



DEPARTAMENTO DE LA  
**VIVIENDA**  
Gobierno de Puerto Rico

**Plan Anual Programa  
Sección 8 - PRDH**

**Preparado por: Sr. Cirilo Meléndez  
Secretario Auxiliar de Subsidio de Vivienda**





WEDNESDAY, APRIL 06, 2011



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**San Juan FYB 2011**

*Last updated: April 05, 2011*

PHAs may check the list on this page to confirm HUD has received plans and attachments electronically submitted. All questions regarding plans review and approval should be directed to the appropriate Local HUD Office.

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**FYB January 1, 2011 Plans**

Agency	HA Code	Plan File	Date Rec'd
VIHA	VQ001	vq001v01.pdf	10/15/2010
		vq001v02.pdf	12/31/2010
		vq001v03.pdf	02/16/2011
		vq001v04.pdf	03/21/2011
VIRGIN ISLANDS	VQ901	vq901v01.pdf	10/15/2010
		vq901v02.pdf	12/30/2010
		vq901v03.pdf	02/16/2011

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**FYB April 1, 2011 Plans**

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**FYB July 1, 2011 Plans**

Agency	HA Code	Plan File	Date Rec'd
MUNICIPALITY OF ADJUNTAS	RQ055		
MUNICIPALITY OF AGUADA	RQ073		
MUNICIPALITY OF AGUADILLA	RQ012		
MUNICIPALITY OF AGUAS BUENAS	RQ082		
MUNICIPALITY OF AIBONITO	RQ059		
MUNICIPALITY OF ANASCO	RQ043		
MUNICIPALITY OF ARECIBO	RQ020		
MUNICIPALITY OF ARROYO	RQ068		
MUNICIPALITY OF BARCELONETA	RQ054		
MUNICIPALITY OF BARRANQUITAS	RQ060		
MUNICIPALITY OF BAYAMON	RQ011	rq011v01.pdf	03/28/2011
MUNICIPALITY OF CABO ROJO	RQ061		
MUNICIPALITY OF CAGUAS	RQ007		
MUNICIPALITY OF CAMUY	RQ040		
MUNICIPALITY OF CANOVANAS	RQ075		
MUNICIPALITY OF CAROLINA	RQ014		
MUNICIPALITY OF CAYEY	RQ018		
MUNICIPALITY OF CEIBA	RQ070		
MUNICIPALITY OF CIALES	RQ052		
MUNICIPALITY OF CIDRA	RQ062		
MUNICIPALITY OF COAMO	RQ042		
MUNICIPALITY OF COMERIO	RQ034		
MUNICIPALITY OF COROZAL	RQ023		
MUNICIPALITY OF DORADO	RQ015		
MUNICIPALITY OF FAJARDO	RQ036		
MUNICIPALITY OF FLORIDA	RQ072		
MUNICIPALITY OF GUANICA	RQ044		
MUNICIPALITY OF GUAYAMA	RQ017		
MUNICIPALITY OF GUAYANILLA	RQ021		
MUNICIPALITY OF GUAYNABO	RQ016		
MUNICIPALITY OF GURABO	RQ041		
MUNICIPALITY OF HATILLO	RQ039		
MUNICIPALITY OF HORMIGUEROS	RQ035		

MUNICIPALITY OF HUMACAO	RQ025		
MUNICIPALITY OF ISABELA	RQ066		
MUNICIPALITY OF JAYUYA	RQ076		
MUNICIPALITY OF JUANA DIAZ	RQ038		
MUNICIPALITY OF JUNCOS	RQ077		
MUNICIPALITY OF LAJAS	RQ071		
MUNICIPALITY OF LARES	RQ065		
MUNICIPALITY OF LAS MARIAS	RQ046		
MUNICIPALITY OF LAS PIEDRAS	RQ063		
MUNICIPALITY OF LOIZA	RQ027		
MUNICIPALITY OF LUQUILLO	RQ081		
MUNICIPALITY OF MANATI	RQ028		
MUNICIPALITY OF MARICAO	RQ029		
MUNICIPALITY OF MAYAGUEZ	RQ009		
MUNICIPALITY OF MOCA	RQ010		
MUNICIPALITY OF MOROVIS	RQ024		
MUNICIPALITY OF NAGUABO	RQ047		
MUNICIPALITY OF NARANJITO	RQ064		
MUNICIPALITY OF OROCOVIS	RQ080		
MUNICIPALITY OF PATILLAS	RQ057		
MUNICIPALITY OF PENUELAS	RQ019		
MUNICIPALITY OF PONCE	RQ008		
MUNICIPALITY OF RINCON	RQ067		
MUNICIPALITY OF RIO GRANDE	RQ050		
MUNICIPALITY OF SABANA GRANDE	RQ048		
MUNICIPALITY OF SALINAS	RQ069		
MUNICIPALITY OF SAN GERMAN	RQ030		
MUNICIPALITY OF SAN JUAN	RQ006	<a href="#">rq006v01.pdf</a>	03/30/2011
MUNICIPALITY OF SAN LORENZO	RQ037		
MUNICIPALITY OF SAN SEBASTIAN	RQ026		
MUNICIPALITY OF SANTA ISABEL	RQ058		
MUNICIPALITY OF TOA ALTA	RQ053		
MUNICIPALITY OF TOA BAJA	RQ022		
MUNICIPALITY OF TRUJILLO ALTO	RQ013		
MUNICIPALITY OF UTUADO	RQ033		
MUNICIPALITY OF VEGA ALTA	RQ056		
MUNICIPALITY OF VEGA BAJA	RQ032		
MUNICIPALITY OF VIEQUES	RQ074		
MUNICIPALITY OF VILLALBA	RQ049		
MUNICIPALITY OF YABUCOA	RQ045		
MUNICIPALITY OF YAUCO	RQ083		
PRPHA	RQ005		
PUERTO RICO DEPT OF HOUSING	RQ901	<a href="#">rq901v01.pdf</a>	04/05/2011
PUERTO RICO HOUSING FINANCE CO	RQ911		
PUERTO RICO HOUSING FINANCE CORP	RQ031		

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SAN JUAN FIELD OFFICE



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**VIVIENDA**  
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*Copia  
Barronta*

2011 APR -6 A 9:00

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REV. ENE

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Oficina de Control de Calidad y Monitoria,  
Programa de Vales de Asistencia para la Libre Selección de Viviendas  
Servir es Nuestro Compromiso...

FECHA MM/DD/YY	ENVIADO A:	INICIALES
4/4/11	Olga Sáez Director US Department of Housing San Juan Field Office	

*Elliot Gómez Méndez*

Elliot Gómez Méndez  
HCVP Director  
PRDH RQ901

Hardcopy of PHA Annual Plan 2011-2012

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Acción pertinente | <input type="checkbox"/> Para su firma y trámite |
| <input checked="" type="checkbox"/> Acusar recibo     | <input type="checkbox"/> Firmar y devolver       |
| <input type="checkbox"/> Para aprobación              | <input type="checkbox"/> Información.            |

**OBSERVACIONES:**

- PHA Annual Plan 2011-2012
- Section 5.2 Goals and Objective
- Section 7.0 Homeownership
- PRDH Administrative Plan with approved FSS Action Plan
- Section 11.0 (RAB members and comments)
- Section 10.0
- Copia de Anuncio para Vista Publica
- Minuta Vista Pública

**SECRETARIA AUXILIAR**  
**SUBSIDIO DE VIVIENDA Y DESARROLLO COMUNITARIO**  
AVENIDA BARBOSA 606, EDIFICIO JUAN C. CORDERO, RIO PIEDRAS  
P. O. BOX 21365 SAN JUAN, PUERTO RICO 00928-1365  
TEL. 787.274-2525



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*Elliot Gómez Méndez*

Elliot Gómez Méndez  
HCVP Director  
PRDH RQ901

<b>Hardcopy of PHA Annual Plan 2011-2012</b>
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<input checked="" type="checkbox"/> Acción pertinente	<input type="checkbox"/> Para su firma y trámite
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<input type="checkbox"/> Para aprobación	<input type="checkbox"/> Información.

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P. O. BOX 21365 SAN JUAN, PUERTO RICO 00928-1365  
TEL. 787.274-2525



April 5, 2011

Mrs. Olga Sáez  
Director  
US Department of Housing and Urban Development  
San Juan Field Office  
Office of Public Housing  
Parque Las Américas I # 235 Federico Costa Street  
San Juan, Puerto Rico 00918

RE: Annual Plan for FYB 2011

Dear Mrs. Sáez:

Enclose please find a copy of the Annual Plan for Section 8 Housing Choice Voucher Program, RQ901 for HUD's Fiscal Year beginning 2011.

Should you need any additional information, feel free to contact Elliot Gómez Méndez at 787-274-2527 extension 5152.

Cordially,

Cirilo Meléndez Meléndez  
Assistant Secretary  
Housing Subsidy and Community Development  
Puerto Rico Department of Housing

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# Thank You for using the PHA Plan Submission System

Your PHA Plan files have been successfully submitted to:

Field Office:	<b>San Juan</b>
PHA Code & Name:	<b>RQ901, Puerto rico dept of housing</b>
Fiscal Year:	<b>2011</b>
Total number of uploaded files:	<b>15 file(s)</b>

Your PHA Plan will be processed and posted for review by the HUD Field Office within 48 hours of the next business day. Your field office has been notified.

The [Received Plans](#) web page will be updated within 48 hours as well.

If you need to submit another PHA Plan, you may do so at the [Submit Plans](#) web page.

You may return to the [PHA Plans homepage](#) or go to [HUD's main page](#).

Last modified: December 22, 2005 15:22

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**Step 1:**  
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**Step 2:**  
Prepare Files to Upload

**Step 3:**  
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**Note:** Depending on the number and size of the files being submitted, the upload time might be significant. Please be patient and wait until your web browser redirects you to the next web page! **If you close your web browser before reaching the confirmation page, your plan submission is not complete!**

You are about to upload a PHA Plan for:

Field Office:	San Juan
PHA Code & Name:	RQ901, Puerto rico dept of housing
Fiscal Year:	2011
Total number of files to be uploaded:	15 file(s)

If this information is incorrect, please go back and **select** correct Field Office, PHA code, Fiscal Year and Number of Files. Otherwise proceed with uploading the files!

**Note to all Windows users preparing to upload PHA Plan files:**

Once you click on the "Browse..." button(s) in the form below, you will see a "Choose file" window. Browse to the file you want to upload and select it by clicking on the "Open" button. Do not be misled by the confusing name of the button -- clicking on the "Open" button will **select** the file for uploading and will not open it.

STEP 3

#### PHA Plan File

- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4
- Attachment 5
- Attachment 6
- Attachment 7
- Attachment 8
- Attachment 9
- Attachment 10
- Attachment 11
- Attachment 12
- Attachment 13
- Attachment 14

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Acceptable File Formats

- .DOC MSWORD
- .WPD WORDPERFECT
- .XLS EXCEL
- .PDF ADOBE
- .TXT ASCII TEXT

**You are ready to upload your files!**

Click on the button below to upload your files.

**1.0 PHA Information**  
 PHA Name: PRDH PHA Code: RQ901  
 PHA Type:  Small  High Performing  Standard  HCV (Section 8)  
 PHA Fiscal Year Beginning: (MM/YYYY): 06/01/2011

**2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)  
 Number of PH units: \_\_\_\_\_ Number of HCV units: **8690 + 80 HUD-VASH**

**3.0 Submission Type**  
 5-Year and Annual Plan  Annual Plan Only  5-Year Plan Only

**4.0 PHA Consortia**  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:

- To promote adequate and affordable housing, economic opportunity and suitable living environment free from discrimination
- To promote freedom of housing choice and spatial deconcentration of extremely low and very low income families of all races and ethnic backgrounds
- To encourage, assist, and facilitate the economic independence of assisted families.

**5.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- **Conduct outreach efforts to potential vouchers landlords**
  - Landlord's activity at Club Rotario: The Section 8 Program Staff participated promoting the benefits of renting their units in the Section 8 Program explaining the program requirements.
  - Convention Center Activity: A booth was install to promote the Section 8 Program including the subprograms of FSS and Homeownership were participants could acquire their own units with the amounts accumulate in their escrow accounts
  - Feria de Vivienda at Plaza Las Americas: This activity was conducted to promote all the Subsidy Programs that the PRDH has for the participant's and landlords. For a whole week our staff shared in this activity promoting the Section 8 Program, sub-programs and its benefits.
  - 3era. Gran Feria de Vivienda Caborrojeña (May 4 2011): PRDH has being invited to participate in this activity stimulating the acquisition of dwellings either by buying homes or renting. We will promote the FSS program and Homeownership.
- **Expand the existing Project Based Program to increase stock of decent, safe and sanitary housing available for the elderly and disabled families**
  - Panorama Gold Project in Bayamon will assist 168 elderly families. It will be occupied in two faces of 84 elderly families. A field trip took place on April 1<sup>st</sup>. 2011 to corroborate its progress
- **Expand the Homeownership Program providing the opportunity to acquire their own home with financial and counseling assistance**
  - Shortly two (2) new families are expected to acquire their new homes
- **FSS Program**
  - We are aggressively promoting 100 slots to qualifying families from our HCV/Section 8 Program
- **Increase customer satisfaction through each of our personnel and Customer Service Unit**

◦ **VAWA:**

PRDH Administrative Plan was previously amended to support or assist Domestic Violence victims accordingly to the Violence against Women Act (VAWA), Public Law 109-162. Sections 606 and 607 amend the Section 8 and Public Housing sections of the US 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 immediate families from losing their HUD assisted housing as a consequence of the abuse of the abuse of which they were the victim.

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the Housing Choice Voucher Program: That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

Definitions

As used in VAWA:

Perpetrator Removal or Documentation of Rehabilitation

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the PHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. If the family elects the second option, 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 has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

PRDH has adopted the following goals and objectives for the Domestic Violence policy;

**PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

- The applicant/tenant/victim will be treated with respect and dignity
- PRDH will notify Housing Choice Vouchers owners of VAWA
- PRDH will notify vouchers 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
- Assistance can be offer thru any of the available Housing Programs of the PRDH

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> <li>◦ <b>Section 5: "Eligibility Criteria"</b> To include the note and clarify that upon evaluation, the PRDH will consider as income the payments that are made directly to an Educational Institution in behalf of a minor by an individual who is not part of the family composition. The educational Institution must certify that those payments are made by this individual (stating the name) in favor of the minor (stating the name) and that the payments are made directly to the Educational Institution.</li> <li>◦ <b>Section 16: "Payment Standard"</b>: Establishing that effective November 1<sup>st</sup>. 2010 the Payment Standard will be at 110% of the published FMR</li> </ul> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.</p> <ul style="list-style-type: none"> <li>◦ <b>At Central Office located in Barbosa Avenue 606 Juan C. Cordero Building, 5<sup>th</sup>. Floor, Rio Piedras, San Juan, Puerto Rico</b></li> </ul> <p>For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <ul style="list-style-type: none"> <li>◦ <b>Homeownership:</b> The PRDH-HCVP administers a Section 8 Homeownership program pursuant to Section 8 (y) of the U.S.H.A. of 1937. The Homeownership Program was implemented during 2005 to target families that may be eligible in obtaining a mortgage and a total of 9 families have acquired their own units (home). This PHA included on its program, design interfacing with other federal and state programs, FSS and options at the PRDH's programs. The purpose is to further the acquisition process for the families participating in the renting program. The FSS families were re-orientated to invest the fund accumulated in the escrow accounts in the acquisition of their first home. Closing cost may be covered with those funds as well as other necessary costs. Arrangements have been made with entities for the counseling of qualifying participants on budgeting, banking services available and unit maintenance as new homeowners.</li> <li>◦ <b>Project Based:</b> This PHA provides vouchers to 9 multifamily Project Based in which <b>769</b> Elderly and Disabled families are to be assisted. A new HAP will be signed shortly at Panorama Gold in Bayamon, Puerto Rico with <b>168</b> new elderly families.</li> </ul>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>



**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 Served by the PHA**

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	298,438	5	5	5	5	5	5
Income > 30% but < 50% of AMI	181,139	5	4	4	4	5	4
Income > 50% but < 80% of AMI	222,508	4	4	4	4	5	4
Elderly	263,197	4	4	4	5	5	4
Family's with Disabilities	346,741	5	5	5	5	5	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source of Information: U.S. Census Bureau, Census 2000 Geographic Area Puerto Rico & SOCDs CHAS Data: Housing Problems Output for all Households

9.0

**B: Housing Needs of Families on the PHA's Waiting List**

Family Type	Aguadilla Regional Office	Arecibo Regional Office	Bayamon Regional Office	Caguas Region Office	Carolina Regional Office	Humacao Regional Office	Mayaguez Regional Office	Ponce Region Office	San Juan Regional Office	Totals	%
Family	242	1386	1788	1449	1052	855	825	2086	3238	12921	89.9
Elderly	2	15	1	10	1	2	2	7	20	60	.004
Single	22	84	236	184	131	33	140	211	325	1366	9.59
Disabled	1	2	0	4	1	11	3	2	6	30	.002
<b>Totals</b>	<b>267</b>	<b>1487</b>	<b>2025</b>	<b>1647</b>	<b>1185</b>	<b>901</b>	<b>970</b>	<b>2306</b>	<b>3589</b>	<b>14375</b>	
Extremel y-Low	260	1470	1985	1623	1166	841	959	2275	3496	14075	97.9
Very-Low	6	17	37	21	18	57	9	26	81	272	1.89
Low - Income	1	0	3	3	1	3	1	5	12	29	.002
White	263	1427	1976	1430	1179	878	953	2287	3397	13790	95.9
Black	0	1	8	1	1	3	1	1	35	51	1.16
Pacific									38	38	0.26
Not Assigned	4	57	41	216	5	20	16	18	19	496	0.34
Not Hispanic/Latino	2	13	41	0	5	3	3	2	12	71	.004
Hispanic/Latino	261	1417	1983	1421	1175	878	951	2286	3458	13830	96.2
Not Assigned	4	57	1	216	5	20	16	18	119	456	.03

<p>9.1</p>	<p><b>Strategy for Addressing Housing Needs.</b> 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.  <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <ol style="list-style-type: none"> <li>1. Expanding our Project Based Program to increase the stock of decent, safe, and sanitary housing available for the Elderly and Disabled families in our jurisdiction</li> <li>2. Take reasonable measures to assure that the Waiting List is consistent with affirmatively fair housing</li> <li>3. To increase the number of affordable dwelling island-wide for homeownership opportunities and rental occupancy</li> <li>4. The FSS will be able to invest funds accumulated in the escrow accounts in the acquisition of their first homes</li> <li>5. Provide excellent customer service through each of our personnel and Customer Service Unit who receives any complaint and is in charge of assisting the situation in the shortest possible time</li> </ol> <p>This PHA will continue with efforts towards housing owners to offer their units to Section 8 participants, providing prompt rent payments, rental occupancy meetings with landlord's through-out the island are being conducted during fiscal year to assure availability of units by size, quality, location and accessibility.</p>
<p>10.0</p>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5- Year Plan.</p> <ul style="list-style-type: none"> <li>o As part of the mission and goals the PRDH will encourage more Families to participate and acquire their unit dwelling as homeowners.</li> <li>o Continue graduating FSS families, these participating families have been re-oriented explaining that the escrow account balance can be used in the acquisition of their first home (closing cost may be covered with those funds).</li> <li>o It was approved by HUD en exception in income targeting for project based to assure occupancy requirements.</li> <li>o The PRDH will continue to invite housing owners to offer their units to the Section 8 participants providing prompt rent payments. We will continue conducting and assisting seminars and meetings with the Landlord Associations.</li> </ul> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The PHA defines a "substantial deviation" and "significant amendment" or "modifications" as a discretionary change in the plan or policy of the PHA that fundamentally modifies the mission, goals, objectives or plans of the agency. The PRDH will amend or modify its plan upon the occurrence of any of the following events, if and only if, the events are not included in the approved annual plan during the term of the approved plan, as it constitutes a significant amendment and substantial deviation/modification:</p> <p>Specifically, the following will be considered to constitute a substantial deviation or significant amendment or modification:</p> <ul style="list-style-type: none"> <li>o Changes in admissions, eligibility policies with respect to the selection of applicants from the waiting list.</li> <li>o Changes in the policies regarding the manner in which tenant's rent is calculated.</li> </ul> <p>An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes will not be considered a substantial deviation or significant amendment or modification of either the Five Year or Annual Plans.</p>

**11.0**

**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.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *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. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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 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](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.*



April 5, 2011

Mrs. Olga Sáez  
Director  
US Department of Housing and Urban Development  
San Juan Field Office  
Office of Public Housing  
Parque Las Américas I # 235 Federico Costa Street  
San Juan, Puerto Rico 00918


RE: Annual Plan for FYB 2011

Dear Mrs. Sáez:

Enclosed please find a copy of the Annual Plan for Section 8 Housing Choice Voucher Program, RQ901 for HUD's Fiscal Year beginning 2011.

Should you need any additional information, feel free to contact Elliot Gómez Méndez at 787-274-2527 extension 5152.

Cordially,

  
Cirilo Meléndez Meléndez  
Assistant Secretary  
Housing Subsidy and Community Development  
Puerto Rico Department of Housing



NOTICIAS  
En el día de hoy, 10 de febrero de 2011 en el suplemento de Hogar y Construcción el anuncio del proyecto Alondra en San Lorenzo se corrige el ejemplo de pago mensual; el mismo debe indicar lo siguiente:

5.875%	Restantes	Pago mensual (P&I)
Interés Anual	35 años	\$695

## AVISO



DEPARTAMENTO DE LA  
**VIVIENDA**  
Gobierno de Puerto Rico

"Hoy construimos un mejor Puerto Rico"

### PLAN ANUAL DEL PROGRAMA SECCION 8

La Secretaría de Subsidio de Vivienda y Desarrollo Comunitario del Gobierno de Puerto Rico ha preparado el Plan Anual 2011-2012 para el programa de Vales para la Libre Selección de Vivienda, también conocido por Sección 8.

El Plan y los documentos asociados a éste están disponibles para examen del público general y organizaciones sin fines de lucro y todos aquellos interesados.

El documento está disponible en la oficina central de la Secretaría de Subsidio de Vivienda y Desarrollo Comunitario, ubicado en el 5to. Piso del Edificio Juan C. Cordero Dávila, Ave. Barbosa # 606, Río Piedras de lunes a viernes de 9:00 a.m. a 4:00 p.m.

Se invita al público general a participar de la Vista Pública que se celebrará el lunes 28 de marzo de 2011 a las 2:00 de la tarde, en el 5to. Piso en el Salón de Conferencias de la Secretaría de Planificación. Las personas interesadas en emitir comentarios sobre el Plan podrán hacerlo personalmente o por escrito a las siguientes direcciones:

**Dirección Física:** Secretaría de Subsidio de Vivienda y Desarrollo Comunitario, 5to. Piso Edificio Juan C. Cordero Dávila # 606 en la Avenida Barbosa

**Dirección Postal:** PO Box 21365 San Juan Puerto Rico 00928-1365

De requerir asistencia especial deberán comunicarse con el Área de Control de Calidad y Monitoría del Programa a través del 787-274-2527 extensión 6196 antes de la fecha pautada para la vista pública.

Lt. Miguel B. Hernández Vivoni  
Secretario

Este publicación se imparte según lo establece el 24CFR 983.117



[www.vivienda.gobierno.pr](http://www.vivienda.gobierno.pr)

ESTADO LIBRE  
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PUERTO RICO

Oficina del Secretario

### AVISO DE APROBACIÓN

La Ordenanza 29, de 2011, que AUTORIZANDO LA APROBACIÓN DE LA RESOLUCIÓN ESPECIAL DE 2011 FAVORABLE AL MUNICIPIO DE SAN LORENZO, COPIA MUNICIPAL (IVU) Y DE PRINCIPAL DE Y DE APROBACIÓN DE LA LEGISLATURA APROBADA POR EL ALCAIDE, entrará en vigor inmediate a partir de la fecha de publicación. Ninguna acción o recurso podrá ser planteado, ni de sus disposiciones, tales Bonos ni la validación podrán ser cuestionados en el tribunal, excepto en el tribunal con jurisdicción de la fecha de publicación. Por disposición del Artículo 1996, según enmendado Municipal de Puerto Rico de 1996.

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### AVISO DE APROBACIÓN

Ordenanza Núm. 34 AUTORIZANDO UN/ DEL MUNICIPIO DE SAN LORENZO, por la Legislatura Municipal el 4 de febrero de 2011, entrará en vigor inmediatamente después de la fecha de publicación. Ninguna acción o recurso Resolución podrá ser Resolución aprobada Ordenanza o Resolución ser cuestionadas bajo excepto en una acción jurisdicción dentro de Aviso de Aprobación. Por disposición del Artículo 1996, según enmendado de Puerto Rico de 1996.

Feb. 10, 2011 Primera Hora





**PRDH  
HCVP – SECTION 8**

**LIST OF SUPPORTING DOCUMENTS AVAILABLE FOR REVIEW  
ANNUAL PLAN FY 2011**

- Plan Certification of Compliance with the PHA Plans and Related Regulations
- State/Local Government Certification of Consistency with Consolidated Plan
- Consolidated Plan for the jurisdiction in which the PHA is located
- Section 8 Administrative Plan
- Section 8 Rent Determination (Payment Standard) Policies (see Adm. Plan)
- Section Informal Review and Hearing Procedures (see Adm. Plan)
- Cooperative Agreements between the PHA and the TANF Agency
- FSS Action Plan for Section 8
- Most recent fiscal year audit (2009-2010) of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937

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

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the PHA Annual Plan for the PHA fiscal year beginning 7/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.


**Puerto Rico Department of Housing**  
PHA Name

**RQ901**  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2015

Annual PHA Plan for Fiscal Years 2010 - 2011

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

Name of Authorized Official <b>Miguel B. Hernández Vivoni Esq.</b>	Title <b>Secretary of Housing PRDH</b>
Signature 	Date 4/4/2011

**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, Miguel B. Hernandez Vivoni, Esq. the Secretary of Housing certify that the Five Year and  
Annual PHA Plan of the Puerto Rico Department of Housing is consistent with the Consolidated Plan of  
Puerto Rico prepared pursuant to 24 CFR Part 91.

  
\_\_\_\_\_  
Signed / Dated by Appropriate State or Local Official



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

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the PHA Annual Plan for the PHA fiscal year beginning 7/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
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**Puerto Rico Department of Housing**  
PHA Name

**RQ901**  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2015

Annual PHA Plan for Fiscal Years 2010 - 2011

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

Name of Authorized Official	Title
<b>Miguel B. Hernández Vivoni Esq.</b>	<b>Secretary of Housing PRDH</b>
Signature	Date 4/4/2011
	

**Certification by State or Local  
Official of PHA Plans Consistency  
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I, Miguel B. Hernandez Vivoni, Esq. the Secretary of Housing certify that the Five Year and  
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Puerto Rico prepared pursuant to 24 CFR Part 91.

  
\_\_\_\_\_  
Signed / Dated by Appropriate State or Local Official





**MINUTA  
VISTA PUBLICA  
PLAN ANUAL 2011-2012**

El DEPARTAMENTO DE LA VIVIENDA, a través de la Secretaría de Subsidio de Vivienda y Desarrollo Comunitario, preparó el Plan Anual para el Programa de Asistencia de Vales, también conocido por Sección 8, correspondiente al Año Fiscal 2011-2012. El Plan y los documentos asociados estarían disponibles para examen y comentarios del público general.

Conforme al anuncio de prensa, la Vista Pública estaba pautada para el 28 de marzo de 2011 a partir de las 2:00 pm en el Salón de Conferencias del Piso 5 del Departamento de la Vivienda.

**CERTIFICACION**

Consigno mediante el presente documento que durante el día de hoy comparecieron 3 miembros de la Junta de Residentes a la Vista Pública del Plan Anual. A cada uno de estos se les entregó material informativo "brochures" de los Sub-programadas (FSS-Homeownership, EIV y HUD VASH).

Certificamos que durante el mes de febrero de 2011 contactamos a las 6 personas representativas de varias Oficinas Regionales, estos residen en Hormigueros, Carolina, Arecibo, Bayamón y Morovis quienes afirmaron estar dispuestos a continuar reuniéndose periódicamente en beneficio de todos los participantes del Programa.

En San Juan, Puerto Rico hoy 28 de marzo de 2011 a las 4:00pm

**NO COMMENTS WERE RECEIVED BY THE MEMBERS OF THE  
RESIDENT ADVISORY BOARD**

Ramonita García Bermúdez  
Directora Administrativa  
Área de Control de Calidad y Monitoria  
Programa de Vales de Asistencia  
PRDH-RQ901

**ORDEN ADMINISTRATIVA****Para poner en vigor el Procedimiento  
Programa Autosuficiencia Familiar**

Mediante esta Orden Administrativa se pone en vigor el Procedimiento Programa Autosuficiencia Familiar.

Este Procedimiento tiene el propósito de establecer las normas que regirá la implantación del Programa Autosuficiencia Familiar. El objetivo del Programa Autosuficiencia Familiar es reducir el número de familias de ingresos bajos beneficiarias de asistencia económica y Sección 8, logrando su autosuficiencia y obteniendo al cabo de cinco (5) años la independencia económica de los participantes.

Esta **ORDEN** es efectiva el 29 de octubre de 2002.

*Ileana Echegoyen*  
Ileana Echegoyen  
Secretaria

**DISTRIBUCION:**

Secretaria  
Subsecretario  
Jefes Operacionales  
Secretarios Auxiliares  
Oficinas Adscritas a Secretaría



DECLASSIFICATION

Authority: 25 CFR 171.104

The following information is being released to the public under the provisions of the President John F. Kennedy Assassination Records Collection, 1992.

This information is being released to the public under the provisions of the President John F. Kennedy Assassination Records Collection, 1992. It is being released to the public under the provisions of the President John F. Kennedy Assassination Records Collection, 1992.

Authority: 25 CFR 171.104

SECRET - SECURITY INFORMATION

ESTADO LIBRE ASOCIADO DE PUERTO RICO  
DEPARTAMENTO DE LA VIVIENDA  
ADMINISTRACIÓN PARA LA REVITALIZACIÓN  
DE LAS COMUNIDADES (A.R.C.o.)

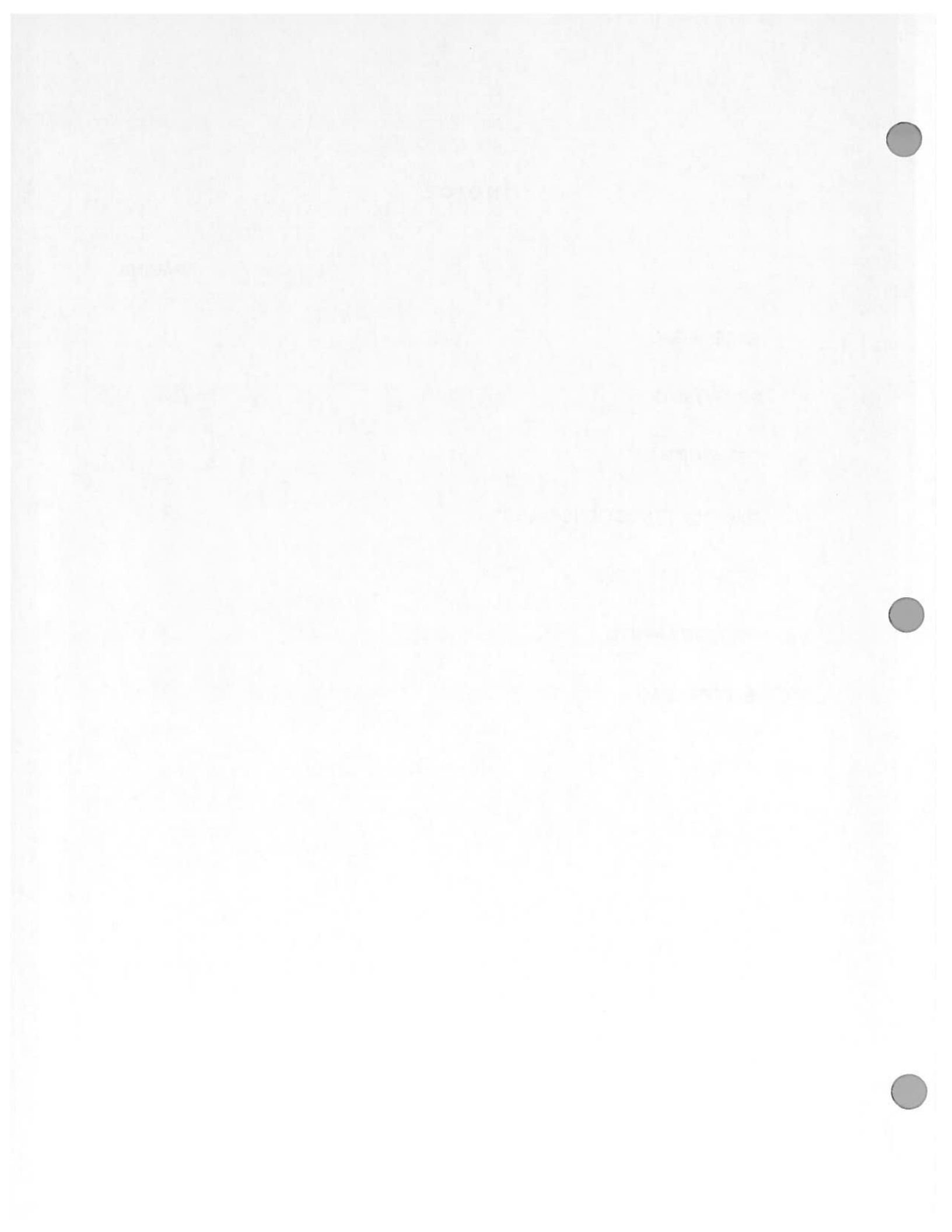
**PROCEDIMIENTO PROGRAMA  
AUTOSUFICIENCIA FAMILIAR**

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5408 SOUTH ELSTON STREET  
CHICAGO, ILLINOIS 60637

PHYSICAL CHEMISTRY  
AND  
MATERIALS CHEMISTRY

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# PROCEDIMIENTO PROGRAMA AUTOSUFICIENCIA FAMILIAR

## I. BASE LEGAL

50.10-4

Este Procedimiento se emite conforme a las disposiciones de la Ley 97 de 10 de junio de 1979, según enmendada, conocida como Ley Orgánica del Departamento de la Vivienda. Se rige además, de acuerdo a las disposiciones establecidas en la Reglamentación Federal 24 CFR 982 y 984, bajo el Programa Sección 8 y por la Sección 23 de la Ley de Vivienda de 1937 (U.S.C. 1437u) bajo el programa de vouchers y vivienda pública. (24CFR 984.103).

## II. PROPÓSITO

Este Procedimiento tiene el propósito de establecer las normas que rigen la implantación del Programa Autosuficiencia Familiar. El objetivo del Programa Autosuficiencia Familiar es reducir el número de familias de ingresos bajos beneficiarias de asistencia económica y Sección 8; logrando así la autosuficiencia y obteniendo al cabo de cinco (5) años la independencia económica de los participantes.

## III. DEFINICIONES

Para propósitos de este Procedimiento los términos mencionados a continuación significarán:

- A. **Contrato de participación** - documento en formato aprobado por HUD, donde se establecen los acuerdos contractuales entre la familia participante del Programa Autosuficiencia Familiar y el Programa de Sección 8.
- B. **Familia de Ingresos Bajos (very low income)** - es aquella familia cuyo ingreso anual no exceda el 50% del ingreso medio de su área residencial determinado por HUD, con los ajustes necesarios.
- C. **HUD** - Departamento de Vivienda Federal y Desarrollo Urbano.
- D. **Programa Autosuficiencia Familiar** - Significa el programa establecido por la Agencia dentro de su jurisdicción para promover autosuficiencia entre las familias participantes, incluyendo la provisión de servicios de apoyo a estas familias según autoriza la Sección 23 de la Ley de 1937.
- E. **Cuenta de Reserva** - La cuenta de reserva autorizada por la Ley 23 de 1937, y según el 24 CFR 984.305.

- F. **Jefe de Familia** – el adulto miembro de la familia FSS que es jefe de familia para propósitos de determinar elegibilidad por ingreso y renta.
- G. **Autosuficiencia** – significa el que una familia ya no recibe asistencia de sección 8, vivienda pública o cualquier otro subsidio o ayuda social.
- H. **Servicios de Apoyo** – significa aquellos servicios que la Agencia hará disponible, o cause que estén disponibles para una familia de FSS bajo el contrato de participación, y que puede incluir: cuidado de niños, transportación, educación, empleo, ayuda social personal, capacidades y administración del hogar, consejería.

#### IV. DISPOSICIONES GENERALES

- A. Serán elegibles para los beneficios del Programa Autosuficiencia Familiar:
  - 1. Familias que reciben asistencia del Programa Sección 8.
  - 2. Familias en la lista de espera de Sección 8.
  - 3. Familias que estén dispuestas a incrementar sus ingresos y a desarrollar sus potenciales educativos o profesionales.
  - 4. Familias que estén dispuestas a ejecutar un contrato de participación para cumplir con los requerimientos del programa de convertirse en autosuficientes..
  - 5. Familias que cumplan con los requisitos reglamentarios del Programa Sección 8.
- B. No serán elegibles familias que:
  - 1. Sean dueñas de propiedad.
  - 2. Si cualquier miembro de la unidad familiar haya sido convicto de cometer delito grave, venta o posesión de armas o sustancias controladas. Si fue o está bajo tratamiento por adicción a drogas debe presentar evidencia certificada por la institución que ofrece dicho tratamiento y someter mensualmente información tanto al Coordinador del Programa como a la Oficina Regional del Programa Sección 8.
  - 3. Si el jefe de familia somete información falsa o documentos incompletos.
  - 4. No cumplan con los requerimientos del Programa Sección 8.
  - 5. Hayan sido desahuciadas por falta de pago dilucidado mediante procedimiento jurídico.

6. No estén dispuestas a cumplir con el contrato de participación del Programa Autosuficiencia Familiar y todas las metas que este implica.

C. Lista de Espera

Se mantendrá una lista de espera para los solicitantes del Programa Autosuficiencia Familiar. La lista de espera contiene fecha y hora de ingreso al Programa, nombre del jefe de familia, número de seguro social, composición familiar, número de habitaciones para la cual cualificaría, municipio, número de registro y comentarios.

D. Contrato

1. Se formalizará un contrato entre el Programa Autosuficiencia Familiar y la familia participante. El mismo lo firmará el Jefe de familia. Este contrato tendrá una duración de cinco (5) años, el cual se podrá extender por otros dos (2) años siempre que se presente una justificación razonable para el Programa, mediante una petición escrita de la familia.
2. En el contrato se establecerán los derechos y responsabilidades de la familia participante con el Programa, los recursos y servicios de apoyo que el Programa le proveerá a la familia, así como las actividades que la familia completará.
3. El contrato sólo puede ser modificado para cambiar la duración del mismo, dar baja o ingresar algún miembro de la composición familiar o cambiar la composición familiar o cambiar los planes de servicios y capacitación. Los cambios relacionados al jefe de familia se incluirán como un anejo al contrato.

E. Cumplimentación del Contrato de Participación

El contrato de participación se completa cuando la familia ha cumplido con todas las responsabilidades bajo el mismo o cuando el 30% del ingreso bruto ajustado de la familia equivale o es mayor que la cantidad de la renta justa en el mercado del tamaño de la unidad para la cual cualifica la familia.

F. Terminación de Contrato: El Programa podrá terminar el contrato si:

1. La familia y el Programa acuerdan terminar mutuamente.
2. Si el (la) participante no cumple con las metas de estudio o trabajo, o sea el plan individual de servicios.
3. La familia se retira del Programa.

4. Surge algún acontecimiento, el cual es inconsistente con el propósito del Programa.
5. Los recursos y servicios necesarios no están disponibles.
6. Si el contrato es terminado por violación o declarado nulo, la familia no tiene el derecho de recibir los fondos de la cuenta reserva. El Programa deberá cerrar la cuenta reserva y podrá usar los fondos de acuerdo a los requisitos de HUD.

#### G. Servicios de Apoyo y Recursos

Durante el término de este contrato el Programa proveerá planes de servicios y recursos de apoyo. Si los recursos y servicios no se encuentran disponibles la agencia tratará de sustituirlos por otros. Sin embargo, el Programa no es responsable si la familia no recibiera los servicios, los cuales son producto de compromisos interagenciales con otras agencias y sistema privado. El contrato provee un documento titulado "Plan de Servicios y Adiestramiento Individual" el cual recoge toda la información de los servicios y recursos a ser ofrecidos y donde cada miembro familiar (si además del jefe de familia, existen otros miembros dispuestos a entrar en el plan de servicios) firma y se compromete a cumplir con el mismo. Todo cambio en el plan de servicios en el contrato deberá ser notificado como una revisión del plan y reflejario como un anexo al contrato. En el contrato deben ser detallados los programas de servicios y capacitación: las metas y objetivos deben ser detalladas e indicados, incluyendo las fechas de comienzo.

#### H. Cuenta de Reserva del Programa Autosuficiencia Familiar

El Programa establecerá una cuenta de reserva la cual se nutrirá de una porción de los aumentos en el alquiler de la familia debido a los aumentos en el ingreso del trabajo. Este aumento se acreditará a la cuenta reserva según los requisitos del Departamento de la Vivienda Federal, HUD. Como mínimo esta acreditación se realizará anualmente y/o en ajustes. El Programa le enviará a la familia, por lo menos una vez al año, un informe sobre el estado de su cuenta de reserva.

#### I. Retiro de los Fondos de la Cuenta de Reserva

1. El Programa podrá permitir a la familia que retire los fondos de la cuenta antes de que termine el contrato, si la familia ha completado las metas designadas y cuando se haya cumplido con el término del contrato.
2. Se le pagará al jefe de familia la cantidad en la cuenta de reserva, menos cualquier cantidad adeudada al Programa.
3. Al terminarse el contrato el jefe de familia proveerá una certificación escrita al Programa, explicando que no ha recibido asistencia pública en los últimos doce (12) meses. La asistencia pública no incluye Medicaid en forma



transitoria o cuidado infantil para participantes de JOB o pagos de SSI a guardianes de niños impedidos.

4. Si el jefe de familia deja la unidad de vivienda, los miembros restantes de la familia, podrán, después de consultar al Programa, nombrar otro miembro del grupo de la familia incluidos en el contrato para recibir los fondos de la cuenta reserva.

**J. Pérdida de la Cuenta Reserva de Autosuficiencia Familiar**

La familia no recibirá los fondos de la cuenta reserva:

1. Si el contrato de participación ha terminado mediante violación.
2. Si el contrato de participación se declara nulo.
3. Si la familia no ha cumplido con sus responsabilidades (metas de estudio y/o trabajo) dentro del tiempo específico como se declara en este contrato.

**K. Portabilidad**

1. Si una familia del Programa Autosuficiencia Familiar se muda, según los procedimientos de portabilidad y se dispone a participar en el Programa de Autosuficiencia Familiar de la agencia que la recibe en Estados Unidos, la fecha de contrato efectivo entre la familia y agencia que la recibe es el primer día del mes siguiente a la fecha en que el contrato fue firmado por la familia y el representante de la agencia. La fecha de vencimiento del contrato entre la agencia receptora y la familia debe ser la misma que la fecha de vencimiento del contrato entre la agencia inicial y la familia.
2. La familia debe participar del Programa en la agencia inicial por lo menos doce (12) meses previo a la transferencia de agencia. Una familia que se encuentra en el Programa Autosuficiencia Familiar y se muda fuera de la jurisdicción de la agencia, según los procedimientos de portabilidad del Programa Sección 8, la agencia podrá optar por uno de los siguientes cursos de acción:
  - a. Si el PHA de transferencia (quien recibe) administra Autosuficiencia Familiar, se transfiere bajo la asignación del Programa Autosuficiencia Familiar. Por otro lado, la agencia inicial deberá transferir el saldo de la cuenta de depósito cuando la familia sea incorporada por la agencia que recibe, siempre y cuando sea transferido por Autosuficiencia Familiar.
  - b. Si la agencia receptora no administra Autosuficiencia Familiar y el cliente desea participar del programa, esta agencia tiene la prerrogativa de permitir que la familia participe en su Programa de Autosuficiencia Familiar, pero en este caso la agencia inicial deberá dar

por terminado su contrato con la familia y transferirá el saldo de la cuenta de depósito de la familia (si alguno). Por otro lado, la agencia receptor puede incorporar a la familia a su Programa de Autosuficiencia Familiar y firmará un nuevo contrato con la familia.

## V. RESPONSABILIDADES

### A. Jefe de Familia

1. Buscar y mantener empleo adecuado y cumplir con el Plan de Servicios. Además, proveer al Programa información relacionada a empleo, entrevistas de trabajo, adiestramiento, asistencia educativa y otros servicios y actividades del Programa.
2. Los miembros del grupo familiar deben cumplir con los términos del contrato, ser independientes doce 12 meses antes de expirar el contrato y evidenciar esta autosuficiencia. De no cumplir con las responsabilidades del jefe de familia y sus miembros; el participante no recibirá dinero de su cuenta de reserva y podría terminar la participación familiar en el Programa Autosuficiencia Familiar.

### B. Programa Autosuficiencia Familiar

1. Orientar al jefe de familia y/o sus miembros sobre el empleo adecuado, según las destrezas, educación, adiestramientos y oportunidades de trabajo disponibles.
2. Obtener un compromiso real por parte de las fuentes públicas y privadas para los servicios de apoyo para las familias.
3. Establecer una cuenta de reserva para cada familia.
4. Presentar un informe del estado de la cuenta de reserva por lo menos una vez al año a la familia.
5. Darle seguimiento y apoyo a las metas y planes de servicios que deberán ser completadas antes de que se termine el contrato.
6. Pagar una porción de la cuenta de reserva a la familia (si la familia lo necesita y lo solicita para continuar cumpliendo con las metas), si el Programa determina que la familia, al presente, ha cumplido con las metas específicas.
7. Determinar si la familia ha cumplido con el contrato.
8. Pagar la cantidad de la cuenta reserva a la familia, si ésta ha cumplido con el contrato y el jefe de familia ha provisto certificación escrita de

que ningún miembro de la familia está recibiendo asistencia pública y no le adeuda al Programa Sección 8.

C. Técnico Regional

1. Orientar las familias participantes del Programa Sección 8 y dar a conocer el Programa.
2. Adjudicar el caso a la asignación correspondiente.
3. Llevar un expediente con los documentos correspondientes:
  - a. Contrato
  - b. FSS Addendum (HUD 50058)
  - c. FSS Escrow Work Sheet
  - d. Hoja de Status
  - e. Y toda la documentación requerida por el Programa Sección 8, la cual debe permanecer en el expediente.

D. Coordinador del Programa Autosuficiencia Familiar, Oficina Central

1. Realizar entrevista inicial de evaluación al cliente.
2. Mantener la lista de espera, conforme a los requisitos el Programa.
3. Supervisa la firma y manejo del contrato de Autosuficiencia Familiar, la existencia del FSS Addendum el "FSS Escrow Work Sheet" (acreditación a la cuenta de reserva).
4. Dará seguimiento al registro de las cuentas reserva de los participantes.
5. Llevar a cabo la coordinación interagencial.
6. Darle seguimiento a los ~~planes~~ <sup>planes</sup> de servicios de cada cliente.
7. Mantener los expedientes con la documentación necesaria para el Programa.
8. Enviar el estado ~~de~~ <sup>de</sup> cuenta a cada cliente por lo menos una vez al año.
9. Mantener el control de los casos.

E. Area de Finanzas

1. Crear una cuenta de reserva para cada participante.
2. Mantener un balance real de cada cuenta de reserva.
3. Aplicarle el porcentaje de interés a cada cuenta de reserva.
4. Emitir una vez al año el reporte del estado de cada cuenta de reserva a cada familia.
5. Someter un informe anual o cuando sea requerido por el Programa sobre los casos que están bajo la cuenta reserva, (crear el recibo de la entrega de la cuenta reserva al participante).
6. Mantener informado (a) sobre el estado y los balances de las cuentas al (a) Coordinador (a) del Programa.

## VI. PROCEDIMIENTO

### Responsabilidad

### Acción

Cliente o Solicitante

1. Visita la Oficina Regional Programa Sección 8, para solicitar información sobre el Programa Autosuficiencia Familiar.

Area Subsidio de Vivienda  
Oficina Regional  
Técnico

2. Orienta al cliente o solicitante sobre los beneficios del Programa Autosuficiencia Familiar.
3. Entrevista a las posibles familias prospectos.
4. Si el cliente es participante del Programa Sección 8, verifica los documentos en el expediente.
5. Analiza el caso para determinar si se refiere al Coordinador.
6. Refiere, mediante comunicación, el (los) caso (s) al Coordinador (a) del Programa en la Oficina Central.

Oficina Central  
Coordinador (a) del Programa

7. Cita al cliente o solicitante.



Cliente o solicitante

Coordinador (a)

Oficina Regional  
Técnico

Cliente, Coordinador(a)  
del Programa y  
Director (a) Regional

Técnico

8. Asiste a cita con el Coordinador (a) del Programa.
9. Entrevista al cliente o solicitante.
10. Hace evaluación del caso.
11. Si considera que el caso reúne los requisitos, lo registra en la lista de espera del Programa.
12. Si el cliente es participante del Programa Sección 8, prepara memorando de referido del caso que indique pueblo al que pertenece, número de habitaciones y número de voucher.
13. Refiere memorando a la Oficina Regional donde pertenece el caso.
14. Cita al cliente para firmar el contrato del Programa Autosuficiencia Familiar, con el Coordinador (a) del Programa y el Supervisor (a) Regional.
15. Somete el formulario "Itinerario de Contratos y Reexámenes" al (la) Coordinador (a) del Programa
16. Luego de leer y entender el contrato firman los mismos.
17. Distribuye el contrato como sigue:
  - Original - expediente del cliente en la Oficina Regional
  - Copia - Coordinador (a) del Programa.
18. Procesa y envía al (la) Coordinador (a) el FSS Addendum (documento parte de la HUD 50058) y el "FSS Escrow Work Sheet" (documento que

Escrow Work Sheet" (documento que indica la cantidad a ser acreditada para la cuenta de reserva). Todos estos documentos se procesarán cada vez que se trabaje la HUD 50058, mediante las siguientes transacciones:

- Admisión
- Reexamen
- Ajustes
- Cambio de vivienda
- Cancelación

Con la cancelación someterá el "End Participation" de la 50058 junto con el " FSS Addendum ", " FSS Escrow Work Sheet" y la carta de cancelación.

19. Llena la hoja de "Status", la cual será emitida cada vez que se le solicite y/o surjan cambios, admisiones, reexámenes, cancelaciones no progresó. Se llena una hoja de "Status" por cada caso. Cada vez que surja un cambio de "Status" informará a la Oficina de Quality Control (no utilice hoja de Status para informar a Quality) y al (la) Coordinador (a).
20. Si el caso fuera una portabilidad solicita la misma mediante la hoja de "Status" y de ser aprobada transferirá el expediente a Oficina Central haciendo claro que es un caso de Autosuficiencia Familiar.
21. Si el caso fuera una transferencia regional, la región de transferencia someterá un memorando junto con el expediente al Coordinador (a) del Programa, quien evaluará el caso y lo transferirá a su destino.
22. Envía al Area de Finanzas el "FSS Escrow Work Sheet" como resultado

Coordinador (a) del Programa

Secretaría de Finanzas y  
Sistemas de Información  
Área de Finanzas  
Funcionario

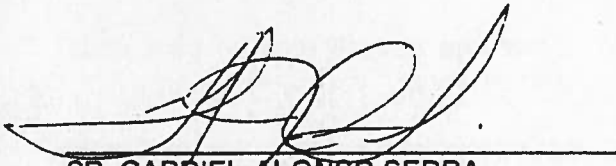
de la acreditación de las cuentas junto con el informe titulado "Acreditación de las Cuentas Reserva de Autosuficiencia Familiar.

23. Documenta la lista de espera del Programa Autosuficiencia Familiar.
24. Crea una cuenta reserva para cada participante.
25. Mantiene un balance actualizado real de cada cuenta de reserva.
26. Aplica el porcentaje de interés a cada cuenta de reserva.
27. Envía al (la) Coordinador (a) del Programa el informe de "Status" de cada cuenta de reserva de cada familia y el estado de cuenta con el porcentaje detallado aplicado con el Informe de Cuentas Reserva de Autosuficiencia Familiar.
28. Somete mediante dicho informe los casos que ya han recibido el dinero de la cuenta reserva o cualquier cambio en el balance del participante. Al entregar el dinero correspondiente al participante, Finanzas generará un recibo, el cual someterá copia al (la) Coordinador (a) del Programa. Por otra parte, el participante solicitará en Finanzas la cuenta reserva mediante el recibo titulado "Solicitud de Reembolso de la Cuenta reserva de Autosuficiencia Familiar.
29. Mantendrá comunicación estrecha con el (la) Coordinador (a) del Programa sobre cualquier cambio relacionado a la cuenta de reserva.

**VII. EFECTIVIDAD**

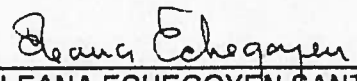
Este Procedimiento es efectivo el 23 de octubre de 2002.

**RECOMENDADO POR**



SR. GABRIEL ALONSO SERRA  
ADMINISTRADOR  
ADMINISTRACIÓN PARA LA REVITALIZACIÓN  
DE LAS COMUNIDADES (A.R.Co.)

**APROBADO POR:**



ILEANA ECHEGOYEN SANTALLA  
SECRETARIA  
DEPARTAMENTO DE LA VIVIENDA



**Member of the Resident Advisory Board  
PRDH RQ 901**

**Annual plan 2011-2012**

<b>NAME</b>	<b>FILE NUMBER</b>	<b>ADDRESS</b>	<b>PHONE #</b>
Wanda Desjardin	583-57-9255	Urb. Santa Juanita 11 - 10 Calle 27, Bayamón P. R. 00956	
Janice Alvarado	584-13-2879	Bo. Lavadero Carr. 345, K.m 5.2 Int., Hormigueros PO Box 1211, Hormigueros, P. R. 00660	787-834-3834
Mariselis Suárez	581-23-0834	Ext. Zeno Gandía Apto. 426, Arecibo, P. R. 00612	787-475-0156
Ángel Rodríguez	114-48-7860	Urb. Alturas de Castellana Z 10 Calle 23 Carolina, P. R. 00984	787-637-9400
Milagros Rodríguez	583-62-5378	Urb. Villa Carolina 92 # 77 Calle 90 Carolina, P. R. 00985	787-768-5401
Guillermina Otero	582-02-7466	Sector La Linea Carr 6622 Carr 6242 Morovis, PR 00687	

\* Los componentes de la junta de residentes están dispuestos a tener reuniones periódicas para mantenerse al día en la reglamentación del programa.



22 de febrero de 2011

Comité de Residentes Programa de Sección 8  
(Member of the Resident Advisory Board)



Elliot Gomez  
Director  
Programa de Sección 8

Estimado Participante:

Gracias por aceptar ser parte del Comité de Residentes del Programa de Sección 8 Estatal. El propósito de este comité es mantener informado cualquier cambio de la reglamentación y/o nuevos procedimientos establecidos. Incluimos información del Programa y los nombres y direcciones de los miembros de la Junta de Residentes.

El Comité de Residentes puede organizarse y establecer una comunicación con todos los participantes del programa y así intercambiar ideas para mejorar los servicios entre la Agencia que administra el Programa en la aplicación de nuevos cambios en la reglamentación federal.

Deseamos invitarles a participar de las Vistas Públicas del Plan Anual a llevarse a cabo el día 28 de marzo de 2011, a las 2:00 p.m. en el 5to. Piso del Departamento de la Vivienda en la Ave. Barbosa en San Juan.

Cualquier información o duda favor comunicarse al Área de Control de Calidad y Monitoria al 787-274-2527 ext. 6167 o 6196.

Nombre	Dirección	Teléfono
Wanda Desjardin	Urb. Santa Juanita # 11 - 10 Calle 27 Bayamón, Puerto Rico 0956	
Janice Alvarado	Bo. Lavadero Carr.345 Km. 5.2 Interior Hormigueros, PR 00660	787-834-3834
Mariselis Suarez	Ext. Zeno Gandía Apto. 426 Arecibo, PR 00612	787-475-0156
Ángel Rodríguez	Urb. Alturas de Castellana Z 10 Calle 23 Carolina, PR 00984	787-637-9400
Milagros Rodríguez	Urb. Villa Carolina 92 # 77 Calle 90 Carolina, PR 00985	787-768-5401
Guillermina Otero	Sector La Línea Carr. 6622 Carr 6242 Morovis, PR 00687	



Asistencia Vistas Publicas  
PRDH RQ 901

Annual plan 2011-2012

NAME	FILE NUMBER	ADDRESS	PHONE #
Wanda Desjardin		Calle 27 II-10 Sta Juanita Bayamon	(939)244 8839
Miriam Ortiz		HCO2 Buj 6532 MOROVIS P.R. 00268	787-214-2591 11 862-1998
Carmen Otero		MOROVIS P.R. 00687	354-4784
Marion E. Burns		UPR Station PO BOX 23127 SJ. PR 00931	603-2323



**Asistencia Vistas Publicas  
PRDH RQ 901**

Annual plan 2011-2012

NAME	FILE NUMBER	ADDRESS	PHONE #
Wanda Desjardins		Calle 27 II-10 Sta Juanita Bayamon	939-244-8839
Muriel Miller		HCO2 B4 6532 Morris P.B. 00487	787-214-9591 11 862-1998
Carmen Otero		Morris P.R. 00687	354-4784
Marie E. Burns		UPR Station PO Box 23127 SJ. PR 00931	603-2323



# **ANUNCIO VISTA PÚBLICA PLAN ANUAL**

## **PROGRAMA DE VALES (SECCION 8) PRDH-RQ901**

**DIA: MARZO 28, 2011**  
**HORA: 2:00 - 4:00 PM**  
**LUGAR: 5TO. PISO**

**SALON DE CONFERENCIAS  
SECRETARIA SUBSIDIO DE VIVIENDA**

# Programa Autosuficiencia Familiar



El Programa de Autosuficiencia Familiar es un Programa Federal bajo el Programa de Sección 8, administrado por el Departamento de la Vivienda.

## Propósito:

- ◆ Promover y coordinar actividades de apoyo de los recursos públicos y privados para lograr capacitar a las familias participantes bajo el Programa de Sección 8. Logrando su autosuficiencia y obteniendo al cabo de cinco (5) años su independencia económica.
- ◆ El objetivo del Programa de Autosuficiencia Familiar es reducir el número de las familias de ingresos bajos beneficiarios de asistencia económica y con asistencia de vivienda de Sección 8.
- ◆ Bajo el Programa de Autosuficiencia Familiar a las familias de ingresos bajos se les proveerá oportunidades para educación, adiestramiento para empleo, consejería y otras formas de asistencia de servicio social necesarios para lograr independencia económica



¿Quiénes son elegibles?

Son elegibles familias que reciben asistencia del Programa Sección 8.

¿Cuanto tiempo la familia puede participar del Programa?

El contrato será vigente por un término de cinco (5) años pero se renovará anualmente. El mismo puede extenderse hasta dos (2) años, adicionales si la familia presenta causa justificada para la extensión.

Cuenta Reserva de Autosuficiencia Familiar:

El Programa establecerá para la familia una cuenta reserva donde una porción de los aumentos en el alquiler se acreditará a la cuenta reserva, siempre y cuando los ingresos existentes al comenzar el programa hayan sido incrementados.



Este ahorro será otorgado a la familia participante una vez sea concluido su contrato y cumplido las metas establecidas.

Se entregará a la familia un informe de la cantidad en la cuenta reserva de la familia. Por lo menos una vez al año.

¿Cuándo se retirarán los Fondos de la Cuenta Reserva?

El programa pagará al Jefe de Familia la cantidad en la cuenta reserva, menos cualquier cantidad debida al Programa.

Se determina que la familia ha completado el contrato. Luego de haber cumplido con el contrato en su totalidad y haber aprobado mediante certificación una autosuficiencia económica donde no existe ninguna ayuda de asistencia pública.

La asistencia pública no incluye Medicaid en forma transitoria o cuidado infantil.

Detener los servicios del Programa.

Terminar la participación de familia en el Programa de Autosuficiencia Familiar.

¿Cuándo la familia puede perder los derechos a la cuenta reserva?

La familia no recibirá los fondos de la cuenta reserva si:

- o El contrato de participación se declara nulo o invalido.
- o Si la familia no ha cumplido con sus responsabilidades dentro del tiempo específico como se declara en el contrato.

Cuáles son los deberes de los miembros de la familia?

1. Cumplir con los terminos del contrato.

2. Si recibe asistencia pública, ser independiente por lo menos doce (12) meses consecutivos antes de que expire el contrato.

3. Vivir en la jurisdicción en la cual se inscribió la familia al ingresar en el Programa de Autosuficiencia Familiar por lo menos 12 meses a partir de la fecha de este contrato y cumplir con las obligaciones bajo el Programa de Sección 8.

¿Qué acciones correctivas se llevarán a cabo por no cumplir con las responsabilidades?

Si un miembro de la familia no cumple con sus responsabilidades bajo este contrato la familia no recibirá dinero de su cuenta de reserva. El Programa podrá:

CANCELAR LA CUENTA  
RESERVA

10/27/77

¿Por cuánto tiempo el contrato de participación requiere al fides familia mantener su empleo?

El contrato de participación requiere que el jefe de la familia o las personas designadas en el plan de servicio mantengan su empleo durante la vigencia del mismo. El programa ofrecerá orientación en relación a la forma de adquirir una vivienda.

¿Qué servicios de apoyo y recursos ofrecerán?

Durante el término de este contrato el Programa proveerá los recursos y servicios disponibles en el sector público y privado necesarios para lograr la autosuficiencia económica. El programa no es responsable de ofrecer el servicio si el mismo no esta disponible.



VIVIENDA

CONSEJO DE PLANIFICACIÓN Y DESARROLLO

Director: Elliot Gómez

Oficinas Regionales  
787-274-2527 ext.

Aguadilla : Amado Justiniano/Supervisor (2906)

Arecibo : Lina Ayala /Supervisora (2511)

Bayamón : Evelyn Rodríguez /Supervisora (2011)

Caguas : Ivelisse Colón/ Supervisora (2711)

Carolina : Gladys Tapia/ Supervisora Interina (2101)

Humacao : María M. Burgos /Supervisora (2601)

Mayaguez : Elliot Irizarry /Supervisor (2805)

Ponce : Ishuanette López /Supervisora (2311)

San Juan : Lydia Castillo /Supervisora (5158)

Avenida Barbosa 606 Piso 5 Hato Rey PR 00918

PO Box 21365 San Juan PR 00928-1365

Tel: (787) 274-2527

VIVIENDA

CONSEJO DE PLANIFICACIÓN Y DESARROLLO

PROGRAMA


DE PARTICIPACIÓN


FAMILIAR

Para más información  
pueden comunicarse al  
(787) 274-2527 Ext. 2409



**“CERTIFICO Y DOY FE:** Que toda la información aquí vertida y los documentos electrónicos que se anejan son fieles y exactos a los que constan en nuestros archivos. Entiendo que tanto la información como los documentos podrán ser verificados. Asimismo, soy consciente que de descubrirse cualquier falsedad o fraude sobre lo aquí firmado y provisto, pudiera estar sujeto a las acciones legales correspondientes según dispuesto por el Artículo 19 de la Ley Núm. 197 de 2002, según enmendada, conocida como la “Ley del Proceso de la Transición del Gobierno”.

  
Cirilo Meléndez, Secretario Auxiliar  
Subsidio de Vivienda

  
Fecha