violation, the PHA's termination of assistance, the participant's right to an Informal Hearing, and a statement regarding the Informal Hearing Procedures.

The participant will be given ten days to request an Informal Hearing. The purpose of the letter is to review the information and evidence obtained by the Section 8 staff with the participant, and provide the participant an opportunity to explain any document findings which conflict with representations in the participant's file. Any documents or evidence presented by the participant will be considered by the PHA. The participant will be given 10 calendar days to furnish any mitigating evidence.

Participants and applicants whose criminal history indicates a violation which would disallow their participation in the program will be afforded an informal review.

VI. TERMINATIONS

A. Terminations by Participant

A family must continue to occupy its approved unit for the initial lease term, unless the owner and family agree to a mutual rescission of the lease. Written notice of the rescission must be furnished to the PHA.

If the participant and landlord use the sample lease provided by the PHA, a participant may terminate the lease without cause at any time after the first year of the lease. The participant must provide a minimum of thirty (30) days and a maximum of sixty (60) days written notice to the owner as specified in the lease, with a copy to the PHA. The participant will then be reexamined to determine if they are still income eligible. If determined eligible, the participant will be issued a current Housing Voucher to relocate.

If a participant chooses to go off the program, they will be terminated from the program on the effective date indicated in the confirmation letter sent by the PHA. If the participant chooses to participate in the program after the effective date, they must follow the standard application process.

If the participant and landlord have entered into a lease other than the PHA sample lease, the HUD Lease Addendum will prevail over the lease.

B. Terminations or Denials of Assistance by PHA

The PHA may terminate a participant's housing assistance or deny an applicant from participating if:

- The participant or applicant has committed any fraud, bribery or other corrupt or criminal act in connection with any federal housing assistance program;
- The family has failed to acquire PHA approval to add an additional household member, guest or visitor, and they have resided in the assisted unit over thirty (30) days within a 12- month period;
- The participant has violated any family obligation under the Section 8 Housing Voucher Program as described in the federal regulations;
- The participant or applicant has breached a repayment agreement with the Río Grande PHA or another PHA, as described in the federal regulations;
- The participant or applicant currently owes rent or other amounts to the Río Grande PHA or to another PHA in connection with a Section 8 Certificate or Voucher or public housing assistance under the United States Housing Act of 1937; the PHA will deny issuance of a new Housing Voucher, or execution of a new Housing Assistance Payment Contract for that family, as stated in the federal regulation.
- The participant or applicant has engaged in drug-related criminal activity or violent criminal activity, including criminal activity by any Family member. Drug-related and violent criminal activity is further defined in the federal regulations.
- The applicant or participant or any member of the family has engaged in alcohol abuse or pattern of alcohol abuse that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
- The applicant or participant or any member of the family is subject to a lifetime registration requirement under the State sex offender registration program.

- The family has been evicted for; or the owner has documented to the PHA evidence of, serious or repeated violations of the lease, damage to the unit that causes it to fail HQS inspection, and or drug-related or other criminal activity by members of the assisted household and its guests. The PHA shall have discretion or consider the preponderance of evidence, including the seriousness of the offense, the extent of participation by Family members, and the effects that denial or termination would have on Family members not involved in the proscribed activities. The PHA may permit the remaining Family members to continue receiving assistance while imposing a condition that Family members who engaged in the proscribed activity will not reside in the assisted unit as provided in the federal regulations.
- The family has made side payment(s) to the owner for additional rent, services, utilities, garage space, etc, that have not been approved by the PHA.
- The family provokes disorderly conduct in the neighborhood.
- The family indulges in property damage or lacks utilities service for unpaid bills and/or fails to pay their rent portion or PHA debt.

If the Río Grande PHA decides to terminate Housing Assistance Payments for a participant family, an opportunity for an informal hearing will be granted according to current regulations as set forth in the PHA's Informal Hearing Procedure, Appendix E. The participant and owner will be given a written Notice of Termination. The Notice of Termination will state the reasons for termination, the effective date of termination, the family's right to request a hearing, and the family's responsibility to pay the full rent to the owner if they remain in occupancy beyond the termination date. The rent assistance for the terminated participant will end effective on the termination date unless the Hearing determination has not been given.

A NOTICE OF TERMINATION will be sent to families failing to comply with family obligations, PHA continued occupancy procedures, including: re-examination requirements; and failure to report household changes, etc. The Informal Hearing procedure is included in this Notice.

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If the tenant does not respond, a notice of CONFIRMATION OF TERMINATION will be sent to the participant and the participant's Landlord confirming the termination and the tenant's responsibility to pay full rent to the owner. Grounds for denial or termination of assistance are further defined in the federal regulations.

C. Terminations by Owner

The owner may not terminate the tenancy of any participant on the Rent Assistance Program unless he complies with the requirements of local law and with current regulations for the Section 8 Housing Voucher Programs. Tenancy terminations can occur only after serious or repeated violation of the terms and conditions of the lease, violation of Federal, State, or local law affecting occupancy or use of the dwelling unit, or other good cause. Examples of "other good cause" are outlined in 24 CFR 882.2 15 or 887.2 13

During the term of the lease, the owner may not terminate the tenancy unless the termination is based on family malfeasance or nonfeasance. This is further defined in the federal regulations .

The owner may evict the tenant from the unit only by instituting a court action.

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The owner must notify the PHA in writing of the grounds for eviction at or before the commencement of the eviction action. The owner also must provide the PHA a copy of any owner eviction notice to the tenant.

The owner may evict the tenant at anytime for serious or repeated violations of the lease; and or drug related or other criminal activity by members of the assisted household and its guests. Eviction of a family for said causes may also result in termination of assistance by the PHA. Any eviction must be in accordance with State and local law.

VII. HOUSING VOUCHER PORTABILITY

The portability of Housing Vouchers refers to the opportunity for participants to move outside the PHA's jurisdiction while continuing to receive assistance. A family is eligible for portability if they hold a current Housing Voucher, or was living in the PHA's jurisdiction at the time of application.

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Housing Vouchers have unlimited portability within the nation. The portability feature of the Housing Voucher may be used only once in a 12 month period.

In order to accommodate a person or family with a hardship, as set forth in HUD's Notice 94-12, the PHA will allow a family with special needs to be portable even if they have never lived in Río Grande upon concurrence with the receiving PHA.

A Receiving PHA that administers a Housing Voucher program may not limit the number of Housing Vouchers issued by other PHAs to portable families coming into their jurisdiction and budget considerations.

The Río Grande PHA will determine the family unit size for incoming portable families. The family unit size is determined in accordance with the subsidy standards established by the Río Grande PHA, as stated in federal regulations (CFR 982.355 (c) (7)).

When the family moves out of Río Grande's jurisdiction under the portability provisions, Río Grande PHA retains the funding for that Housing Voucher under its Annual Contributions Contract (ACC).

VIII. PROGRAM PROCEDURES AND REVIEW

The lease-up of the Section 8 Housing Vouchers will be conducted for the maximum Housing Vouchers allowed under the budget. Housing Voucher issuances will be based on the current utilization of funds and the anticipated Housing Voucher turnover. The PHA will over issue to the extent necessary to fully utilize the budget dollars available.

The Fair Market Rent schedule is that which is annually established by HUD for the PHA's area of jurisdiction. The Payment Standard for the Housing Voucher program is reviewed on an annual basis by the PHA. The Payment Standard will never be more than 110% of the published FMR or Río Grande's HUD approved exception rents, nor less than ninety (90) of the FMR. Factors to be considered in establishing the Payment Standard include, but are not limited to, participants' rent burden, actual contract rents for specific bedroom sizes, the average time period for finding eligible housing, the annual adjustment factor and local vacancy rates.

Ongoing monitoring of market rents will be accomplished through continual feedback from applicant families as they search for suitable units.

Annual market rent surveys will also be conducted, giving a more thorough analysis of the market spread of rents throughout Río Grande.

To assure the continued affordability of housing by families participating on the Housing Voucher program, the PHA may increase the amount of the Payment Standard. This is by way of an affordability adjustment. This adjustment is made to offset increases in housing costs experienced by the family and is based on actual increases in the rental market. The adjustment is made by changing the amount of the payment standard. The PHA may decide to establish an affordability adjustment that will be used to determine the Housing Assistance Payments for all participating Housing Voucher families, or for certain bedroom sizes.

The Operating Reserve accounts for the Housing Voucher programs are credited with earned administrative fees that exceed expenditures for program administration during the fiscal year. Any transfer of funds from the Operating Reserve accounts for other housing purposes as described in HUD regulations and handbooks, may only be made with the prior approval of the PHA Commissioners. The foregoing policies are subject to review and amendment by the Public Housing Authority in and for The Municipality of Río Grande. Amendments will be made by inclusion of administrative memos on an as needed basis to reflect current practices in the administration of the Rent Assistance Program.

IX. BUDGETING/STAFFING INFORMATION

Current staffing needs for the Section 8 Rent Assistance Program are met by four Program Specialists. Additional support staff includes an Office Assistant, accountant, and ongoing administrative supervision. No staff member charges more than 100 percent of their time to Section 8 Housing Voucher administration.

Regular staff functions include, but are not limited to, outreach, intake and briefings, eligibility determinations, HQS inspections, recertifications, monthly payment processing, coordination of incoming and outgoing portability, information and referral, damage claim processing and terminations, monitoring program performance and lease-up, liaison between tenant and owner and financial management of the Program.

Three full-time Program Specialists currently handle a majority of the direct client work. All Program Specialists have been trained to handle all areas of the leasing process, from intake to reexaminations. Therefore, it is not practical to delineate salary and contract costs by function. Attached for review in Appendix F is the 1996 Río Grande PHA Levy Budget, plus a breakdown by hours per pay period of staff time allocated to the Rent Assistance Programs.

APPENDIX (A)

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Section 8 Housing Assistance

Payments Program--Existing Housing

EQUAL OPPORTUNITY HOUSING PLAN

Río Grande Public Housing Authority

(787)887-2084

External Resources Office

Pimentel St. # 37

Río Grande, Puerto Rico

Location of Program: City of Río Grande, Puerto Rico Number of

Units Anticipated:

Vouchers _____

Total _____

A. COMMUNITY-WIDE INFORMATION EFFORTS

1. Paid advertising (indicate frequency and media): Public advertisements will be published bi-monthly in one area newspapers, for a time period necessary to acquire a waiting list of sufficient size.
Newspaper: El Horizonte and Primera Hora
2. Press releases (At least two): Press releases will be included in the Río Grande El Horizonte and any community newsletters in the jurisdiction.
3. Brochures (indicate if planned): A brochure describing the program and requirements for eligibility is available. Included in this is the Equal Housing Opportunity logo, as well as the Municipality's TDD phone number for the hearing impaired, statement regarding accommodation of persons with disabilities and the Family Self Sufficiency Program.

Appendix A Río Grande PHA Section 8 Administrative Plan

4. Community contacts (at least three): Written and Prerecorded announcements regarding voucher availability will be sent to Island PBS radio & Television Society for the Blind, and Río Grande Public Health Center.
5. Other: Cable TV 'Spotlight' will be aired for one week prior to opening application process. Cable TV continuous on the air scroll PSA will be aired for three week period prior to and during application time period. Tenant-landlord seminar is planned.

B. SPECIAL EFFORTS TO ATTRACT FAMILIES

1. State which group(s), on the basis of past experience or in your judgment, are not otherwise expected to apply for Housing Vouchers without special outreach because of factors such as race, ethnicity or source of income. Dominican Republic immigrants and other South American countries immigrants. Persons with disabilities.
1. Describe any special efforts to encourage such group(s) to apply:
 - a. Paid advertising : A classified advertisement will be placed in Primera Hora one week for the English speaking ; a display ad will be placed in the Horizonte free local weekly, along with a quarter-page display ad in the Primera Hora Newspaper.
 - b. Press releases : Press releases will be published in newsletters of the Community Centers, Throughout the jurisdiction.
 - c. Brochures : A brochure describing the program, along with the requirements for eligibility, including Family Self Sufficiency will be distributed to local and adjacent municipalities community services organizations, such as those listed above in "A. Community-wide Information Efforts."

Appendix A Río Grande PHA Section 8 Administrative Plan

- d. Community contacts : Written announcements regarding voucher availability will be distributed to Río Grande's net of Community Centers, as well as all Economic Assistance and Social Services.
- e. Other: Other special population groups include the disabled, homeless physically and homeless mentally handicapped.

Outreach for these groups is channeled through The Municipality of Río Grande Office of External Resources of Social Services. Additionally, yearly activities include updating and evaluating current waiting lists to identify homeless mentally ill and homeless developmentally disabled families; applying local preferences and reclassifying their position on the waiting lists; notifying agencies that serve the homeless; and advertising in the metro area newspapers of section 8 assistance availability for these specific populations.

- f. Selection of the participants for Family Self Sufficiency will be made from existing participants. If an insufficient number of persons wish to participate from this source, marketing for just FSS will be made. Job and training programs and agencies dealing with families and children will be contacted. Particular emphasis will be placed on those agencies with self sufficiency programs such as STRIDE.

C. SPECIAL EFFORTS TO ENCOURAGE OWNER AND BROKER PARTICIPATION

Describe efforts to be made to encourage the participation of owners, brokers, property managers and associations thereof with units in areas other than low-income or minority concentrated areas.

- 1. Paid advertising (indicate frequency and media): A display ad will be published in the Río Grande Sun with a brief description of the program, along with advantages of participation for owners and landlords.
- 2. Press releases: Article encouraging participation will be published in monthly newsletter of Río Grande Multi-housing Associations and the Río Grande Real Estate Journal.

Appendix A Río Grande PHA Section 8 Administrative Plan

3. Brochures: Current "Owner Advantage Sheet" will be expanded and redesigned as brochure for distribution to owners, landlords, property managers, and real estate agencies. This will include special incentive for owners with accessible units, i.e., posting of available units in housing and community services offices.
4. Community contacts: Insert will be designed to include with water billings. Brochures will be mailed to multi-dwelling unit owners as listed with the State licensing Division and real estate agencies in the area.
5. Other: Invitation to owners of multi-dwelling units to attend information seminar regarding advantages and responsibilities of owner participation in the Section 8 Housing Voucher Program.
6. Disperse information through Río Grande Rental Collaboration.

D. UTILIZATION OF RECENTLY COMPLETED PROJECTS AND HUD-HELD PROPERTIES

1. Do you plan to utilize any recently completed projects or any HUD-held properties?
No.

E. ESTABLISHMENT OF WAITING LIST AND ISSUANCE OF HOUSING VOUCHERS

1. Attach a copy of the policies and procedures of the PHA. The criteria for the establishment of a waiting list and the issuance of housing vouchers shall be consistent with:

Equal Opportunity Plan is incorporated in the PHA Administrative Plan.

- a. "Finders-Keepers" policy (Section 882.103).
- b. Thirty (30) percent of assisted families to be very low income families (Section 8823-113(b)).

Appendix A Río Grande PHA Section 8 Administrative Plan

- c. Title VI of the Civil Rights Act of 1964, Title VIII of the civil Rights act of 1968 and Executive Order 11063 (Section 882.204(c)).
 - d. Opportunity to remain in currently occupied dwelling (Section 882. 103).
 - e. Local housing assistance plan including responsibilities if any, for rehousing displaced families.
 - f. Limiting number of vouchers issued to conform to ACC authorization (Section 882.209(a)(3)).
 - g. In each fiscal year, at least 75 percent of the PHA's new admissions to the Section 8 program must have incomes that do not exceed 30% of the area median income as published by HUD, with adjustments for smaller and larger families.
2. Briefing of Housing Voucher Holders
- Equal Opportunity Plan is incorporated in the PHA Administrative Plan.
- a. Describe how all Housing Voucher Holders will be informed individually or in groups of the following vital program information as required by Section 8 - Housing Assistance payments Program-Existing Housing regulations.
 - (1) Family and owner responsibilities under the lease and contract.
 - (2) How to find a suitable unit.
 - (3) Applicable housing quality standards and procedures for family and owner inspections and for their individual certifications of compliance with those standards.
 - (4) Applicable State and local laws.

Appendix A Río Grande PHA Section 8 Administrative Plan

(5) Federal, State and local fair housing laws. (6)

Operation of the shopping incentive credit.

- b. Attach the list of persons who will conduct any briefing sessions and a statement of the training each has received or will receive regarding implementation of local, State and Federal fair housing laws.
- c. What community agencies, organizations or groups will assist in the briefing sessions? Briefing sessions will be conducted by staff, with assistance from an interpreter if necessary for translating program information to minority populations; or assistance from a 'signer' if necessary, for hearing impaired clients.
- d. Explain the procedures that will be followed when families encounter discrimination (attach extra sheets if needed). Included in the voucher packet will be a brochure for applicants encountering discrimination. See attached. Also included in the packet is the HUD Housing Discrimination Complaint form and the HUD Fair Housing brochure.

F. STAFFING

1. What is the PHA's experience in administering a housing program for a racially and ethnically varied population? Río Grande has carried out a program of equal housing opportunities for a racially and ethnically varied population since its inception. The Authority continues to pursue a program of fair housing and equal opportunity for all applicants and participants on Authority programs.
2. Describe the nondiscrimination hiring policy for staff for this program and indicate present racial composition of such staff by title. Housing Authority staff persons are contracted through The Municipality of Río Grande. Racial composition of staff for this program: three Program Specialists- 3 White/Caucasian; PHA Accountant White/Caucasian; Administrator, Assistant Administrator, Secretary Clerk II, and Clerk III-White/Caucasian.

Appendix A Río Grande PHA Section 8 Administrative Plan

3. Attach a copy of the PHA's Affirmative Action Employment Plan, if any. Authority staff is contracted through The Municipality of Río Grande. Attached is the Municipality's Affirmative Action Program. See attached.
3. Attach a copy of instructions given to all employees regarding compliance with local State and Federal fair housing laws. This is a HUD employee information sheet entitled, "The Meaning of Equal Opportunity in Housing." Employees receive ongoing training in Fair Housing, 504 and ADA training.

OTHER

Please describe other aspects of your Equal Opportunity Housing Plan not adequately covered by this form.

None.

G. ASSURANCES

1. Attach a signed assurance of compliance (HUD Form 916) with Title VI of the Civil Rights Act of 1964 and signed assurance of compliance with Title VIII of the Civil Rights Act of 1968 and Executive Order 11063.

Eduard Rivera Correa



(Signature)

April 7, 2010
(Date)

Mayor
(Title)

APPENDIX (B)

DEFINITION OF INCOME AND ASSETS

Annual income is the anticipated total 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 derived from assets for the 12-month period following the effective date of certification of income, exclusive of certain types of income as provided below. Income shall include but not be limited to the following:

- 1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services; All income of full-time students, 18 years and older (except Federal work-study programs under title IV of the Higher Education Act of 1965).
- 2) The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family;
- 3) Interest, dividends and other net income of any kind from real or personal property in excess of a combined value of \$5,000.00. Expenditures for amortizations of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation as provided in Internal Revenue Service regulations. If a withdrawal is for reimbursement of cash or assets invested by the Family it is not counted as income. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;

Appendix B Río Grande PHA Section 8 Administrative Plan

- 4) The full amount of periodic payments received from Social Security annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment;
- 5) Payments in lieu of earnings, such as unemployment, worker's compensation and severance pay;
- 6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - a) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities;
 - or b) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced due to sanctions for non-compliance, the rental contribution for this family will not be decreased. Income will include the amount of benefits that would have been paid without the sanction.

State school grants in excess of school expenditures should be counted;

- 7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
- 8) All regular pay, special pay and allowances of a member of the Armed Forces;

Annual income does not include such temporary, non-recurring or sporadic income as the following:

- 1) Income from employment of children, including foster children, under the age of 18 years;
- 2) Payments received for the care of foster children;
- 3) Lump sum additions to family assets, such as inheritances, insurance payments, including payments under health and accident insurance and worker's compensation, capital gains and settlement for personal or property losses;
- 4) Amounts received by the family that are specifically for or in reimbursement of the cost of medical expenses for any family member;

Appendix B Río Grande PHA Section 8 Administrative Plan

- 5) Income of a live-in aide;
- 6) Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. No part of a Federal Pell Grant, SEOG, and/or Work Study under Title IV of the Higher Education Act of 1965 will be counted. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;
- 7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- 8) Amounts received while in a training programs funded by HUD;
- 9) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- 10) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- 11) Temporary, non-recurring or sporadic income, including gifts;
- 12) Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the U.S. Housing Act of 1937.
- 13) Amounts disregarded under the Disallowance for Persons with Disabilities exclusion, effective February 20, 2001 under (24CFR5.617).

The family must disclose the total value of assets held by the family. If the net value is less than \$5,000.00, the PHA is not obligated to verify the assets or count any income from the assts in the rent calculation. If the net value of household assets is \$5,000.00 or greater, the PHA will verify all assets held by the family and count any resulting family income. Assets include:

Appendix B Río Grande PHA Section 8 Administrative Plan

The net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds and other forms of capital investment, excluding interests in Indian trust land and the equity in a housing cooperative unit or in a manufactured home in which the family resides. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.)

In determining net family assets, the PHA shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess or the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollars terms.

APPENDIX (C)

SELECTION PREFERENCES

In accordance with federal regulations, the PHA may give preference to families according to Preferences. The PHA has adopted the following Preferences.

Involuntary Displacement

An applicant currently living in Río Grande is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

1. Activity carried on by Río Grande local governmental body or agency in connection with code enforcement or a public improvement (not including resident caused code violation) or development program.
2. An applicant is involuntarily displaced if the person is a witness to a crime.
3. An applicant is involuntarily displaced if they are victims of hate crimes. "Hate crime" is actual or threatened violence or intimidation of a person or their property because of race, color, religion, sex, national origin, familial status or handicap or a victim of a domestic violence.
4. An applicant displaced as result of a disaster.

Numbers 2 and 3 are granted only if the law enforcement agency or appropriate social service agency has carried out a threat assessment and recommends re-housing a family (including non-Río Grande residents).

Río Grande Residents

Applicants who qualify for this Preference must live, work, or be hired to work in Río Grande at the time of their initial application. Or, an applicant must be enrolled in a recognized training and counseling program in Río Grande designed to assist the applicant family in becoming self-sufficient or reduce their dependency on welfare and other assistance programs.

Or, an applicant who is in a recognized Río Grande school with a college degree, diploma or certificate program, and is enrolled in at least one class with lab or two classes per quarter or semester (verifiable via fee statements and grade transcripts). A Preference will also be given to those disabled applicants who utilize established service providers located within The Municipality of Río Grande.

Exception Preference

NOTE: In order to meet HUD requirements for admission of extremely low income, persons with preference but with higher incomes may be passed over HUD's.

APPENDIX (D)

SUBSIDY STANDARDS

Number & Composition of Household Members	Number Bedrooms
<u>1 Person</u>	1
<u>2 Persons</u>	1 or 2
<u>3 Persons</u>	2
<u>4 Persons</u>	2
<u>5-6 Persons</u>	3
<u>7-8 Persons</u>	4
<u>9-10 Persons</u>	5

Subsidy Standards are set forth to determine the bedroom size to be designated on the Housing Voucher for families of different sizes and compositions. The purpose in establishing unit sizes for subsidy is to avoid overcrowding, while maximizing the use of space and minimizing subsidy costs. The PHA will assign families consisting of an adult(s) and children, to a bedroom size that allows the adult(s) a separate bedroom or sleeping room (living room). Example: An adult with one child is a family of 2 persons and can qualify for both a one bedroom and/or a two bedroom voucher. The PHA will allow a family to choose the smaller bedroom size if it is the family's preference and the subsidy is available. When a family member over age 18 moves away from home during the school year (i.e. in college) and is physically living elsewhere more than 50% of the time, the PHA may reduce the family subsidy level if necessary to meet subsidy guidelines. This reduction in subsidy will take place at the next annual recertification that is not less than 12 months from date of move-out of the family member, but not more than 24 months from date of move-out

The PHA will issue Housing Vouchers based on the Subsidy Standards listed above; however, for continued occupancy in Río Grande the PHA will consider other household configurations provided the unit is not overcrowded per Housing Quality Standards (HQS). Exceptions to the Subsidy Standard may be granted if the applicant has a documented need for the storage and operation of prescribed medical equipment.

APPENDIX (E)

INFORMAL REVIEW AND HEARING PROCEDURE

Public Housing Authority

in and for The Municipality of Río Grande

Section 8 Housing Voucher Program

The purpose of this informal review and hearing procedure is to provide an Applicant or Participant on the Río Grande Public Housing Authority (PHA) Section 8 Existing Housing Assistance Program an opportunity for an informal review or hearing of a decision by the PHA to deny, reduce, or terminate assistance. It is not the purpose of the review or hearing to resolve disputes or problems which occur between applicants, participants, and owners, nor to review discretionary administrative determinations by the PHA. Rather, the review and hearing process is established to determine whether an PHA decision is in accordance with applicable laws, HUD regulations, and PHA administrative standards.

Informal Review for Applicants and Participants: Applicants

1. The PHA shall give an applicant for participation on the Section 8 Housing Voucher Assistance Program a prompt written notice of a decision denying assistance, including a decision denying listing on the PHA's waiting list, issuance of a Housing Voucher, or participation on one or both of the Programs. The notice shall also state that the Applicant may request in writing, an informal hearing of the decision within 10 working days.
2. The family will be informed of their right to pre-discovery of PHA documents, including records and regulations, that are directly relevant to the review. The family will be allowed to copy any such documents at the family's expense. The PHA may not rely on a document withheld from disclosure. The family will be provided copies of any criminal records.
3. The family must produce to the PHA any relevant family documents for pre-discovery which are directly related to the review. The family must produce the documents at the PHA offices within three working days prior to the scheduled review. The family may not rely on a document withheld from disclosure.

4. The informal review will be held at the Authority offices and conducted by any person or persons designated by the PHA, other than the individual that originally issued the denial or a subordinate of that person

5. At the informal review, the Applicant will be given the opportunity to present written or oral objections to the PHA decision. Every attempt will be made at the time of the informal review to resolve the dispute.

6. Following the hearing, the PHA will notify the Applicant in writing within 30 days of the final PHA decision, including a brief statement of the reason(s) for the final decision.

The PHA is not required to provide an Applicant with an informal review in the following cases:

- To consider discretionary administrative determinations by the PHA or to consider general policy issues or class grievances;
- To review the PHA's determination of the number of bedrooms entered on the Housing Voucher in accordance with the subsidy standards established by the PHA;
- To review the PHA's determination that a unit does not comply with the Housing Quality Standards or the PHA's determination to not approve the lease for the unit;
- To review the PHA's decision not to approve a request for an extension on an Applicant's Housing Voucher.
- A PHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
- A PHA determination that a unit selected by the applicant is not in compliance with HQS.
- A PHA determination the unit is not in accordance with HQS because of the family size or composition.

Informal Hearing for Participants:

1. The PHA shall give a Participant on the Section 8 Existing Housing Certificate or voucher program a prompt written notice of a decision affecting their status on the Program and shall state the reasons for the decision.

If the Participant does not agree with the decision, an informal hearing may be requested in writing within 10 working days. An opportunity for a hearing will be granted in the following cases only:

- A determination of the amount of the Family Rent to Owner; A decision to deny or terminate assistance;
- A decision to reduce the unit size allowed for the participant family or to grant an exception from the standards;
- A determination of the number of bedrooms allowed for a participant family that wishes to move to another unit.
- A determination is made by the PHA that a special claim is owed by the tenant to the PHA. This includes monies paid by the PHA on behalf of the tenant to a landlord for damages, unpaid rent, or vacancy loss.
- Participants who violate program rules with respect to criminal activities will be afforded an informal hearing. Copies of criminal records will be provided to the tenant.

2. The informal hearing will be conducted by persons or person designated by the PHA Administrator other than the individual who originally issued the decision or subordinate to that person. In the case of termination from the program, except in cases of failure to make repayment, the hearing examiner will be an individual outside of PHA staff.

3. The participant may be represented by a lawyer or other representative at their own expense.

4. The family will be informed of their right to pre-discovery of PHA documents, including records and regulations, which are directly relevant to the hearing. The family will be allowed to copy any such documents at the family's expense. The PHA may not rely on a document withheld from disclosure.

5. The family must produce to the PHA any relevant family documents for pre-discovery which are directly related to the hearing. The family must produce the documents at the PHA offices within three working days prior to the scheduled hearing. The family may not rely on a document withheld from disclosure.

6. At the informal hearing, the PHA and the Participant will be given the opportunity to present evidence and may question any witnesses.

7. Following the hearing, the PHA will notify the participant in writing within 30 days, of the final decision, including a brief statement of the reason(s) for the decision.

- The PHA is not required to provide the Participant with an informal hearing in the following cases:
- To review discretionary administrative determinations by the PHA or to consider general policy issues or class grievances;
- To review the PHA's determination that a unit does not comply with Housing Quality Standards due to the Owner's lack of maintenance, or because of an increase in family size or change in family composition;
- To review an PHA decision to exercise any remedy against the owner under an outstanding Contract;
- To review an PHA decision not to approve a request for an extension or suspension of a Housing Voucher term.
- The establishment of the PHA schedule of utility allowances for families in the program. -A determination not to approve a unit or lease.

**PUBLIC HOUSING AUTHORITY
in and for the Municipality of Río Grande**

**SECTION 8 RENTAL ASSISTANCE PROGRAM
ADMINISTRATION PLAN**

APPENDIX (F)

Attached are Budget and Staffing printouts for the Section 8 Rent Assistance Program:

1. PHA Levy Budget- Housing Voucher Program
2. Section 8 Program Time Allocation.

APPENDIX (G)

FAMILY SELF SUFFICIENCY PROGRAM AND ACTION PLAN

The PHA, as part of its Section 8 Rent Assistance Program also administers the Family Self Sufficiency (FSS) Program. Guidelines for this Program are contained in Appendix H, the FSS Action Plan.

Participant Selection

The PHA's Self-Sufficiency program will be open to any eligible household on the PHA's two and three bedroom waiting list. However, the most likely participant in FSS is a family receiving TANF income. Most services, particularly the Department of Human Services' (DHS) JOBS and Job Training Act (JPTA) are targeted to families receiving MFIP.

The Contract

Participants will be required to meet with an PHA Program Specialist. The Program Specialist will work with the family to create a five-year plan which will be implemented into the Contract. The Contract is a five-year commitment. The goals specified in the Contract must be such as to enable the participant family to meet the program objective of self-sufficiency.

The family may select a member other than the head of household to be the "designated head" for the purpose of the Contract. The goal is for the designated head of household to seek and maintain suitable employment. Only the designated head must seek employment.

The Contract may be changed, however, changes do not alter the initial Contract end date. The following items may be changed: which family members will participate; the designated head; support services to be provided. Changes must be consistent with program objectives and the PHA must approve the change.

Prior to signing a Contract with the PHA, the participant must attend an FSS orientation session.

Appendix G Río Grande PHA Section 8 Administrative Plan

The Contract may be extended up to two years beyond the original 5-year term. Extensions must be for good cause such as serious illness or involuntary loss of employment. The family will continue to receive FSS escrow credits during the extension period. The family has ten years to request the escrow account.

The Contract may be terminated for the following reasons: Failure of the family or a member of the family, failed to comply, without good cause, the terms of the Contract; expiration of the Contract term (and any extension); mutual consent of the parties; the family's withdrawal from the program; achievement of self sufficiency by the family; by operation of law.

If the family has fulfilled the terms of the Contract, but the family is not self-sufficient, they may be retained on rent assistance.

Escrow Account

If there is an increase in earned income during the term of the Contract that would normally result in an increase in the participant's rent, the PHA will credit a portion of the increase in rent to an escrow account. The increased earned income used to calculate the credit is before any deductions, and includes bonuses, tips, etc. The calculation of the escrow amount will be in accordance with HUD regulations.

Earned income does not include income of children under 18. If an adult is added or a child turns 18 after the Contract is executed, the income is counted.

The amount in the family's FSS account may be paid to the family if the PHA determines that the family has met all obligations under the Contract. The head of the family must certify that no member of the family has received any federal, state, local or other public assistance for housing within the past 12 months.

The PHA can deduct for amounts owed such as damages or vacancy loss. The PHA may not restrict the use of the funds. The escrow is paid out even if the Contract has expired.

Appendix G Río Grande PHA Section 8 Administrative Plan

After completion of the FSS Contract and payment of the escrow account, no one in that FSS family is eligible for rent assistance for two years. The family may reapply for rent assistance after two years. If the family chooses to repay the funds withdrawn, this provision will be waived.

The escrow account will be forfeited if the family has failed to meet its obligations under the Contract, and the family's rent assistance is terminated; or the family is no longer under Contract but continues to receive any federal, state, local or other public assistance for housing ten years from the beginning of the Contract. FSS account funds forfeited by an FSS family will be returned to the Housing Voucher fund

APPENDIX (H)

RÍO GRANDE PUBLIC HOUSING AUTHORITY LIMITED ENGLISH PROFICIENCY (LEP) PLAN

I. PLAN STATEMENT

The Río Grande Public Housing Authority (PHA) has adopted this plan to provide meaningful access to its programs and activities by persons with Limited English Proficiency (LEP). In accordance with the Department of Housing and Urban Development (HUD) the PHA will make reasonable efforts to provide or arrange free language assistance for its LEP clients. This includes applicants, recipients and/or persons eligible for PHA programs.

II. MEANINGFUL ACCESS; FOUR FACTOR ANALYSIS

Meaningful access is free language assistance in accordance with federal guidelines. The PHA will periodically assess and update the following four-factor analysis, including but not limited to:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the PHA.
2. The frequency with which the LEP persons using a particular language come into contact with the PHA.
3. The nature and importance of the PHA program, activity or service to a person's life.
4. The PHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

III. LANGUAGE ASSISTANCE

1. A Limited English Proficient (LEP) person may be a person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. An LEP person may be entitled to language assistance with respect to PHA programs and activities.
2. Language assistance includes interpretation and/or translation. Interpretation refers to an oral or spoken transfer of message from one language into another language. Translation refers to the written transfer of a message from one language into another language. The PHA will determine when interpretation and/or translation are needed and are reasonable based upon family requests and staff observations.
3. PHA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and the PHA determines that the client is an LEP person and that language assistance is necessary to provide meaningful access, the PHA will make reasonable efforts to provide free language assistance. If reasonably possible the PHA will provide the language assistance in the LEP client's preferred language.

The PHA has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.

The PHA will periodically assess client needs for language assistance based on requests for interpreters and/or translation, as well as the literacy skills of clients.

4. Translation of Documents

Taking into consideration the expense of translating documents, the barriers to meaningful translation or interpretation of technical housing information, the likelihood of frequent changes in documents,

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the existence of multiple dialects within a single language group, and the apparent literacy rate in an LEP group along with other relevant factors the PHA will weigh the costs and benefits of translating documents for potential LEP groups.

The PHA will monitor participant's ability to complete all necessary forms without a substantial amount of difficulty. If there has been significant errors and/or blank responses the PHA may determine that translated documents are necessary.

If the PHA determines that translation is necessary and appropriate, the PHA will translate the public housing lease and selected mailings and documents of vital importance into that language.

As opportunities arise, the PHA may work with other housing authorities to share the costs of translating common documents, which may include language groups that do not (yet) reach the threshold level in the PHA's client population. At present, the PHA is working with the Fair Housing Implementation Council (FHIC) to translate several key Section 8 and Public Housing documents.

The PHA will consider technological aids such as internet-based translation services that may provide helpful, although perhaps not authoritative, translations of written materials⁵.

Formal Interpreters

When necessary to provide meaningful access for LEP clients the PHA will provide qualified interpreters. At important stages that require one-on-one contact, written translation and verbal phone interpretation services will be provided consistent with the four-factor analysis used earlier.

The PHA may require a formal interpreter to certify the following:

- The interpreter understood the matter communicated and rendered a competent interpretation.

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- The interpreter is covered by the Puerto Rico Government Data Practices Act and will not disclose non-public data without written authorization from the client.
- Formal interpreters shall be used at the following: (these & any more)
- Formal hearing for denial of admission to public housing
- Informal settlement conferences and formal hearing for termination of public housing

Hearings or conferences concerning denial or termination of Housing Voucher (Section participation. An PHA staff interpreter may not be subordinate to the person making the decision.

6. Informal Interpreters

Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. PHA staff will determine whether it is appropriate to rely on informal interpreters, depending upon the circumstances and subject matter of the communication. However, in many circumstances informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.

An LEP person may use informal interpreters of their own choosing and at their expense, either in place of or as a supplement to the free language assistance offered by the PHA. If possible, the PHA will accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter. If an LEP client prefers an informal interpreter after the PHA has offered free interpreter services, the informal interpreter may interpret. In these cases the client and interpreter should sign a waiver of free interpreter services.

- If an LEP client wants to use their own informal interpreter the PHA reserves the right to also have formal interpreters present.

7. Outside Resources

Outside resources may include community volunteers, PHA residents or Housing Voucher / Section 8 participants.

Outside resources may be used for interpreting services at public or informal meetings or events if a timely request has been made.

The PHA may establish relationships with mutual assistance associations (MAA's) and other organizations that assist specific cultural and ethnic groups living in Río Grande. To help their clients obtain or keep housing assistance through the PHA these organizations may be able to provide qualified interpreters for LEP persons.

IV. MONITORING

The PHA will review and revise this LEP plan annually. The review will include:

- The number of PHA clients who are LEP according to the extent of the PHA's computer business systems and data entry by staff. Such reports may be supplemented by staff observations.
- The data collected from PHA Language Identification Cards indicating the languages used by LEP clients.
- Reports from the computer business systems and other sources listing the languages used by LEP clients.
- Analysis of staff requests for contract interpreters:
 - Number of requests
 - Languages requested
 - Cost

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- The Resident Advisory Board (RAB) will be asked to review the LEP plan annually as part of updating the Agency Plan.

V. LEP PLAN DISTRIBUTION AND TRAINING

The LEP plan will be:

Distributed to all PHA staff.

- Available in the PHA office located in the Río Grande Office Of External Resources
- Explained in orientation and training sessions for supervisors and other staff who need to communicate with LEP clients.

ATTACHMENT 9

Revised 2010

Family Self Sufficiency (FSS) Program Action Plan

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

Municipality of Rio Grande Family Self Sufficiency (FSS) Program

* Action Plan

(5 year Plan for Fiscal Year 2010-2014)

REVISED ON JUNE 2010

* All data based on statistics derived from 1990 and 2000 census will update to 2010 census on scheduled revision on August 2010

Municipality of Rio Grande Family Self Sufficiency (FSS) Program Action Plan

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1. Introduction

The Municipality of Río Grande Public Housing Authority (PHA) currently administers the Section 8 Tenant-based Housing Choice Voucher Program. In accordance with the U.S. Housing Act of 1937, as amended by Section 106 of the Housing Community Development Act of 1992, a Housing Agency receiving funding was required to establish a Family Self-Sufficiency (FSS) Program.

The purpose of this Action Plan for the Family Self-Sufficiency (FSS) program at the Municipality of Río Grande is to promote the development of local strategies to coordinate the use of public housing assistance and housing assistance under the Section 8 rental certificate and rental voucher programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. This Plan aims to implement the policies and procedures applicable to operation of the Municipality of Río Grande local FSS program, as established under section 23 of the 1937 Act (42 U.S.C. 1437u), under HUD's programs.

The objective of the Plan is to reduce the dependency of low-income families on welfare assistance and on Section 8, public, or any Federal, State, or local rent or homeownership subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance, while living in assisted housing, so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. The Federal Department Of Housing (HUD) will measure the success of a local FSS program not only by the number of families who achieve self-sufficiency, but also by the number of FSS families who, as a result of participation in the program, have family members who obtain their first job, or who obtain higher paying jobs; no longer need benefits received under one or more welfare programs; obtain a high school diploma or higher education degree; or accomplish similar goals that will assist the family in obtaining economic independence.

Although under this framework it is the goal of the Municipality of Río Grande is to provide decent, safe, and sanitary rental housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for Section 8 participants; self-sufficiency at this economic period will be almost impossible due to recession and a deep contraction of job opportunities both in public and private sectors. It seems that in the next 5 years positive results on family in obtaining economic independence look very deem. Families in Río Grande as well as any other city or town in Puerto Rico are losing their jobs and as a general rule losing home ownership to bank's foreclosures and bankruptcy.

Withstanding all of the new economic adversities the Río Grande PHA will continue with tenacity to achieve this mission, by: Recognizing residents as our ultimate customers. Improving management and service delivery efforts. Seek problem-solving partnerships with residents, landlords, community, and government leadership. Apply limited resources to the effective and efficient management and operation of the program.

2.1 Community Population, economy and housing Profile

*Population and economy.

In 1990 Rio Grande had a population of 45,648 inhabitants. In year 2000 the population was 52,362 that represents 14.7 percent increase during the ten-year period. For the year 2005 the estimated population will be 58,172. The Rio Grande population median age has increased reflecting a tendency toward a mature population. This also has been the tendency for the senior citizens population.

The city's population is relative younger, according to 2000 Census of Population: there are 15,604 inhabitants less than 18 years. The elderly population represents the 9.5% of all city inhabitants. In 1990 Census, the elderly population was 4,964, in comparison with 2000 Census they're not a significant different in this special population. The 2000 Census identified 4,974 elderly inhabitants.

The average family size for 2000 Census was 3.49 persons. In Census 1990, the family households average was 3.83. In comparison, in Census 2000, the households average was 3.14 persons per occupied housing units. The population density in Rio Grande, accordingly to Census 2000, was 862.3 persons/square miles. The Municipality has 328.2 housing units/square miles according to Census 2000.

The municipality population, 52,362, is distributed in nine wards, according to Census 2000. The following:

	Wards	Population	Percent
1	Cienaga Alta	4,606	8.80
2	Cienaga Baja	18,220	34.80
3	Guzman Abajo	6,614	12.63
4	Guzman Arriba	928	1.77
5	Herrerias	839	1.60
6	Jimenez	2,903	5.54
7	Mameyes II	2,919	5.58
8	Rio Grande pueblo	1,948	3.72
9	Zarzal	13,385	25.56
Total		52,362	100.00

table illustrates the population distribution by wards:

The income patterns in Rio Grande reflect an increase in the last ten years {between 1989-1999) according to Census 2000. The median family income for Census 2000 was \$17,033.00. In the Census of Population data for 2000, 46.64 percent of persons had income below the poverty level and 53.36 were at or above poverty level.

The manpower labor force in Rio Grande has increased in the last years. In year 2000 the labor force had 17,900 active persons, a 3.4% increase over 1998 figures of 17,300. The employment statistics for Rio Grande has represented an increasing tendency in recent years. In year 2000 the total employment was 15,900 workers compared to 14,300 in 1998, a 11.19 increase in the three years period. The unemployment rate decreased from 17.40% in 1998 to 11.50 in year 2000.

The industrial composition in Rio Grande is heavily oriented toward retail trade (32% of total establishments) and services (30% of total establishments), accounting these two industrial sector for 62% of total business patterns. The other sectors of relative mayor importance are manufacturing (7%), finances (6%), and public administration (6%).

2.2 Housing characteristics

In 2000 there were 19,928 housing units in the Municipality of Rio Grande according to the US Department of Commerce, Bureau of the Census. This figure represents an increase of 4,850 housing units during the past ten years period after Census 1990. In Census 1990 the total housing units were 15,078. The numbers of occupied housing units in 1990 were 12,796. That number increased to 16,430 in Census 2000. Based on Census 2000 data, there was 3,498 vacant housing units compare with 2,317 in 1990 and 903 in 1980.

The vacant units can be classified by different status:

Vacancy status	No. units	Percent
For rent	216	6.17
For sale only	250	7.15
Rented or sold but not occupied	286	8.18
For seasonal, recreational	1,855	53.03
For migrant workers	0	0
Other vacant	891	25.47
Total	3,498	100.00

In 2000 there were 1,010 housing considered inadequate under the Census methodology, comparing with 779 inadequate housing units in 1990. This figure represents a decreased in the number of adequate housing units during that period.

Program Design

3.1 Program Coordinator

The program activities will be coordinated by a program coordinator that will be appointed to supervise and structure the programmatic activities under the supervision of the PHA Section 8 Director. The coordinator will lead the implementation of the program activities and serve as liaison for the Coordinating Committee.

3.2 Coordinating Committee

The Rio Grande PHA will establish a PCC whose functions will be to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction and in implementing the program.

The committee will consist of representatives of the following service delivery agencies:

1. Resident assisted under the section 8 program,
2. Representative of the Mayor office, as the unit of local government
3. The WIA Consortium as the local agency implementing the Workforce Investment Act
4. The local Family Department office providing the welfare services
5. The child care center director
6. The local Education Department office
7. Local religious community service group
8. Local entrepreneurship community based organization
9. Local manufacturing plant human resources director.

The Coordinating Committee will provide input to the program including the following tasks:

1. Secure commitments from public and private sectors for program success.
2. Provide overview in the achievement of the program objectives.
3. Assist the program staff in establishing schedules and assigning resources to program implementation.
4. Establishing evaluation guidelines.
5. Suggesting updates to the Plan.

The Committee will meet on a regular basis as it deems necessary to undertake its responsibilities. The first meeting will be held immediately after program approval by HUD.

Program Implementation

4.1 The PHA administrative capability

The Municipality has the managerial capability to carry out the tasks related to the implementation of the program and carry out the project within a established time schedule. Actually, the municipality administer several state and federal projects requiring the same type of managerial capability as this project. Among these type of projects we can mention the HUD Community Development Program and Section 8 Program.

The following is a summary of the Municipality managerial capabilities:

1. The Municipality has been a successful applicant on a year to year basis for the Section 8 Program and has received outstanding evaluations.
2. The Municipality has experience in the administration of other federal funded projects.
3. The Municipality currently employ a nine (9) full-time administrative and technical staff and an Economic Consultant within its local Office of Federal Programs.
4. The Mayor and his executive staff are committed to carry out the program in total compliance with existing regulations.

4.2 Description of services and programs available for family support

1. The WIA Program: The Workforce Investment Act (WIA) program is a core program in the development of alternatives to achieve the FSS program. The WIA is intended to help members of the workforce, mainly low income persons, access the assistance with training they need to manage their careers, and connect companies and workers. Under WIA, customer service is a key ingredient of the delivery

system, requiring that agencies become more flexible and adaptable. The main goals of the **Act** are: improve the quality of the workforce, enhance the productivity and competitiveness of the Nation, and reduce welfare dependency. It was to reach these goals, that the Act facilitated several fundamental changes in the service delivery, including, the concept of one-stop service, the required partners, the continuum of services, and the core, intensive, and training services.

2. The State Department of Education programs : The State Department of Education will contribute to the FSS program through the following main activities -Adult Secondary Education (9-12); Conversational English Courses; Education at distance (Preparation for exams, Act 188) and remedial education services.

3. The Family Department : This Department will contribute mainly through the "Pan y Trabajo" Program. This program is focused at the provision of salary incentives to employers who recruit welfare programs participants. The program is financed by the USDA Food Stamps Program. The participants recruited receive the same salary and benefits as regular employees of the enterprise and participate on a full time - 40 hours weekly - regular job. Other participants may work between 20 and 39 hours weekly.

4. Child care services: This program is very important for the success of the Family Self sufficiency Program. The municipality has under implementation a child care program that will serve as linkage for the FSS Program.

5. Counseling assistance by Section 8 Staff: The PHA Section 8 staff will be trained to assist families in the provision of counseling assistance on services available to families participating in the program.

6. Transportation services: Participating families will be provided transportation services using municipal government resources, including the Trolley system and private volunteers groups.

4.3 FSS family selection procedures

1. Outreach criteria: The FSS participating families will be selected from interested current Section 8 rental housing participants and families in the waiting list motivated to join the program. These outreach effort will be complemented with the publication of public notices in the local Spanish newspapers informing interested persons about the program **and** the dates and place of the orientation sessions. Also, poster notices will be placed on bulletin boards at public buildings within the PHA jurisdiction.

Above is a description of how the PHA makes information known regarding the FSS Program; including the notification and recruitment of eligible HCV families. PHA will take actions to assure that all jurisdiction families and individuals are informed about the FSS Program.

A. Notification and Outreach Efforts to Recruit FSS Participants From Eligible HCV Families

The FSS Program will primarily target the following populations for FSS participation:

- > the hardest-to-serve housing participants (those reporting zero income);
- > families interested in becoming self-sufficient
- > assisted families interested in homeownership

B. Assurance of Inclusion of all jurisdiction families and individuals Río Grande's PHA will take actions to assure all groups are informed about the FSS Program as described below.

C. Outreach and Recruitment Strategies (The How)

Río Grande's PHA FSS Program utilizes a variety of outreach strategies as outlined below in informing HCV participants of the benefits and services available through the FSS Program.

1. FSS recruitment presentations are made routinely at the monthly scheduled New HCV Admissions Orientations. Marketing materials such as the FSS Recruitment Brochure and/or information flyers are incorporated into the HCV New Admission Information Packet and PHA Newsletter(s).
2. FSS recruitment presentation is made at the monthly scheduled Change of Unit (moves and transfers) Orientations. The above mentioned marketing materials are also included in the Unit Change Packet inviting HCV families to the next scheduled FSS Recruitment Orientation session.
3. Río Grande's PHA conducts regularly scheduled mail-outs from the monthly New Admissions List to invite HCV tenants to attend the next scheduled FSS Orientation session including the FSS Recruitment Brochure.
2. Motivational tools to promote the program: The PHA will use several motivational tools to promote the program. These motivational tools will include orientation sessions about the benefits of enrolling in the program and screening interviews. The screening interviews will focus on candidates attitudes toward self reliance and independence desire. These candidate characteristics will influence its willingness to undertake the responsibilities required by the FSS Contract of Participation, including contracting job training and educational programs referrals. The failure of the candidate to demonstrate positive attitudes toward these motivation skills will result in a no selection for participation.
3. Banned screening criteria from the selection procedures: Certain screening criteria will be banned from the selection procedures, including the educational level of the candidate, Standardized motivational test results, previous job history and job performance, credit rating, marital status, number of children, sensory or manual skills and any religious or political discrimination practice. Also, the PHA will not discriminate against a candidate as a consequence of any disability.
4. Tenants orientation and initial training: The FSS participants will receive an initial orientation to provide them with the following information.
 - Objectives of the FSS program.
 - Initial eligibility requirements for participation in the program.
 - Selection process.
 - Number of certificates and vouchers available for the FSS program.
 - Explanation of the program contract
 - Explanation of the grievance procedure
5. Work preparation counseling, life skills and individual training: Participants will get involved in activities focused on skills to take charge of their own living. They will receive counseling regarding drug abuse, health maintenance, working habits, parenthood, family budgeting and household maintenance. An individual and personal needs assessment will be prepared by qualified professionals

to identify special needs and limitations that may limit participant opportunities to achieve self sufficiency. The PHA will coordinate a" referral system to direct participants to several service providers, including WIA system, Right to Employment Administration, the Department of Education and other service provider agencies.

6. Job training and placement: The referral system to be implemented will lead the efforts to engage participants, if necessary, in job training programs to develop technical and job oriented skills to facilitate job placement. This effort will habilitate participants to find and retain a well paid job. After placement in a job, participants will be monitored to promote stability in their job and assure their success out of the Section 8 subsidized living.

7. Escrow account: The PHA accounting unit will establish an FSS Escrow account for each family participating in the program. Each participant will be credit in accordance to HUD regulations in force during the term of the participation contract. If the participant income increase during the contract of participation the PHA will credit to the escrow account a portion of the increase in rent contribution by the participant that would otherwise result as a consequence of the increase in earned income. Earned income will be defined as income from wages, salaries and other compensation or self employment, prior to payroll deductions or self employment social security tax. It will not include pension or annuities benefits or in kind benefits. It will neither include income of children under 18 years old. If there is no earned income, there is no contribution to an escrow account.

Program policies

5.1 Participation contract provisions description

The participation contract is the agreement between the PHA and the family to establish the FSS obligation of both parties. The contract includes an individual training and a service plan for the participant. The contract describes the resources and services to be made available to the family under the FSS program. It describes also, the PHA authority to terminate or withhold the FSS supportive services and to terminate housing assistance if the family fails to comply with the contract provisions. Moreover, it include the requirements to the family to fulfill the obligations to which it has committed itself, no later than 5 years after entering into the contract. It requires that the head of the household seek and maintain suitable employment throughout the term of the contract. The contract requires also, other members of the family unit to attend job training, counseling and interviews for jobs.

5.2 Changes and extensions in contract

The PHA may agree to changes to the contract of participation including, number and identity of family members who will participate; family designated household head and support services to be provided as needs and family interests change. The contract may be extended for up to two years beyond the original 5 years for valid reasons such as involuntary loss of employment. The family will continue to receive escrow credits during the period of extension.

5.3 Transitional assistance

The family support services can continue during a transitional period if the family has completed the contract is employed and the continuation of the support services would assist it to remain self sufficient.

5.4 Termination of contract participation

The contract may be terminated for the following reasons: mutual consent of the parties; failure of a member of the family to honor the terms of the contract; achievement of self sufficiency by the family and expiration of the contract or an extension granted.

5.5 Grievance procedures

5.5.1 Grievance definition

A grievance or complaint is defined as any dispute involving the interpretation or application of the PHA's regulations, policies or procedures that affect the rights or duties of the complainer; and any action or omission to act by the PHA or a tenant which may affect the welfare or status of a tenant or the PHA.

5.5.2 Termination

The FSS contract may be terminated if the municipality terminates the family housing assistance contract for the following reasons: the family vacates the unit in violation of the lease; the owner terminates tenancy in accordance with regulations; the family moves from the unit without notifying the program or the owner has evicted the family in accordance with state/local law.

5.5.3 Evictions

In case of evictions, owners are required to: comply the requirements of state and local law and provide a copy of the notice to the PHA when the notice is given to the family. The municipality must determine whether the family is eligible to receive continued assistance under Section 8 Program.

5.5.4 Hearing process

1. Right to request an informal hearing

If the municipality determines that an applicant or participant is ineligible, will notify she/he in writing the reasons for the ineligibility and their right to request an informal hearing. Is an informal hearing is requested by an applicant/tenant the hearing will be conducted by a hearing officer or other public official who is not directly involved in the day to day administration of the program. In addition, the family may retain a counsel or other representation at his/her own expense.

2. Opportunity to present testimony

The family or its representative must also be given the opportunity to present testimony and evidence in its favor. The hearing shall be private unless the complainant requests a public hearing. The hearing official must put its decision in writing, based solely on evidence provided at the hearing and supported by the legal and evidentiary grounds for the decision.

The hearing must be scheduled for a date and time at a place designated by the hearing officer. The complainant waives his right to the hearing if he/she does not file a grievance within the time period allowed. These circumstances shall not constitute a waiver of his/her right to contest the PHA decision in an appropriate judicial proceeding.

3. Opportunity to examine documents

If the grievance is in connection with a proposed eviction from the unit, inspections, transfers, fines or rental disputes, the complainant may have the opportunity to examine and make copy at his/her expense of all documents, records and regulations of the PHA, relevant to the hearing. Any documents not made available to the complainant may not be used as evidence at the hearing. The complainant may request in advance and at his/her expense, a transcript of the hearing.

4. Informal rules of evidence

The burden of the proof at the hearing is on the PHA who may justify the action or inaction by it in its answer to the complainant. The complainant may present evidence and arguments in support of his/her complaint and confront and cross examine all witnesses on whose testimony or information the municipality relies. The complainant may also present an opening statement and a closing argument.

The hearing shall be informal and any oral or documentary evidence may be received, except if irrelevant, immaterial or repetitious, without regard to whether it would be admissible under the rules of evidence employed in judicial proceedings.

The hearing officer shall make his decision based solely on facts derived from the hearing and on applicable law. The decision shall be binding to the PHA unless it notifies the complainant in writing within 30 days or the decision has been made arbitrarily or exceeding the Officer authority in such a way that it may be subject to judicial review. If the decision is in favor of the complainant, the PHA shall take action to carry out such decision and refrain from any action contrary to the decision. After the hearing, each party may submit a decision proposal to the Officer, for his consideration containing proposed findings and conclusions with supporting reasons on one, several or all the issues raised by the parties. Such decision proposal may be adopted in part or totally or rejected by the hearing officer when preparing his decision. The Officer shall prepare its written decision with findings and conclusions and the basis for it within the five working days after the date of the hearing. Copies of the decision shall be mailed to the complainant or his representative.

The decision and any judicial review of the decision or related settlement pertaining the decision of the hearing officer shall be maintained on file by the PHA and made available for inspection.

5.6 Evaluation procedures

The evaluation of the FSS projects success will be measured in terms of the program goals achievement. The PHA will develop an evaluation tool to make an assessment of the participant achievement based on the educational level attained, job skills developed, job placement , employment status and annual income, among other indicators.

ATTACHMENT 10

Residents Advisory Board (RAB) Comments

Although the RAB was consulted in various occasions prior and during planning as well as the confection of PHA's 5 and 1 year plan:

NO COMMENTS WERE RECEIVED FROM RAB DURING PLANNING OR PUBLIC HEARINGS