

GOVERNMENT OF PUERTO RICO
STATE CONSOLIDATED ACTION PLAN FOR HOUSING AND
COMMUNITY DEVELOPMENT PROGRAMS

2019 ACTION PLAN

May 14, 2019



PLAN CONSOLIDADO



DE VIVIENDA Y DESARROLLO COMUNAL DEL
ESTADO Y PLAN DE ACCIÓN ANUAL



2019

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The PY 2019 Annual Action Plan represents year four of the 2015-2019 Consolidated Plan approved by the U. S. Department of Housing and Urban Development (HUD). This Plan is the official application for HUD 2019 state grants for the following programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Program (HOME)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Emergency Solutions Grant (ESG)
- Housing Trust Fund (HTF)

The activities to be undertaken as part of the Action Plan and the Five-Year Consolidated Plan are focused on achieving the following objectives:

- to increase the availability, accessibility, and affordability of decent housing,
- the creation of suitable living environments, and
- the promotion of economic opportunity for low- and moderate-income individuals.

The lead agency of the 2019 Annual Action Plan is the Puerto Rico Department of Housing (PRDOH). This agency coordinates all efforts toward the development of the housing and community development strategies that the PR-State government included on its five-year Consolidated Plan and executes annually on its action plan. In addition, the PRDOH is responsible for the administration of the PR-State CDBG Program allocation, as established by Local Law (Act 162, 2018).

In this effort, the Department of Housing works in conjunction with three (3) State agencies, that are responsible to act as HUD grantees and administrators for the other Community Planning and Development Programs (ESG, HOME, HOPWA and HTF). These agencies are the Puerto Rico Department of Housing (PRDOH) for the HOME and HTF Programs, the Department of Family for the ESG Program and the Department of Health for the HOPWA Program. In the case of the HOPWA Program, although the PR Health Department is the grantee, the Municipality of San Juan acts as the program administrator in accordance to a collaborative agreement signed between the parties back in year 2010.

The plan includes a series of guiding principles that will lead the vision of the State public policy and that are based in the needs identified as part of the consolidated planning processes and the Government of Puerto Rico public policies on housing and community development. These include:

- Housing: The availability and access to affordable housing, both for rent and for acquisition for people of low and moderate income, as well as for populations with special needs.
- Community development: Promote livable community environments in low- and moderate-income areas and communities.

Economic development: Promote opportunities for economic development that benefit the communities and population of low- and moderate-income people.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Plan identifies programs and activities that will be used toward meeting the housing and consolidated overarching goals. As required by HUD, each activity is related to one of three federal program objectives:

- decent housing;
- suitable living environment; or,
- economic development.

As well, each objective is matched with one of three outcomes:

- availability/accessibility;
- affordability; or,
- sustainability.

The annual activities that will enable the State to achieve these outcomes and objectives in PY 2019-20 are listed below.

Provide Decent Housing

- Provide street outreach, supportive services and emergency shelter;
- Provide homeless prevention and rapid rehousing assistance;
- Provide housing assistance and supportive services to HIV population;
- Support homeownership by providing down payment and closing cost assistance;
- Address the need of substandard housing by supporting rehabilitation of rental housing;

- Increase the supply or preserve affordable rental housing by supporting rehabilitation and production of housing, prioritizing special needs projects;
- Increase the supply of affordable housing by supporting the participation of CHDOs; and,
- Promote the development of special needs projects, which are those that provide supportive services.

Create a Suitable Living Environment

- Improve the quality of special needs populations, in particular the elderly, by supporting homecare services;
- Provide support services for youth, victims of domestic violence, and employment counseling;
- Improve safety and livability of neighborhoods by investing in public facilities, infrastructure and urban renewal; and,
- Set-aside funds for emergency relief.
- Promotion of crime awareness and prevention

Expand Economic Opportunity

- Promote the development of microenterprises;
- Invest in public facilities that support business development; and,
- Create and retain jobs to low- and moderate-income persons.

A summary table of the 2019 is included on Section AD-26 of the Plan.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The evaluation for the past performance is included on section AD-26.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The State Citizen Participation Plan provides a framework and process by which the PR-State consolidated planning efforts comply with the citizen participation requirements published by the U.S. Department of Housing and Urban Development (HUD). This Citizen Participation Plan is prepared and implemented in accordance with HUD Regulations. It is the policy of the PRDOH to effectively incorporate meaningful citizen participation and consultation processes into the Consolidated Plan

analysis and strategic decision-making processes. This action ensures adequate citizen involvement in the planning, implementation and evaluation of its housing and community development programs with a special emphasis on the participation of low- and moderate-income persons, Local and State government agencies and community organizations. As a result of this policy towards encouraging and facilitating a wide-range participation of residents and stakeholders in the development of all HUD required consolidated planning documents, the PRDOH develops the Five-Year Consolidated Plan, Annual Action Plans, Substantial Amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER). The primary purpose of the participation processes will be in the identification of needs, allocation of funding, and program recommendations related to the consolidated planning process.

During PY 2019 the state undertook the following citizen participation actions:

Public Hearing Notice: The PRDOH posted a public notice on the *El Vocero* newspaper on the edition for Friday, February 15, 2019. It invited the general population to participate of the Public Hearings for the PY 2019 CDBG, HOME, ESG, HOPWA and HTF Programs Annual Action Plan. Complying with the Consolidated Plan regulations, the hearings were held at least two (2) weeks after the notice was published.

Also, the public notice was posted in the Official PRDOH's Web Page. This action expanded the outreach efforts with the objective of increasing the citizen feedback, buy-in and support of the Consolidated Plan activities. As well, notification was sent via email to stakeholders, including non-entitlement municipalities and non for-profit organizations (NPOs).

The Public Hearing was held on March 5, 2019, 8:00 a.m. at the Centro Cultural Yolanda Guerrero located in Guaynabo, P.R.

The public hearing was attended by 167 individuals. State Agencies officials (CDBG, HOME, ESG, HOPWA, HTF) made a presentation of the Plan process and each program. The presentation included a description of: objectives; content of the Plan, the consolidated planning process; identification of needs; proposed strategies and method of distribution and the opportunities for citizens and other stakeholders to comment. Attendees could present proposals and comments about the needs of their communities and how can they be addressed in the plan, as well as recommendations on the strategies and methods of distribution of funds that were presented. All information collected at the public hearings, was analyzed and a summary of the comments and the state's response is included in a next section.

Copies of all the public notices, the webpage notice and attendance sheet are included in the Appendix Section.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The AP-12 section of the plan summarizes the comments received during the Annual Plan developmental process and the responses by the State.

6. Summary of comments or views not accepted and the reasons for not accepting them

Many of the comments received were accepted and incorporated into the Plan. The comments regarding the following topics were not accepted. The explanation on the reasons for not accepting the comments is included in AP-12.

ESG: requirement of an expenditure of 80% or more of 2017 funds; administrative funds for NPOs; requirement of participation in a meeting for submitting a proposal, minimum experience of 2 years serving the homeless population.

CDBG: Emergency Funds Program.

7. Summary

The PY 2019 Annual Action Plan is the Puerto Rico State Government comprehensive housing affordability strategy and community development plan and an application for funding under the HUD's Community Planning and Development formula grant programs. The Plan includes strategic activities to address the State housing, economic and community development needs for the aforementioned period. The State is an Entitlement Community for the Community Development Block Grant (CDBG Program), for the Emergency Solutions Grant Program (ESG Program), for the Housing Opportunities for Persons with AIDS Program (HOPWA Program) and a participating jurisdiction for the HOME Investment Partnership Program (HOME Program) and the Housing Trust Fund Program (HTF Program).

The plan is prepared in accordance with the 24 CFR Part 91, Consolidated Submissions for Community Planning and Development Programs. The PY 2019 Plan is the fourth plan prepared and submitted under the HUD's e-Conn Planning Suite System. Specifically, the plan includes strategies to be undertaken under the previously mentioned formula grant programs.

The Plan has three (3) statutory objectives established by HUD to address the needs of the low to moderate income individuals. The specific statutory objectives are:

- Providing Decent and Affordable Housing;
- Creating a Suitable Living Environment; and
- Expanding Economic Opportunities

The overall goal of the State plan is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

Section AD-26 includes a description of the 2019 distribution by program.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator		PUERTO RICO	Puerto Rico Department of Housing (PRDOH)
HOPWA Administrator		PUERTO RICO	Municipality of San Juan (MSJ)
HOME Administrator		PUERTO RICO	Puerto Rico Department of Housing (PRDOH)
ESG Administrator		PUERTO RICO	Puerto Rico Department of Family (PRDF)
			Puerto Rico Department of Housing (PRDOH)

Table 1 – Responsible Agencies

Narrative

The lead agency of the 2019-2020 Annual Action Plan is the Puerto Rico Department of Housing. This agency coordinates all efforts toward the development of the housing and community development strategies that the PR-State government included on its five-year Consolidated Plan and executed annually on its action plan. In addition, PRDOH is responsible for the administration of the PR-State CDBG Program allocation, as established by Local Law (Act 162, 2018).

In this effort, the PRDOH works in conjunction with three (3) State agencies, that are responsible to act as HUD grantees and administrators for the Community Planning and Development Programs. These agencies are the Puerto Rico Department of Housing (PRDOH) for the HOME and HTF Programs, the Department of Family for the ESG Program and the Department of Health for the HOPWA Program. In the case of the HOPWA Program, although the Health Department is the State HOPWA grantee, the Municipality of San Juan acts as the program administrator in accordance to a collaborative agreement signed between the parties back in year 2010.

Consolidated Plan Public Contact Information

Annual Action Plan
2019

8

In compliance with the provisions of Section 91.115 of Title 24 of the Code of Federal Regulations and under Part I of the Law of Housing and Community Development of 1974, as amended, copies of the State Annual Action Plan 2019 will be available from the date of its publication, for review and submitting comments in the Internet at <https://www.vivienda.pr.gov/comunicados-de-prensa/> and during working hours in the following locations:

- Puerto Rico Department of Housing (CDBG Program), CDBG Program, Edificio Juan C. Cordero, Avenida Barbosa #606, 4th Floor, Río Piedras, Puerto Rico
- Puerto Rico Department of Housing (HOME and HTF Programs), Edificio Juan C. Cordero, Avenida Barbosa #606, 4th Floor, Río Piedras, Puerto Rico.
- Puerto Rico Department of Family (Planning Division), Avenida Roosevelt, Edificio Roosevelt Plaza #185, Piso 1.
- Puerto Rico Department of Health (HOPWA), Calle Periferal #1, Frente a Hospital de Psiquiatría, Centro Médico San Juan, Puerto Rico.

Comments to the plan should be addressed to:

Name: Lcda. María Lefebre Llavona

Position: Special Assistant to the Secretary, PRDOH

Edificio Juan C. Cordero, Avenida Barbosa #606, 3rd Floor, Río Piedras, Puerto Rico

Telephone: (787) 274-2527 Ext. 6422

mlefebres@vivienda.pr.gov

Questions regarding consolidated planning may be addressed to:

Mr. Aida Gracia

CDBG Program Coordinator

(787) 977-7060 ext. 2004

agracia@vivienda.pr.gov

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

PRDOH is committed to undertake a Community Planning and Development process that is open and that considers the input of communities, stakeholders and residents statewide. The 2019 program year will continue the reconstruction process of Puerto Rico due to the impact of Hurricane Maria. PRDOH is aware of the importance of the CPD resources for the recovery of the Island and understands that consultation must be open and honest in order to allocate the resources to the most needed.

The 2019 annual action plan represents a collective effort from the State to obtain the views of the Municipalities, Private, nonprofit, and public organizations, the private sector and other stakeholders. To obtain their views the state contacted and integrated them through meetings, email communications, a survey, focus groups, and interagency committee and among other available means. Discussions included housing and community development needs, and barriers and constraints regarding housing and community development programs in Puerto Rico, among other topics.

The establishment of effective partnerships among the consolidated plan stakeholders and interested parties, offers a wide range of benefits to the plan institutional structure. All consolidated plan stakeholders have key data, financing, and other resources with which, the lead agency can align the goals and programs. In addition, the State can leverage other public and private resources such economic development, transportation, and public health funding. Further, establishing strong relationships provides greater opportunity across all parties, including the low- and moderate-income population groups and the communities.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Although the PRDOH complies with the regulations citizen participation and consulting minimum requirements, it promotes and undertakes ongoing consultation, collaboration and interaction efforts throughout the program year. The objective behind these efforts is to develop strategic and accountable partnerships among the stakeholders that will lead to achieve greater results. Continued communication among the parties will allow to assess effectiveness of programs throughout the year, and what may be improved in future planning cycles. Based on this communication and feedback, the PRDOH may prioritize further consultation based on partnerships that will help to implement specific projects and activities. Building partnerships with stakeholders around shared priorities provides a strong foundation that supports continued collaboration.

This document represents a collective effort from a comprehensive array of State and private organizations. Coordination with all stakeholders was achieved during the public hearings, by consulting

organizations and municipalities based on a survey, a series of focus groups that were conducted and the establishment of an interagency committee that met on a regular basis as part of the planning process.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Department of the Family actively participates in the CoCs and is the Collaborative Agency of the CoC 502. Currently, the State ESG Program is represented in both CoCs which facilitates the integration of ESG into the CoC planning processes. Meetings with both CoCs are held regularly. They continue collaborating to maintain veterans functional at zero to prevent and eradicate the situation of homeless veterans. Similarly, the Department is actively participating of the coordinated entry system committee where different strategies are developed to prevent and eradicate the situation of homeless youth and families with children, as well as families and youth at risk of homelessness. To assure integration and participation of ESG's subrecipients, organizations and municipalities will continue requiring participating in CoC's subcommittees of their area and participating of the coordinated entry system. As well, participation and collaboration with the Coordinated Entry System (CES) will be one of the evaluation criteria of the Annual Evaluation Report of ESG subrecipients. CoCs written standards are considered within the ESG written standards and the annual evaluation of its subrecipients.

As part of the consolidated planning process strategies are defined with the objective of addressing the main and core housing and supportive service needs of homeless individuals and families. In addressing the needs of the homeless population, the above described parties collaborate and interact through a multi-layered service model that involves the non-profit organizations, faith-based initiatives, and other available statewide services entities. The homeless strategy encourages active participation of community-wide agencies and providers to meet the full spectrum of needs of the homeless as well as to identify gaps and priorities in the provision of services to homeless persons. The critical components of the Continuum of Care Strategy include:

- Outreach, intake and assessment
- Emergency Shelter
- Transitional Housing
- Supportive Services
- Rapid Re-Housing
- Permanent Housing
- Homeless Prevention

As part of the FY 2018 competition, Puerto Rico received a total of \$18,683,589 in Continuum of Care allocated funds for both CoCs. With this funding the homeless strategy will be able to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by

nonprofit providers, and State and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Additional information is included on AD-26.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

As required by the regulation applicable to the consolidated planning process, the PR Department of the Family, as a recipient of the ESG Funds, carried out a consultation with the two continuum of care systems, PR-502 and PR-503. The consultation was conducted through focus group sessions held on March 19 and 21, 2019. The first focus group session was held in Vega Alta, with the members of PR502 and with the participation of 26 persons. The second session was held in Ponce with the members of PR 503 and had the participation of 43 representatives of that CoC. In the sessions, the participants were organized in groups of 5 to 6 people who were moderated (or facilitated) by members of the consultant team providing support in the Action Plan, *Estudios Técnicos, Inc.* The focus groups were carried out using a semi-structured guide of questions through which they delved into:

- Changes in the needs and characteristics of the homeless;
- Distribution of funds by type of activity and geographical area.
- Development of performance standards and how to evaluate the results of programs and activities.

Development of policies and procedures for the administration and management of the Homeless Management Information System (HMIS) in which they are required to participate.

Regarding the changes in needs and characteristics served the Program the focus groups validated the priority populations established in the 2019 Action Plan, being one of the populations of greatest concern the chronic homeless persons.

Regarding the distribution of funds by type of activity and geographical area, most participants consider it adequate, in general terms. Among the observations or recommendations, they mentioned are the following:

- Consider granting administrative funds to non-profit entities;

- Suggestion to increase the allocation to prevention activities, taking into consideration the social and economic context of Puerto Rico and the trends of families with high levels of vulnerability and at risk of homelessness.
- Increase in the allocation to the HMIS to cover expenses associated with staff.

Match the regions proposed for the municipalities that make up the PR-503, to the regions that that CoC is already using.

As described in the ESG distribution method, these recommendations were accepted, except for administrative expenses for non-profit organizations. The state understands that, given the fiscal situation, it is important to maintain administrative funds for the state and municipalities.

As for the specific criteria for the granting of funds, they showed reservations with those listed below. Some of these are also related to the performance evaluation of programs and activities.

- Minimum of 70% of bed occupancy;
- Minimum of two years providing services to the homeless population
- Expenditure rate (expenses of at least 80% of the 2017 allocation)
- Experience in managing federal funds
- Have a line of credit
- Provide service in more than one component of ESG.

The Department of Family Affairs understands the concerns presented, but also seeks to promote the best performance of the program, in line with the policies established by the Federal Government. For this reason, as detailed in the distribution method section, these comments were partially accepted.

As an attachment to this Plan, the materials used in these consultations and a more detailed report on them are included.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	PR Department of Housing
	Agency/Group/Organization Type	Housing PHA Services - Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency was consulted through written communication. As a result the Agency provided input for the development of the plan. Also the Agency was part of the inter-agency committee in charge of developing the plan and provided input during the meetings conducted by such committee.

3	Agency/Group/Organization	PR Department of Family
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Child Welfare Agency Other government - State
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was part of the inter-agency committee in charge of developing the plan and provided input during the meetings conducted by such committee.

5	Agency/Group/Organization	Puerto Rico Department of Health
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Health Agency Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment HOPWA Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was part of the inter-agency committee in charge of developing the plan and provided input during the meetings conducted by such committee.
6	Agency/Group/Organization	MUNICIPIO DE SAN JUAN
	Agency/Group/Organization Type	Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment HOPWA Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Municipality of San Juan was part of the inter-agency committee in charge of developing the plan and provided input during the meetings conducted by such committee.

Identify any Agency Types not consulted and provide rationale for not consulting

All required agencies were consulted during the planning and preparation phases of this Annual Action Plan and during the preparation of the Five Years Consolidated Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Department of Family / Municipio de Caguas	As part of the consultation process the State consulted with CoCs regarding the: 1) Allocation of resources in terms of services, populations and needs; 2)Performance standards for and evaluating outcomes of projects and activities assisted by ESG funds; 3)Funding, policies, and procedures for operating and administering any Homeless Management Information System (HMIS)The state plan is consistent with strategies of CoC.
Puerto Rico State Public Policy	Office of the Governor	The Annual Action plan was prepared and developed in accordance with the Puerto Rico State Public Policy established by the Office of the Governor. Puerto Rico Disaster Recovery Action Plan for the use of CDBG-DR funds in response to 2017 hurricanes Irma & María, (July 29, 2018) , as amended Department of Housing TRANSFORMATION AND INNOVATION IN THE WAKE OF DEVASTATION AN ECONOMIC AND DISASTER RECOVERY PLAN FOR PUERTO RICO (August 8, 2018), COR3

Table 3 - Other local / regional / federal planning efforts

Narrative

The 24 CFR Part 91.110 provides the framework for the State to undertake a wide consultation process as an integral part of the statewide planning and preparation phases of the 2015-2019 Consolidated Plan and related Annual Action Plan. Through the consultation process, the PRDOH was able to obtain key programmatic and service data from agencies and service providers that provide assisted housing, health services, social and fair housing, and those that serve the chronically homeless and address lead-based paint hazards. Also, consultation with local governments in non-entitlement areas of the state is required.

The consultation strategy of the State, provided data in the following planning elements:

- Incorporate local data into planning process and validate the accuracy of this data;
- Gather input on priority needs and target areas;
- Increase coordination among consultation partners;
- Leverage Consolidated Plan activities with other public and private funding sources and Programs;
- Expand upon the outreach efforts of existing planning processes; and
- Increase citizen feedback, buy-in, and support of Consolidated Plan activities.

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

For the preparation of the 2019 annual action the PRDOH followed the approved citizen participation process and went beyond the regulatory minimums and promoted a wide range engagement of all interested stakeholders, offering opportunities for involvement to all segments of the population in the planning process. The planning process efforts was guided by transparency and promoted freedom of access to the contents of the draft plan. All municipal governments and community planning and development agencies and organizations were invited to participate at the public hearing and to provide comments on the proposed actions. Information was posted in the PRDOH web page and social media.

The following actions were taken as part of the Citizen Participation process:

Mailing database: a stakeholder database containing all contact information of nonprofit organizations, municipalities, and other interested parties and groups was used. This information was used to generate a direct invitation by email for the parties to actively participate in the Annual Plan public hearing.

Public Hearing Notice: posted a public notice on the *El Vocero* newspaper on the edition for Friday 15th, February 2019. It invited the general population to participate of the Public Hearings for the PY 2019 CDBG, HOME, ESG, HOPWA and HTF Programs Annual Action Plan. Complying with the Consolidated Plan regulations, the hearings were held at least two (2) weeks after the notice was published.

Also, the public notice was posted in the Official PRDOH's Web Page. This action expanded the outreach efforts with the objective of increasing the citizen feedback, buy-in and support of the Consolidated Plan activities.

As required by the regulations the State held a public hearing during the Citizen Participation process of the PY 2019 Annual Action Plan. The meeting was held in the following date and venue:

Public Hearing: Tuesday, March 5, 2019, 8:00 a.m. at the Centro Cultural Yolanda Guerrero located in 9 Albolote Avenue at Guaynabo, P.R.

Copies of all the public notices, the webpage notice and attendance sheet are included in the Appendix Section.

Comments were received during the hearing. As well, the state provided a 30-day period after the hearing to receive additional comments. No additional comments were received after the hearing. A summary of the comments received during the hearing are included in the following table, as well as the way in which they were addressed by the state agencies.

Public Comment Period: The draft plan was made public on May 13th, 2019. Citizens and interested parties will have 30 calendar days from the day of the publication to submit written comments. The 2019-2020 draft plan was made available at PRDOH web page for the review by the general population and all interested parties. In addition, the plan was available for review at the following locations:

- Puerto Rico Department of Housing (CDBG Program), Edificio Juan C. Cordero, Avenida Barbosa #606, Floor 3, Río Piedras, Puerto Rico. Puerto Rico Department of Housing (HOME and HTF Programs), Edificio Juan C. Cordero, Avenida Barbosa #606, Floor 3, Río Piedras, Puerto Rico. Puerto Rico Department of Family (Planning Division), 185 Edificio Roosevelt Plaza, Piso 1, Hato Rey, Puerto Rico. Puerto Rico Department of Health (HOPWA), Calle Periferal #1, Frente a Hospital de Psiquiatría, Centro Médico San Juan, Puerto Rico.

Final table will be included in the plan to be presented to HUD including the comments received after the publication of this draft. See Appendix for comments on public hearings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Public Hearing Notice: posted a public notice on the El Vocero newspaper on the edition for Friday 15th, February 2019. It invited the general population to participate of the Public Hearings for the PY 2019 CDBG, HOME, ESG, HOPWA and HTF Programs Annual Action Plan. Complying with the Consolidated Plan regulations, the hearings were held at least two (2) weeks after the notice was published. In addition the notice was posted on the PRDOH's web page.</p>	None	N/A	https://www.vivienda.pr.gov/

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Internet Outreach	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Mailing database: a stakeholder database containing all contact information of nonprofit organizations, municipalities, and other interested parties and groups was used. This information was used to generate a direct invitation by email for the parties to actively participate in the Annual Plan public hearing.</p>	N/A	N/A	www.ocam.gobierno.pr

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities	State Agencies CPD Program officials (CDBG,HOME,ESG, HOPWA, HTF) made a presentation of the Consolidated Plan process, and the Citizen Participation and an explanation of each program and requirements. The presentation included a description of: objectives; content of the Plan, the planning process and its integration; consultation process; identification of needs; design of strategies; the Citizen participation process, the Annual Action Plan applicable distribution process and due dates for the	Comments were received during the hearing. As well, the state provided a 30-day period after the hearing to receive additional comments. No additional comments were	A summary of comments are included in the appendix.	25

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

For the PY 2019, HUD allocated to the PR-State a total of \$42,713,776 among all CPD Programs. Specifically, the allocation by programs is: \$23,715,075 for the CDBG Program activities; \$12,219,675 for the HOME Program activities, \$2,168,495 for the HOPWA Program activities, \$3,576,230 for the ESG Program activities and \$1,034,301 for the Housing Trust Fund activities.

All funds were allocated to address the affordable housing needs of the low and moderate income persons and special needs population, the public services needs of the special needs population, the homeless housing and supportive service's needs, the non-housing community development needs, the prevention of homelessness actions of families and/or individuals, the low income economic development needs among other eligible service activities within the Puerto Rico State jurisdiction.

In addition to the 2019 resources the State estimates that it will have available the following resources Based on IDIS PR01 Dated 04/09/2019):

- CDBG Previous Year Resources (PR01)- \$73,033,030.45
- HOME Previous Years EN and CR Resources (Available to commit)- \$18,004,007 (Net of 10% Adm.)
- HOPWA Previous Years – \$1,756,801.68
- HTF Previous Years- \$2,217,635.40 (Net of 10% Adm.)

The following table includes a description of the Resources for PY 2019:

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	23,715,075	0	73,033,030	96,748,105	23,715,075	Funding will be used for housing, community, and economic development activities, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	12,219,675	0	18,004,007	30,223,682	12,219,675	Funds will be allocated to provide incentives for meeting developing and supporting affordable rental and homeownership housing units. This will be achieved through new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities for rent and sale projects (funding for sale projects will be for CHDO's - set aside only). Also, funds will be used for acquisition of housing by homebuyers.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	2,168,495	0	1,756,801	3,925,296	2,034,912	Funds will be distributed among municipalities and nonprofit organizations for the provision of housing assistance and supportive services for low-income persons living with HIV/AIDS.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	3,576,230	0	7,233,138	10,809,368	10,809,367	Funds will be used primarily for, Outreach, Emergency, Shelter activities, and secondly to Homelessness Prevention, Rapid Re-housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,253,357	0	1,210,679	2,464,036	1,253,357	The Housing Trust Fund (HTF) is a new affordable housing production program that will complement existing Federal, state and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households, including homeless families.
Housing Trust Fund	public - federal	Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab	3,251,933	0	0	3,251,933	1,034,301	The Housing Trust Fund (HTF) is a new affordable housing production program that will complement existing Federal, state and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households, including homeless families.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how

matching requirements will be satisfied

During 2017 program year Puerto Rico was hard hit by Hurricanes Irma and Maria. Due to the catastrophic damage caused by the hurricanes Puerto Rico was provided with two CDBG-DR allocations totaling near to \$20 billion. These funds are crucial to put forth the vision for the new, more resilient Puerto Rico that the state want to construct for our future generations.

The Puerto Rico Department of Housing (PRDOH) has been appointed by the Governor of Puerto Rico as the responsible agency to administer the CDBG-DR grant program in close collaboration with the Central Office of Recovery, Reconstruction and Resilience (COR3). More information on the plan can be obtained at <http://www.cdbg-dr.pr.gov/>.

To undertake the affordable housing and non-housing community development actions, the PR-State government combines a series of diverse public funding streams available to address the needs of the general population, including those of low and moderate-income levels. The continue reduction in the level of allocation of the HUD CPD funds has increased the amount of local resources that the State government invests in undertaking service activities toward addressing the needs of the economically disadvantaged population within the jurisdiction.

The CDBG regulations requires the Government of Puerto Rico to match administration costs beyond \$100,000. The CDBG match will be covered by PRDOH general budget. The non-entitlement municipalities that receive CDBG funds, will provide leverage to their projects in the form of in-kind services and equity from municipal, state, and other federal funds. In some instances, private donations are available to the non-entitlement municipalities for the development of municipal facilities or services.

The HOME Program Puerto Rico State is exempt from the matching requirements due to the economic distress that have been suffering. However, those federal funds have been leveraged with tax credits and private loans for multifamily projects and residential mortgage loans for homebuyer assistance. In the case of new construction or rehab for homeowners we have been working with municipalities to waive construction patents and other related fees to make projects more affordable.

As per the ESG Program match requirements, the State must comply with the 24 CFR 576.201 of the ESG Program regulations. The program dispositions states that, except the first \$100,000 of the fiscal year grant, the PR-State government must make matching contributions to supplement the ESG Program in an amount that equals the amount of ESG funds provided by HUD.

The Department of Family will be requesting ESG Program sub-recipients to make matching contributions to assist the Department to meet the

program match requirements. The sub-recipients match contributions may be obtained from any source, including any Federal source other than the ESG Program, as well as State, Local, and Private Sources.

The match requirements will be a condition to be met by the nonprofit organizations and municipalities during the Request for Proposal process undertaken to allocate the ESG Program funds to the local level service structure.

However, in extreme cases, PRDF may also choose to exercise the right to use match forgivingness in the amount of only \$100,000 per grant year. This waiver may be provided to sub-recipients who have difficulty meeting their full match requirement only when providing disaster related services, shelter or housing. It will be at the discretion of PRDF to exercise this waiver and to identify the sub-recipients who may benefit from its execution.

Additional leverage and matching information is included in an Appendix of the Plan.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Puerto Rico Housing Finance owns multiple properties statewide. The abandoned properties are often perceived as a problem, but the State understands that they are an opportunity for redevelopment. The State will implement a strategy to restore the abandoned properties to productive use and to address the need of persons affected by Hurricane Maria. This will require a commitment from different governmental agencies its residents and its neighborhood organizations. The State is committed and will articulate a long-term vision for the community and lay out the strategies to achieve that vision.

Non-entitlement municipalities occasionally donate land or property in support of activities designed to address the needs identified in the plan as part of their contribution to locally administered programs.

Discussion

To undertake the PR-State housing and community development strategies, the State Consolidated Plan Agencies receives annual allocations from the HUD CPD-Programs. For the PY 2019 the Agencies expects to receive a combine total of \$42,713,776. This amount of funding is invested in actions to develop, execute, sustain, and support effective service strategies designed to improve the living conditions of the low- and moderate-income population and their communities.

As an important component of the Consolidated Plan strategy, the PR-State maximize the availability of public resources with complementary local funding streams that, in addition to leverage the federal resources, assists in the compliance with any federal match requirements applicable to the programs.

This Consolidated Plan serves as the PR-State tool to engage and support community development strategies and to foster actions toward providing affordable housing opportunities to the low-income population, quality public services activities to the special needs population, improving the communities living conditions by creating suitable living environments and to address the housing and supportive services needs of the homeless population.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent Housing	2015	2019	Homeless	Statewide	Homelessness Prevention	ESG: \$2,145,738	Homelessness Prevention: 10457 Persons Assisted
2	Provide Decent Housing (B)	2015	2019	Homeless	Statewide	Homelessness Prevention	ESG: \$553,793	Homelessness Prevention: 1242 Persons Assisted
3	Provide Decent Housing (C)	2015	2019	Affordable Housing Non-Homeless Special Needs	Statewide	Housing	HOPWA: \$2,168,495	HIV/AIDS Housing Operations: 645 Household Housing Unit
4	Create Suitable Living Environments	2015	2019	Non-Housing Community Development	CDBG- Non-entitlement communities	Non-housing Community Development- Public Services	CDBG: \$2,740,697	Public service activities other than Low/Moderate Income Housing Benefit: 555 Persons Assisted
5	Create Suitable Living Environments (B)	2015	2019	Non-Housing Community Development	CDBG- Non-entitlement communities	Non-housing Community Development- Public Facilities Non-housing Community Development- Public improvem	CDBG: \$18,307,609	Other: 195008 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Provide Decent Housing (D)	2015	2019	Affordable Housing	CDBG- Non-entitlement communities Statewide	Housing	CDBG: \$2,241,779 HOME: \$997,708	Homeowner Housing Rehabilitated: 13 Household Housing Unit
7	Expand Economic Opportunity	2015	2019	Economic development	CDBG- Non-entitlement communities	Non-housing Community Development- Economic Develo	CDBG: \$132,478	Jobs created/retained: 4 Jobs Businesses assisted: 2 Businesses Assisted
8	Create Suitable Living Environments (C)	2015	2019	Non-Housing Community Development	CDBG- Non-entitlement communities	Non-housing Community Development- Public Faciliti Non-housing Community Development- Public improvem	CDBG: \$300,000	Other: 300 Other
9	Provide Decent Housing (F)	2015	2019	Affordable Housing	Statewide	Housing	HOME: \$5,000,000	Direct Financial Assistance to Homebuyers: 111 Households Assisted
10	Provide Decent Housing (G)	2015	2019	Affordable Housing	Statewide	Housing	HOME: \$5,000,000 Housing Trust Fund: \$930,871	Rental units rehabilitated: 33 Household Housing Unit Direct Financial Assistance to Homebuyers: 6 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Decent Housing
	Goal Description	Street outreach, supportive services and emergency shelter
2	Goal Name	Provide Decent Housing (B)
	Goal Description	Provide homeless prevention and rapid rehousing assistance
3	Goal Name	Provide Decent Housing (C)
	Goal Description	Provide housing assistance and supportive services to HIV population, other low income persons including abused and battered women.
4	Goal Name	Create Suitable Living Environments
	Goal Description	Social needs (public service).
5	Goal Name	Create Suitable Living Environments (B)
	Goal Description	Community Development (Infrastructure and public facilities)
6	Goal Name	Provide Decent Housing (D)
	Goal Description	Rehabilitation of units.
7	Goal Name	Expand Economic Opportunity
	Goal Description	Economic Development.

8	Goal Name	Create Suitable Living Environments (C)
	Goal Description	Emergency relief
9	Goal Name	Provide Decent Housing (F)
	Goal Description	Down payment and closing costs assistance.
10	Goal Name	Provide Decent Housing (G)
	Goal Description	Rehabilitation and production of rental housing.

AP-25 Allocation Priorities – 91.320(d)

Introduction:

Funding allocation priorities are based on the needs and particular strategies of each program. The next section discusses the rationale for each of the consolidated plan programs.

The PY 2019 Annual Action Plan allocation priorities are driven by the information obtained during the Citizen Participation process. Also, the information gathered through the consultation process was considered and included in the decision-making process of allocating the available CPD resources. The combination of both processes provided the citizens, the communities, the agencies and interested parties with a meaningful opportunity to actively determine where the housing and community development resources were allocated.

To validate the information gathered from the citizen participation and consultation process, the PRDOH also took into consideration the results of the five-year Consolidated Plan Needs Assessment report. This section of the plan, in conjunction with the information gathered through consultations and the citizen participation process, provides a clear picture of the State needs related to affordable housing, special needs housing, community development, and homelessness. This evaluation process allows PRDOH and Consolidated State Agencies to identify the highest priorities among the identified housing and community development needs.

HUD regulations provide that 3% of the CDBG allocation plus \$100,000 can be used for administration and technical assistance for the State administered program. In 2019, this equates to \$711,452. For the ESG program the Department of the Family will allocate \$268,217.25 for state administrative purposes, \$357.62 for subgrantees administration, and \$72,552.15 for HMIS.

The following table includes a description of the funding allocation priorities resulted from the evaluation of the information gathered:

Funding Allocation Priorities

	Provide Decent Housing (%)	Provide Decent Housing (B) (%)	Provide Decent Housing (C) (%)	Create Suitable Living Environments (%)	Create Suitable Living Environments (B) (%)	Provide Decent Housing (D) (%)	Expand Economic Opportunity (%)	Create Suitable Living Environments (C) (%)	Provide Decent Housing (F) (%)	Provide Decent Housing (G) (%)	Total (%)
CDBG	0	0	0	1	98	0	0	1	0	0	100
HOME	0	0	0	0	0	8	0	71	0	21	100
HOPWA	0	0	100	0	0	0	0	0	0	0	100
ESG	89	11	0	0	0	0	0	0	0	0	100
HTF	0	0	0	0	0	0	0	0	0	100	100
Housing Trust Fund	0	0	0	0	0	0	0	0	0	100	100

Table 7 – Funding Allocation Priorities

Reason for Allocation Priorities

The proposed distribution of funds included in this Annual Action Plan is based on the information data regarding demographic environments, market conditions and geographic areas needs resulted from the combination of the citizen participation actions, the consultation process, and the Consolidated Plan Needs Analysis section.

The described processes provide opportunities to share data and expand available information useful to determine the housing and community development needs and priorities which are a key component of effective planning for HUD's CPD low and moderate-income programs.

The evaluation and analysis of the information resulted from the aforementioned processes, provided the Consolidated State Agencies officials with the needed perspective to better understand the priority needs and allocate the available CPD resources to service activities directed to address the identified needs. Also, provided the officials with the information needed to align complementary resources streams and maximize the use of the available funds within the community to address the needs of the low-income persons and their communities.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The proposed distribution of funds was prepared in accordance with the needs presented during the hearings and are consistent with the Consolidated Plan.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

The Consolidated Plan regulations, specifically in 24 CFR 91.320, establishes the dispositions regarding the content of an Annual Action Plan. Among the components of the Plan, the PR-State must provide a description of the method for distributing funds to local governments and nonprofit organizations to carry out activities, or the activities to be undertaken by the State, using the funds that are expected to be received under the formula allocations and other HUD assistance during the PY 2019.

At a minimum, the Methods of Distributions must include the reasons for the allocation priorities, how the proposed distribution of funds will address the priority needs and specific objectives included in the Consolidated Plan and must describes any obstacles to addressing underserved needs.

The full explanation of the Methods of Distribution to be used during this program year are included in the Appendix Section.

Distribution Methods

Table 8 - Distribution Methods by State Program

1	State Program Name:	CDBG
	Funding Sources:	CDBG HOPWA HOME ESG Housing Trust Fund

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075. This program provides funding for housing, community, and economic development, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico.</p> <p>The allocation for non-entitlement municipalities will be equally distributed among the municipalities, except for the islands of Vieques and Culebra, which both will receive an additional 15% above the Equal Allocation Grant. This method follows the distribution established via the enactment of local Law 137-2014, as amended.</p> <p>The following is the proposed allocation:</p> <p>Allocation for 49 Municipalities</p> <p>Administration \$76,209.90</p> <p>Public Service \$67,243.00</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$304,837.00</p> <p>TOTAL \$448,289.90</p> <p>Vieques and Culebra</p> <p>Administration \$88,181</p> <p>Public Service \$77,806</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$352,722</p> <p>TOTAL \$518,709</p> <p>PRDOH</p> <p>Planning and Administration \$711,452</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Under Act 137 of 2014 (as amended by Law 10, 2017) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p><u>Proposal Requirements</u></p> <p>Submission of a budget breakdown is mandatory as required PRDOH for construction projects. For other projects under economic development, municipalities must still submit an estimated budget breakdown, which could include expected beneficiaries and detailed costs of the project.</p> <p>In determining an appropriate amount, PRDOH reserves the right to adjust requested funds, based on review of compliance with the following requirements:</p> <ol style="list-style-type: none"> 1. Compliance with the State CDBG requirements (Fair Housing and Citizen Participation). 2. Compliance with the College of Engineers and Land Surveyors of Puerto Rico Guidelines, including the project breakdown detailing: cost of material, labor, equipment, insurance, administrative overhead, and other costs related to the project in order to determine reasonable project cost. 3. Inadequate or incomplete description of activities to be developed. 4. Past performance of the non-entitled municipality (open findings). 5. Timely expenditure of funds (i.e. more than three (3) times the grant for its current program year, open activities for program year 2010 and earlier). <p>All activities must be designed in compliance with the strategy developed by the municipality which should meet the needs of low and moderate-income individuals, addressing their special needs and ensuring maximum community development. The optional 15% Public Service Cap is based on the total CDBG State grant.</p> <p>Application Submission</p> <p>Application kits or Request for Proposals will be available on May 28, 2019. The proposals and all its components and supporting documentation will be submitted physically on or before July 15, 2019 to the PRDOH (no later than 4:30p.m.) as registered by the system.</p> <p>Applications for the Emergency Fund may be submitted at any time during Program Year 2019 as long as they comply with the requirements presented on Circular Letter Num. 2013-09 of May 21, 2013, and any other requirement that applies.</p> <p>Municipalities could submit applications for Section 108 loan and must follow the <i>Procedimiento de Solicitud y Administración de Préstamos Garantizados Sección 108</i>.</p>
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<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable- Please refer to ESG Program</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075 will be distributed among eligible categories of the program.</p> <p>No more than 20% of the CDBG funds will be allocated for eligible Administrative and Planning Activities (3% by PRDOH and 17% by the Municipalities); up to 15% of the CDBG funds can be allocated for Public Service purposes and the remaining of the funds can be allocated for housing, community development and economic development related activities.</p> <p>All CDBG eligible activities. Eligible activities under the State CDBG Program are listed on Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Each activity must meet one of the national objectives as to benefit low and moderate-income persons (24 CFR 570.483 (b)), pursue the elimination of slums and blighted areas (24 CFR 570.483 (c)), or activities designed to address a particular urgency that poses an imminent threat to the health and safety of the community (24 CFR 570.483 (d)). Each activity should correlate with a matrix code, national objective and CDBG citation.</p> <p>All applications for Program Year 2019 State CDBG funds must establish that no less than 70% of State CDBG funds will benefit LMI persons. Projects which do not meet eligibility requirements under Section 105(a) of Title I of the Housing Development Act of 1974, as amended, will not be considered.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Under Act 137 of 2014 (as amended) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p>

	What are the outcome measures expected as a result of the method of distribution?	The expected outcomes measures are included on the appendix section.
2	State Program Name:	CDBG
	Funding Sources:	CDBG HOPWA HOME ESG Housing Trust Fund

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075. This program provides funding for housing, community, and economic development, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico.</p> <p>The allocation for non-entitlement municipalities will be equally distributed among the municipalities, except for the islands of Vieques and Culebra, which both will receive an additional 15% above the Equal Allocation Grant. This method follows the distribution established via the enactment of local Law 137-2014, as amended.</p> <p>The following is the proposed allocation:</p> <p>Allocation for 49 Municipalities</p> <p>Administration \$76,209.90</p> <p>Public Service \$67,243.00</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$304,837.00</p> <p>TOTAL \$448,289.90</p> <p>Vieques and Culebra</p> <p>Administration \$88,181</p> <p>Public Service \$77,806</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$352,722</p> <p>TOTAL \$518,709</p> <p>PRDOH</p> <p>Planning and Administration \$711,452</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Under Act 137 of 2014 (as amended by Law 10, 2017) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p><u>Proposal Requirements</u></p> <p>Submission of a budget breakdown is mandatory as required PRDOH for construction projects. For other projects under economic development, municipalities must still submit an estimated budget breakdown, which could include expected beneficiaries and detailed costs of the project.</p> <p>In determining an appropriate amount, PRDOH reserves the right to adjust requested funds, based on review of compliance with the following requirements:</p> <ol style="list-style-type: none"> 1. Compliance with the State CDBG requirements (Fair Housing and Citizen Participation). 2. Compliance with the College of Engineers and Land Surveyors of Puerto Rico Guidelines, including the project breakdown detailing: cost of material, labor, equipment, insurance, administrative overhead, and other costs related to the project in order to determine reasonable project cost. 3. Inadequate or incomplete description of activities to be developed. 4. Past performance of the non-entitled municipality (open findings). 5. Timely expenditure of funds (i.e. more than three (3) times the grant for its current program year, open activities for program year 2010 and earlier). <p>All activities must be designed in compliance with the strategy developed by the municipality which should meet the needs of low and moderate-income individuals, addressing their special needs and ensuring maximum community development. The optional 15% Public Service Cap is based on the total CDBG State grant.</p> <p>Application Submission</p> <p>Application kits or Request for Proposals will be available on May 28, 2019. The proposals and all its components and supporting documentation will be submitted physically on or before July 15, 2019 to the PRDOH (no later than 4:30p.m.) as registered by the system.</p> <p>Applications for the Emergency Fund may be submitted at any time during Program Year 2019 as long as they comply with the requirements presented on Circular Letter Num. 2013-09 of May 21, 2013, and any other requirement that applies.</p> <p>Municipalities could submit applications for Section 108 loan and must follow the <i>Procedimiento de Solicitud y Administración de Préstamos Garantizados Sección 108</i>.</p>
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	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable- Please refer to ESG Program</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075 will be distributed among eligible categories of the program.</p> <p>No more than 20% of the CDBG funds will be allocated for eligible Administrative and Planning Activities (3% by PRDOH and 17% by the Municipalities); up to 15% of the CDBG funds can be allocated for Public Service purposes and the remaining of the funds can be allocated for housing, community development and economic development related activities.</p> <p>All CDBG eligible activities. Eligible activities under the State CDBG Program are listed on Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Each activity must meet one of the national objectives as to benefit low and moderate-income persons (24 CFR 570.483 (b)), pursue the elimination of slums and blighted areas (24 CFR 570.483 (c)), or activities designed to address a particular urgency that poses an imminent threat to the health and safety of the community (24 CFR 570.483 (d)). Each activity should correlate with a matrix code, national objective and CDBG citation.</p> <p>All applications for Program Year 2019 State CDBG funds must establish that no less than 70% of State CDBG funds will benefit LMI persons. Projects which do not meet eligibility requirements under Section 105(a) of Title I of the Housing Development Act of 1974, as amended, will not be considered.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Under Act 137 of 2014 (as amended) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p>

	What are the outcome measures expected as a result of the method of distribution?	The expected outcomes measures are included on the appendix section.
3	State Program Name:	CDBG
	Funding Sources:	CDBG HOPWA HOME ESG Housing Trust Fund

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075. This program provides funding for housing, community, and economic development, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico.</p> <p>The allocation for non-entitlement municipalities will be equally distributed among the municipalities, except for the islands of Vieques and Culebra, which both will receive an additional 15% above the Equal Allocation Grant. This method follows the distribution established via the enactment of local Law 137-2014, as amended.</p> <p>The following is the proposed allocation:</p> <p>Allocation for 49 Municipalities</p> <p>Administration \$76,209.90</p> <p>Public Service \$67,243.00</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$304,837.00</p> <p>TOTAL \$448,289.90</p> <p>Vieques and Culebra</p> <p>Administration \$88,181</p> <p>Public Service \$77,806</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$352,722</p> <p>TOTAL \$518,709</p> <p>PRDOH</p> <p>Planning and Administration \$711,452</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Under Act 137 of 2014 (as amended by Law 10, 2017) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p><u>Proposal Requirements</u></p> <p>Submission of a budget breakdown is mandatory as required PRDOH for construction projects. For other projects under economic development, municipalities must still submit an estimated budget breakdown, which could include expected beneficiaries and detailed costs of the project.</p> <p>In determining an appropriate amount, PRDOH reserves the right to adjust requested funds, based on review of compliance with the following requirements:</p> <ol style="list-style-type: none"> 1. Compliance with the State CDBG requirements (Fair Housing and Citizen Participation). 2. Compliance with the College of Engineers and Land Surveyors of Puerto Rico Guidelines, including the project breakdown detailing: cost of material, labor, equipment, insurance, administrative overhead, and other costs related to the project in order to determine reasonable project cost. 3. Inadequate or incomplete description of activities to be developed. 4. Past performance of the non-entitled municipality (open findings). 5. Timely expenditure of funds (i.e. more than three (3) times the grant for its current program year, open activities for program year 2010 and earlier). <p>All activities must be designed in compliance with the strategy developed by the municipality which should meet the needs of low and moderate-income individuals, addressing their special needs and ensuring maximum community development. The optional 15% Public Service Cap is based on the total CDBG State grant.</p> <p>Application Submission</p> <p>Application kits or Request for Proposals will be available on May 28, 2019. The proposals and all its components and supporting documentation will be submitted physically on or before July 15, 2019 to the PRDOH (no later than 4:30p.m.) as registered by the system.</p> <p>Applications for the Emergency Fund may be submitted at any time during Program Year 2019 as long as they comply with the requirements presented on Circular Letter Num. 2013-09 of May 21, 2013, and any other requirement that applies.</p> <p>Municipalities could submit applications for Section 108 loan and must follow the <i>Procedimiento de Solicitud y Administración de Préstamos Garantizados Sección 108</i>.</p>
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	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable- Please refer to ESG Program</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075 will be distributed among eligible categories of the program.</p> <p>No more than 20% of the CDBG funds will be allocated for eligible Administrative and Planning Activities (3% by PRDOH and 17% by the Municipalities); up to 15% of the CDBG funds can be allocated for Public Service purposes and the remaining of the funds can be allocated for housing, community development and economic development related activities.</p> <p>All CDBG eligible activities. Eligible activities under the State CDBG Program are listed on Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Each activity must meet one of the national objectives as to benefit low and moderate-income persons (24 CFR 570.483 (b)), pursue the elimination of slums and blighted areas (24 CFR 570.483 (c)), or activities designed to address a particular urgency that poses an imminent threat to the health and safety of the community (24 CFR 570.483 (d)). Each activity should correlate with a matrix code, national objective and CDBG citation.</p> <p>All applications for Program Year 2019 State CDBG funds must establish that no less than 70% of State CDBG funds will benefit LMI persons. Projects which do not meet eligibility requirements under Section 105(a) of Title I of the Housing Development Act of 1974, as amended, will not be considered.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Under Act 137 of 2014 (as amended) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p>

	What are the outcome measures expected as a result of the method of distribution?	The expected outcomes measures are included on the appendix section.
4	State Program Name:	CDBG
	Funding Sources:	CDBG HOPWA HOME ESG Housing Trust Fund

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075. This program provides funding for housing, community, and economic development, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico.</p> <p>The allocation for non-entitlement municipalities will be equally distributed among the municipalities, except for the islands of Vieques and Culebra, which both will receive an additional 15% above the Equal Allocation Grant. This method follows the distribution established via the enactment of local Law 137-2014, as amended.</p> <p>The following is the proposed allocation:</p> <p>Allocation for 49 Municipalities</p> <p>Administration \$76,209.90</p> <p>Public Service \$67,243.00</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$304,837.00</p> <p>TOTAL \$448,289.90</p> <p>Vieques and Culebra</p> <p>Administration \$88,181</p> <p>Public Service \$77,806</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$352,722</p> <p>TOTAL \$518,709</p> <p>PRDOH</p> <p>Planning and Administration \$711,452</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Under Act 137 of 2014 (as amended by Law 10, 2017) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p><u>Proposal Requirements</u></p> <p>Submission of a budget breakdown is mandatory as required PRDOH for construction projects. For other projects under economic development, municipalities must still submit an estimated budget breakdown, which could include expected beneficiaries and detailed costs of the project.</p> <p>In determining an appropriate amount, PRDOH reserves the right to adjust requested funds, based on review of compliance with the following requirements:</p> <ol style="list-style-type: none"> 1. Compliance with the State CDBG requirements (Fair Housing and Citizen Participation). 2. Compliance with the College of Engineers and Land Surveyors of Puerto Rico Guidelines, including the project breakdown detailing: cost of material, labor, equipment, insurance, administrative overhead, and other costs related to the project in order to determine reasonable project cost. 3. Inadequate or incomplete description of activities to be developed. 4. Past performance of the non-entitled municipality (open findings). 5. Timely expenditure of funds (i.e. more than three (3) times the grant for its current program year, open activities for program year 2010 and earlier). <p>All activities must be designed in compliance with the strategy developed by the municipality which should meet the needs of low and moderate-income individuals, addressing their special needs and ensuring maximum community development. The optional 15% Public Service Cap is based on the total CDBG State grant.</p> <p>Application Submission</p> <p>Application kits or Request for Proposals will be available on May 28, 2019. The proposals and all its components and supporting documentation will be submitted physically on or before July 15, 2019 to the PRDOH (no later than 4:30p.m.) as registered by the system.</p> <p>Applications for the Emergency Fund may be submitted at any time during Program Year 2019 as long as they comply with the requirements presented on Circular Letter Num. 2013-09 of May 21, 2013, and any other requirement that applies.</p> <p>Municipalities could submit applications for Section 108 loan and must follow the <i>Procedimiento de Solicitud y Administración de Préstamos Garantizados Sección 108</i>.</p>
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	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable- Please refer to ESG Program</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075 will be distributed among eligible categories of the program.</p> <p>No more than 20% of the CDBG funds will be allocated for eligible Administrative and Planning Activities (3% by PRDOH and 17% by the Municipalities); up to 15% of the CDBG funds can be allocated for Public Service purposes and the remaining of the funds can be allocated for housing, community development and economic development related activities.</p> <p>All CDBG eligible activities. Eligible activities under the State CDBG Program are listed on Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Each activity must meet one of the national objectives as to benefit low and moderate-income persons (24 CFR 570.483 (b)), pursue the elimination of slums and blighted areas (24 CFR 570.483 (c)), or activities designed to address a particular urgency that poses an imminent threat to the health and safety of the community (24 CFR 570.483 (d)). Each activity should correlate with a matrix code, national objective and CDBG citation.</p> <p>All applications for Program Year 2019 State CDBG funds must establish that no less than 70% of State CDBG funds will benefit LMI persons. Projects which do not meet eligibility requirements under Section 105(a) of Title I of the Housing Development Act of 1974, as amended, will not be considered.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Under Act 137 of 2014 (as amended) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p>

	What are the outcome measures expected as a result of the method of distribution?	The expected outcomes measures are included on the appendix section.
5	State Program Name:	CDBG
	Funding Sources:	CDBG HOPWA HOME ESG Housing Trust Fund

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075. This program provides funding for housing, community, and economic development, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico.</p> <p>The allocation for non-entitlement municipalities will be equally distributed among the municipalities, except for the islands of Vieques and Culebra, which both will receive an additional 15% above the Equal Allocation Grant. This method follows the distribution established via the enactment of local Law 137-2014, as amended.</p> <p>The following is the proposed allocation:</p> <p>Allocation for 49 Municipalities</p> <p>Administration \$76,209.90</p> <p>Public Service \$67,243.00</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$304,837.00</p> <p>TOTAL \$448,289.90</p> <p>Vieques and Culebra</p> <p>Administration \$88,181</p> <p>Public Service \$77,806</p> <p>Other Eligible Project (Housing, Community Development, Economic Development, Etc.) \$352,722</p> <p>TOTAL \$518,709</p> <p>PRDOH</p> <p>Planning and Administration \$711,452</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Under Act 137 of 2014 (as amended by Law 10, 2017) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p><u>Proposal Requirements</u></p> <p>Submission of a budget breakdown is mandatory as required PRDOH for construction projects. For other projects under economic development, municipalities must still submit an estimated budget breakdown, which could include expected beneficiaries and detailed costs of the project.</p> <p>In determining an appropriate amount, PRDOH reserves the right to adjust requested funds, based on review of compliance with the following requirements:</p> <ol style="list-style-type: none"> 1. Compliance with the State CDBG requirements (Fair Housing and Citizen Participation). 2. Compliance with the College of Engineers and Land Surveyors of Puerto Rico Guidelines, including the project breakdown detailing: cost of material, labor, equipment, insurance, administrative overhead, and other costs related to the project in order to determine reasonable project cost. 3. Inadequate or incomplete description of activities to be developed. 4. Past performance of the non-entitled municipality (open findings). 5. Timely expenditure of funds (i.e. more than three (3) times the grant for its current program year, open activities for program year 2010 and earlier). <p>All activities must be designed in compliance with the strategy developed by the municipality which should meet the needs of low and moderate-income individuals, addressing their special needs and ensuring maximum community development. The optional 15% Public Service Cap is based on the total CDBG State grant.</p> <p>Application Submission</p> <p>Application kits or Request for Proposals will be available on May 28, 2019. The proposals and all its components and supporting documentation will be submitted physically on or before July 15, 2019 to the PRDOH (no later than 4:30p.m.) as registered by the system.</p> <p>Applications for the Emergency Fund may be submitted at any time during Program Year 2019 as long as they comply with the requirements presented on Circular Letter Num. 2013-09 of May 21, 2013, and any other requirement that applies.</p> <p>Municipalities could submit applications for Section 108 loan and must follow the <i>Procedimiento de Solicitud y Administración de Préstamos Garantizados Sección 108</i>.</p>
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	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable- Please refer to ESG Program</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>The State CDBG allocation for PY 2019 amounts to \$23,715,075 will be distributed among eligible categories of the program.</p> <p>No more than 20% of the CDBG funds will be allocated for eligible Administrative and Planning Activities (3% by PRDOH and 17% by the Municipalities); up to 15% of the CDBG funds can be allocated for Public Service purposes and the remaining of the funds can be allocated for housing, community development and economic development related activities.</p> <p>All CDBG eligible activities. Eligible activities under the State CDBG Program are listed on Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Each activity must meet one of the national objectives as to benefit low and moderate-income persons (24 CFR 570.483 (b)), pursue the elimination of slums and blighted areas (24 CFR 570.483 (c)), or activities designed to address a particular urgency that poses an imminent threat to the health and safety of the community (24 CFR 570.483 (d)). Each activity should correlate with a matrix code, national objective and CDBG citation.</p> <p>All applications for Program Year 2019 State CDBG funds must establish that no less than 70% of State CDBG funds will benefit LMI persons. Projects which do not meet eligibility requirements under Section 105(a) of Title I of the Housing Development Act of 1974, as amended, will not be considered.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Under Act 137 of 2014 (as amended) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.</p>

	What are the outcome measures expected as a result of the method of distribution?	The expected outcomes measures are included on the appendix section.
6	State Program Name:	Emergency Solutions Grant Program
	Funding Sources:	ESG

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The Emergency Solutions Grant Program is administered by the Puerto Rico Department of the Family (PRDF). The Department of the Family uses a method of distribution of funds that includes, presenting a request for a competitive proposal the first year, and the second year the funds are distributed according to the level of performance of the projects and availability of the funds by part of HUD. This year constitutes the first year of a cycle. The PRDF will be receiving proposals from active entities, as well as new or inactive entities.</p> <p>If there are funds available during the Program Year, product of recapture processes or surplus funds, they will be distributed according to the needs identified by the PRDF. The criteria for distribution will be notified by invitation.</p> <p>In case of a declared disaster the PRDF reserves the right to implement the disaster recovery policy included as an appendix.</p> <p>The ESG allocation for Program Year 2019 is \$3,576,230.00. Funding is intended to serve the seventy-eight (78) Municipalities across the island within the 12 regions established by the Department of Family. PRDF's Regions are located in Aguadilla, Arecibo, Bayamón, San Juan-Carolina, Caguas, Loíza, Humacao, Guayama, Morovis, Ponce, Yauco y Mayagüez. Non-profit Organizations and Municipalities that comply with the requirements and evaluation criteria established on this plan will be eligible to receive funds under the following activities:</p> <ul style="list-style-type: none"> • Outreach and Shelter \$2,145,738.00 (60.0%) • Prevention \$ 553,793.46 (15.49%) • Rapid Re-Housing \$535,929.14 (14.99%) • Data Collection (HMIS) \$72,552.15 (2.03%) • Administration \$268,217.25 (7.5%) • Total \$3,576,230.00 <p>The Department of the Family may be allocating indirect costs to eligible activities.</p> <p>As described in the following sections, proposals will be evaluated according to two set of criteria: (1) criteria of strict compliance; and (2) competitive criteria. Proposals are due on May 24, 2019, and should be submitted physically at the facilities of the PRDF, at 185 Edif. Roosevelt Plaza, Ave. Roosevelt, Hato Rey, Piso 1.</p>
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	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>For purposes of carrying out the process of awarding contracts, a committee is appointed in charge of evaluating proposals. The Committee will evaluate proposals based on two sets of criteria: (1)strict compliance in order for proposals to be considered; and (2)competitive criteria which help determine the amount to be received by the applicants.</p> <p>Strict Compliance Criteria for Proposal Consideration</p> <ul style="list-style-type: none"> • Complete the proposal in all its parts and submit the required documentation, as applicable. • Be a municipality or nonprofit entity properly incorporated and in Good Standing, as applicable. • To have financial management systems that meet the minimum standards of accounting. • At least two years of experience serving homeless persons or in risk of homelessness. • Attend the Proposal Application orientation held on April 21, 2019 and which was publicly announced (see attachments). • No open findings of questioned costs, if applicable. • In the case of shelters, have the municipal endorsement. • Sources of matching available. • No open allocations of funds (original allocations) from Program Year 2016 or before. • In case of active subrecipients, the following criteria will be considered: • In the case of shelters, bed utilization rate of 65% or more • Have spent at least 80% of the 2017 allocation or more recent allocation on the component requested, if the subrecipient's funds are from a previous year. • Participation in the Coordinated Entry System (CES). • Compliance with Data Entry in the Homeless Management Information System (HMIS). • Compliance with previous allocations case closing in HMIS. <p>Annual Action Plan For Competitive Criteria for the Final Granting of Funds go to the Appendix.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable to the ESG Program- (see CDBG section)</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Since program year 2011, the Puerto Rico Department of the Family uses a distribution method in which an award that is granted for two (2) year period, subject to an evaluation of the first year and the availability of funds. During PY 2019, eligible organizations and units of local governments will be initiating their first program year of the two-program year cycle. While, unused funds available during the Program Year will be distributed according to the needs identified by the Department of the Family, by invitation.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>The following are the ESG Program distribution by funding categories:</p> <ul style="list-style-type: none"> • Outreach and Shelter \$2,145,738 (60.0%) • Prevention \$ 553,793.46 (15.49%) • Rapid Re-Housing \$535,929.14 (14.99%) • Data Collection (HMIS) \$72,552.15 (2.03%) • Administration \$268,217.25 (7.5%) • Total \$3,576,230.00 <p>The Department of the Family may be allocating indirect costs to eligible activities.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>No grant size limits are established for the ESG Program funds distribution.</p>

What are the outcome measures expected as a result of the method of distribution?

Non-profit organizations and units of local government that are awarded ESG funds, are expected to comply with the following outcome measures, depending in the different types of projects:

Outcome Measures

OUTREACH

- Number of people receiving services
- Number of people who left the program
- Percentage of people who committed (engaged) to receive services
- Percentage of people who fulfilled their service plan
- Percentage of people who increased their income from any source
- Percentage of people located in emergency shelter
- Percentage of people located in temporary shelter
- Percentage of people placed in permanent housing

EMERGENCY SHELTER

- Number of people who entered emergency shelter
- Number of people who left the program
- Percentage of people who fulfilled their service plan
- Percentage of people who increased their income from any source
- Percentage of people who entered transitional housing
- Percentage of people who stayed in the shelter for less than three months
- Percentage of people who stayed in the shelter for more than three months
- Percentage of people placed in permanent housing

PREVENTION

- Number of people receiving prevention services.
- Number of people who left the program
- Number of people receiving economic assistance
- Percentage of people who received housing relocation services and stabilization services

Annual Action Plan

79

7	State Program Name:	HOME Investment Partnership Program
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	<p>The PRDOH will receive \$12,219,675 in HOME funds for PY 2019. All resources will be allocated to provide incentives for meeting the goal of developing and supporting 157 affordable rental and homeownership housing units. This will be achieved through the Homebuyer Assistance, Rehab or New Construction by Owner (Techo Dorado) and Rehabilitation or New Construction for Multifamily Rental Development. These eligible costs include site improvements, conversion, demolition, and other expenses such as financing costs and relocation expenses of displaced persons, families, businesses, or organizations. Funds will also be allocated to provide down payment assistance to homebuyers. Housing must be permanent or transitional and serve both low and very low-income families, according to the applicable qualifying standard associated to each activity. The distribution of HOME funds for PY 2019 is shown below:</p> <ul style="list-style-type: none"> • Administration \$1,221,967 • Homebuyer Assistance \$5,000,000 • Rehab or New Construction by Owner (Techo Dorado) \$997,708 • Rehab or New Construction for Multifamily Rental Dev. \$5,000,000 <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>As part of the joint efforts and on-going initiatives that relate to the 2015-2019 Puerto Rico State Housing Plan, the Puerto Rico Department of Housing (PRDOH) will make the activity of New Construction or Rehabilitation for Rental Housing Development under the HOME Investment Partnership Program (HOME) Action Plan (AP) a component of the forthcoming Notification of Funds Availability the Authority will issue. The NOFA intends to leverage funds from multiple sources under joint selection and underwriting criteria compatible with the AP and the Low-Income Housing Tax Credit's (LIHTC) Qualified Allocation Plan (QAP) in order to maximize the use of public and private funds channeled to affordable rental projects meeting the housing needs and goals established in the State Housing Plan. Nonetheless, any representation and/or guideline contained in the NOFA will not be intended to, nor it statutorily could, modify or supersede the Authority's responsibility to comply with HOME requirements. Under the NOFA the HOME Program might implement a consolidated application for the HOME, LIHTC, which will combine the requirements of the programs to promote the development of multifamily rental projects.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p> <p>Other activities will be delivered by the PRDOH in accordance with the applicable regulations.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable to the HOME Program- (see CDBG section)</p>

	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable to the HOME Program- see ESG section Above.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable to the HOME Program - See HOPWA Section.</p>
	<p>Describe how resources will be allocated among funding categories.</p>	<p>The information that follows presents a description of the HOME Program activities and the criteria used for the distribution of funds addressing the priority needs, specific objectives, and performance measurements mentioned above. The minimum investment required by HOME activity is \$1,000 per unit.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>

	Describe threshold factors and grant size limits.	No grants size limits will be applied to proposed housing development projects. For Homebuyer Financial Assistance activities, the cap are a minimum of \$1,000 and a maximum of \$45,000 will be available for eligible homebuyers. The Director of the Home Program will evaluate on case by case basis the amount of subsidy needed to acquire or maintain an affordable housing unit.
	What are the outcome measures expected as a result of the method of distribution?	<p>The following are the HOME Program Outcome Measures:</p> <ul style="list-style-type: none"> • Homebuyer \$5,000,000 – A total of 111 homebuyers • Techo Dorado \$997,708 – A total of 13 housing units <p>Multifamily Rental Dev. \$5,000,000 – A total of 33 housing units.</p>
8	State Program Name:	Housing Opportunities Persons With AIDS
	Funding Sources:	HOPWA

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The Housing Opportunities for Persons with AIDS (HOPWA) Program provides housing assistance and supportive services for low-income persons living with HIV/AIDS and their families. HOPWA funds are received by the Puerto Rico Department of Health to be distributed to Eligible Project Sponsors that include Municipal Governments and Non-Profit Organizations.</p> <p>Funds for PY 2019 will continue to be administered by the Municipality of San Juan. The Municipality will be responsible for its management, and distribution to sub recipients. The distribution of the funds to potential sub recipients will be conducted using a competitive Request for Proposal process. Due to the law restrictions, administrative funds will not be distributed to sub recipients. The competition will distribute funds for the provision of housing and other activities. If remainder funds are available after distribution, distribution of funds will not require a new competitive process but will be distributed among organizations and municipalities that previously submitted their proposals.</p> <p>The availability of the RFP guide was announced during the public hearing (documents were available on February 28, 2019. Proposals were due on March 15, 2019. The Municipality of San Juan will select sub recipients from Municipalities, Faith-Based, and other Community Based Organizations that provide services to the HIV/AIDS populations. Interested sub recipients will submit proposals to be evaluated on a competitive basis, in compliance with the RFP and Application Guidelines.</p> <p>For the purpose of this Plan the Puerto Rico EMSA will include the 78 municipalities for unobligated funds and the PR-EMSA Municipalities for the HOPWA grant.</p>
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Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

The following evaluations factors will be used to evaluate the proposals presented by potential sub recipients. An evaluation committee selected by the Municipality of San Juan will evaluate the applications with a standard instrument that will take into consideration: HIV/AIDS population within the proposed service area, level of experience of the proponent party, use of funds history by the proponent party and performance history of the proponent party. All criteria have the same weight in the evaluation process. The maximum value for a proposal is one hundred (100) points.

The following are the areas of evaluation and its relative weight:

The following evaluations factors will be used to evaluate the proposals presented by potential sub recipients. An evaluation committee selected by the Municipality of San Juan will evaluate the applications with a standard instrument that will take into consideration: HIV/AIDS population within the proposed service area, level of experience of the proponent party, use of funds history by the proponent party and performance history of the proponent party. All criteria have the same weight in the evaluation process. The maximum value for a proposal is one hundred (100) points.

The following are the areas of evaluation and its relative weight:

NON Profit subrecipients

- Transmittal Letter - 3 Points
- Description organization- 8 Points
- Financial and Programmatic Background -4 Points
- Action Plan- 35 Points
- Budget - 36 Points
- Required Documents - 4 Points
- Performance – 10 Points
- Total 100

Municipal subrecipients

- Transmittal Letter - 2 Points
- General Information Municipality -3 Points
- Financial and Programmatic Background - 15 Points
- Proposed Project Description - 25 Points
- Budget -35 Points

Annual Action Plan
Municipality 2019

	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable to the HOPWA Program- (see CDBG section)</p>
	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable to the HOPWA Program- see ESG section</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>For PY 2019 the Municipality of San Juan will accept island-wide applications, including potential sub recipients from the San Juan Eligible Metropolitan Statistical Area (SJ-EMSA). Priority will be given to potential sub recipients that are not included in the SJ-EMSA. Applicants located in the San Juan EMSA that are currently receiving HOPWA funds from the Municipality of San Juan cannot receive State HOPWA funds for the same purpose and uses.</p> <p>All the applications will be evaluated by the same standards and criteria.</p> <p>No proposals that combine housing and support services will be accepted during the PY 2019. If the organization wishes to provide support services in a housing project it must submit one proposal for the support service and another for the housing.</p> <p>Support services eligible costs include:</p> <ul style="list-style-type: none"> • Nutritional Services • Day care • Case Management • Mental Health • Medical services • Any supportive service combined with housing <p>All sub-recipients are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so. In addition, they need to be registered on the System for Award Management (SAM).</p>
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	<p>Describe how resources will be allocated among funding categories.</p>	<p>The HOPWA Program funds will be distributed in the following categories:</p> <ul style="list-style-type: none"> • Administrative Activities: 10% • TBRA Activities and related: 33% • Housing related Activities: 36% • Supportive Services Activities: 19% <p>The final distribution by individual activity is:</p> <ul style="list-style-type: none"> • Administration Salud \$65,055 • Administration San Juan \$147,241 • TBRA \$725,947 • Delivery Cost TBRA \$29,100 • Operation Costs STRMU \$780,750 • Supportive Services \$420,402
	<p>Describe threshold factors and grant size limits.</p>	<p>No grant size limits are established for the HOPWA Program funds distribution.</p>

	What are the outcome measures expected as a result of the method of distribution?	<p>The following are the HOPWA Program Outcome Measures:</p> <ul style="list-style-type: none"> • Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family - 75 Households • Tenant-based rental assistance - 120 Households • Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds - 100 housing units <p>Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds -500 housing units.</p>
9	State Program Name:	Housing Trust Fund
	Funding Sources:	HTF Housing Trust Fund

Describe the state program addressed by the Method of Distribution.

The **PRDOH** will receive \$1,034,301 in HTF funds for PY 2019. The resources will be allocated for Multifamily Rental New Construction/Rehabilitation. The funds will be distributed as follow:

GRANT FUNDS BY ACTIVITY ALLOCATION FOR PY 2019

- Assigned Budget: \$1,034,301
- Distribution by Category:
- State Administration \$103,430
- Multifamily Rental New Construction/Rehabilitation \$930,871

Description of the Method to Distribute HOME and HTF Funds for Construction and Rehabilitation of Rental Housing

As part of the joint efforts and on-going initiatives that relate to the 2015-2019 Puerto Rico State Housing Plan, the Puerto Rico Department of Housing (PRDOH) will make available the Housing Trust Fund Activities of Rental Housing along the HOME Investment Partnership Program (HOME) Action Plan (AP). Funds will be awarded to eligible applicants following a competitive process. The competitive process will follow the criteria established in the HTF Allocation Plan.

The **PRDOH** will receive \$1,034,031 in HTF funds for PY 2019. Funds will be allocated to provide incentives for meeting developing and supporting affordable rental housing units. This will be achieved through new construction or rehabilitation of non-luxury housing with suitable amenities for rent.

Eligible Applicants

The **PRDOH** is not limiting the potential pool of applicants for the HTF program. Thus, **PRDOH** will allow developers, non-profits and other organizations to apply for HTF funds. However, applicants must be able to participate in **PRDOH** funding round (NOFA). Applicants must comply with the requirements established in 24 CFR 93.2. These requirements are integral to the basic threshold criteria described in the tables below. It is important to note that applications must demonstrate that participants understand the specific requirements of the HTF program and that even if HTF funds are combined in a project with multiple funding sources, HTF unit(s) must be assisted only via HTF eligible activities (24 CFR 93.200).

The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section

	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Applications requesting HOME and HTF funds will be evaluated based on joint rating factors, once applicants have satisfied the basic threshold requirements. Those factors include local considerations and State HOME and HTF Program's criteria, such as: Project location; project characteristics; project owner/developer characteristics; financing characteristics; special needs projects; Housing needs and additional criteria for rental housing projects.</p> <p>See the appendix for a description of the scoring method and selection criteria that was specifically developed for the HTF Program. The criteria is presented below to facilitate the description of the priority funding factors. The QAP and PRDOH NOFA will be used to determine the final scores and funding recommendations.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable to the HTF Program- (see CDBG section)</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable to the HTF Program- see ESG section.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable to the HTF Program- see HOPWA section.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>The HTF Program funds will be distributed in the following categories: Distribution of HTF Funds</p> <ul style="list-style-type: none"> • Multifamily Rental New Construction or Rehabilitation \$ 930,871 - 90% • Administration \$103,430 - 10% • Total \$1,034,301 -100% <p>The HTF resources will be allocated for particular projects that serve HTF tenant population; these could include special needs population.</p>

	Describe threshold factors and grant size limits.	<p>PRDOH will use the maximum per unit subsidy standards adopted by the State HOME Program. This will allow income eligible families to meet the eligibility requirements pursuant to 24 CFR 92.203. For rental projects, the proposal should allow renters to be eligible, through compliance of 24 CFR 92.216. For the PY 2019 an application or proposal will include the Basic Threshold Requirements and the additional requirements as outlined originally in the previous JANOFAs efforts.</p> <p>The initial basic qualifications will be evaluated by the State HOME program personnel. If the project does not meet requirements for completeness, the applications will not be received. If received, only those applications that meet the joint basic threshold requirements and qualifications would be further considered for evaluation under joint the Point Ranking System.</p> <p>The project location and the targeted population will be key factors in determining the grant size limit.</p>
	What are the outcome measures expected as a result of the method of distribution?	<p>The following are the HOME Program Outcome Measures:</p> <ul style="list-style-type: none"> • Multifamily Rental Dev. \$930,871 – A total of 6 housing units.
10	State Program Name:	Housing Trust Fund
	Funding Sources:	HTF Housing Trust Fund

Describe the state program addressed by the Method of Distribution.

The **PRDOH** will receive \$1,034,301 in HTF funds for PY 2019. The resources will be allocated for Multifamily Rental New Construction/Rehabilitation. The funds will be distributed as follow:

GRANT FUNDS BY ACTIVITY ALLOCATION FOR PY 2019

- Assigned Budget: \$1,034,301
- Distribution by Category:
- State Administration \$103,430
- Multifamily Rental New Construction/Rehabilitation \$930,871

Description of the Method to Distribute HOME and HTF Funds for Construction and Rehabilitation of Rental Housing

As part of the joint efforts and on-going initiatives that relate to the 2015-2019 Puerto Rico State Housing Plan, the Puerto Rico Department of Housing (PRDOH) will make available the Housing Trust Fund Activities of Rental Housing along the HOME Investment Partnership Program (HOME) Action Plan (AP). Funds will be awarded to eligible applicants following a competitive process. The competitive process will follow the criteria established in the HTF Allocation Plan.

The **PRDOH** will receive \$1,034,031 in HTF funds for PY 2019. Funds will be allocated to provide incentives for meeting developing and supporting affordable rental housing units. This will be achieved through new construction or rehabilitation of non-luxury housing with suitable amenities for rent.

Eligible Applicants

The **PRDOH** is not limiting the potential pool of applicants for the HTF program. Thus, **PRDOH** will allow developers, non-profits and other organizations to apply for HTF funds. However, applicants must be able to participate in **PRDOH** funding round (NOFA). Applicants must comply with the requirements established in 24 CFR 93.2. These requirements are integral to the basic threshold criteria described in the tables below. It is important to note that applications must demonstrate that participants understand the specific requirements of the HTF program and that even if HTF funds are combined in a project with multiple funding sources, HTF unit(s) must be assisted only via HTF eligible activities (24 CFR 93.200).

The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section

	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Applications requesting HOME and HTF funds will be evaluated based on joint rating factors, once applicants have satisfied the basic threshold requirements. Those factors include local considerations and State HOME and HTF Program’s criteria, such as: Project location; project characteristics; project owner/developer characteristics; financing characteristics; special needs projects; Housing needs and additional criteria for rental housing projects.</p> <p>See the appendix for a description of the scoring method and selection criteria that was specifically developed for the HTF Program. The criteria is presented below to facilitate the description of the priority funding factors. The QAP and PRDOH NOFA will be used to determine the final scores and funding recommendations.</p> <p>The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.</p>
	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable to the HTF Program- (see CDBG section)</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable to the HTF Program- see ESG section.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable to the HTF Program- see HOPWA section.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>The HTF Program funds will be distributed in the following categories: Distribution of HTF Funds</p> <ul style="list-style-type: none"> • Multifamily Rental New Construction or Rehabilitation \$ 930,871 - 90% • Administration \$103,430 - 10% • Total \$1,034,301 -100% <p>The HTF resources will be allocated for particular projects that serve HTF tenant population; these could include special needs population.</p>

	<p>Describe threshold factors and grant size limits.</p>	<p>PRDOH will use the maximum per unit subsidy standards adopted by the State HOME Program. This will allow income eligible families to meet the eligibility requirements pursuant to 24 CFR 92.203. For rental projects, the proposal should allow renters to be eligible, through compliance of 24 CFR 92.216. For the PY 2019 an application or proposal will include the Basic Threshold Requirements and the additional requirements as outlined originally in the previous JANOFAs efforts.</p> <p>The initial basic qualifications will be evaluated by the State HOME program personnel. If the project does not meet requirements for completeness, the applications will not be received. If received, only those applications that meet the joint basic threshold requirements and qualifications would be further considered for evaluation under joint the Point Ranking System.</p> <p>The project location and the targeted population will be key factors in determining the grant size limit.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The following are the HOME Program Outcome Measures:</p> <ul style="list-style-type: none"> • Multifamily Rental Dev. \$930,871 – A total of 6 housing units.

Discussion:

The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section.

AP-35 Projects – (Optional)

Introduction:

Project-level detail will be included once subrecipients develop their activities.

#	Project Name

Table 9 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

As previously described in this Annual Action Plan, the reasons for allocation priorities during the PY 2019 Annual Action Plan is the results obtained from the combination of the citizen participation and consultation process and the Consolidated Plan Needs Assessment analysis. The assessment resulted in the need of affordable housing activities to address the needs of the low and moderate income persons and in the investment of available funding in activities toward the needs of non-housing community improvement projects.

Also, homeless housing and supportive services actions and public service activities to address the needs of the special needs population groups were among the community priority needs resulted from the evaluation and analysis process undertaken.

In terms of any obstacles to addressing the needs of the underserved population still the lack of sufficient available resources to address the needs of the described population continues to be the main obstacle that the State and local government units faces in a daily basis.

AP-38 Project Summary
Project Summary Information

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

Yes

Available Grant Amounts

Loan Guarantees (LGA) under Section 108 of Title I of the Housing and Community Development Act of 1974, as amended, is not subject to the method of distribution of funds as set forth for the CDBG program. Section 910, of the National Affordable Housing Act of 1991 (NAHA), as amended, extended the Section 108 Loan Guarantee program to non-entitlement communities nationwide. As required in Section 104(a) of the Act, we are including the guidelines, regarding the determination to assist non-entitlement municipalities, in applying for guaranteed loan fund under 24CFR Subpart M. Non-entitled municipalities will be eligible to apply for Section 108 Loans as long as they comply with all regulatory requirements and PRDOH program guidelines.

Available Grant Amounts

Estimated Availability of Funds for PY 2019- \$118,575,375

Section 108 provides the State CDBG Program with an additional source of financing, to meet housing and community development needs for the non-entitlement municipalities. The Act allows HUD to issue government bonds that would guarantee up to five times the current CDBG allocation to PRDOH. To secure the loans issued, PRDOH must ensure that any State CDBG funds that are pledged for a particular non-entitlement municipality does not affect prospective CDBG allocations for the remaining non-entitlement municipalities. To avoid payment default, PRDOH requires the municipal administration to present other collaterals, besides the required by HUD, in order to secure the re-payment of the loan. If PRDOH deems necessary a Memorandum of Collaboration could be executed with any governmental financing agencies, such as the Governmental Development Bank for Puerto Rico (GDB) and EDBPR. Further consultation could be made with the Tourism Company, the Industrial Development Corporation, the Puerto Rico Economic Development Administration and any other agency that could review the applications to determine risks factors. Specific requirements of feasibility, business plan and other supporting documents are required to make the financial assessment of the project in order to assure PRDOH the feasibility of the project.

Section 108 funds should be requested for economic development activities, or activities in support of economic development (24 CFR 570.703), including:

- Property acquisition

- Rehabilitation of publicly owned properties
- Housing rehabilitation eligible under the CDBG program
- Special economic development activities under the CDBG program,
- Payment of issuance costs associated financing loans 108
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities
- Reserves to pay debt service on the Section 108 loan
- Other related activities, including demolition and removal, relocation, interest payments, and insurance costs.

For the purposes of determining eligibility, the State CDBG rules and requirements should be observed in full compliance. PRDOH will evaluate the proposed activities on a case by case basis. The agency will also consider if the proposed project could generate income or has any other sources to assure debt repayment. Such measures will guarantee the long-term sustainability of the project.

Acceptance process of applications

Application Requirements

- The first requirement prior to the submission of a LGA application is the transmittal of a letter of intention to submit a 108 LGA Application to PRDOH. The Federal Programs Division at PRDOH will receive the letter of intent and commence the administrative requirement review first. Once the administrative review is completed, the non-entitlement municipality will be authorized to submit an application for Section 108 Loan Guarantee. Applications for the Section 108 Loan Guarantee Program may be submitted throughout PY 2019.
- The non-entitlement municipalities should comply with several administrative requirements, in order to receive the authorization to submit an application for participation in the LGA program.
- Requirements include: Status of monitoring reports, up to date Single Audit Reports, closing of previous program years (only last 5 PY can be open), no open findings, timeliness, among others.
- Municipalities can request up to a maximum of 5 times their CDBG allocation with a ceiling of \$2,000,000 per municipality.

For a more specific set of requirements and a detailed description of eligible activities, please see PRDOH Process Guideline for Section 108 Program.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

State's Process and Criteria for approving local government revitalization strategies

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

As the PR-State Consolidated Plan leading agency, the PRDOH is responsible to address the non-housing community development needs of the Non-Entitlement municipalities within the State jurisdiction. Thus, PRDOH is responsible to oversee that all CDBG program investment related to non-housing community development are made in eligible economically low income geographic areas.

By eligible low income geographic areas, PRDOH defines those geographic areas where, at least fifty-one percent of the population (in accordance with HUD CPD's Updated LMISD or low income surveys), are members of families whose incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families. Exception could be made by HUD to establish income ceilings higher or lower than 50 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

As per the concentration of minorities within the State geographic areas, the 5-Yr. ACS Demographic and Housing Estimates (2011-2015) shows that ninety-nine percent of the statewide population are from hispanic or latino origins and that from this percentage, ninety-five percentage are from Puerto Rican origins.

DISPROPORTIONATELY GREATER NEED

The Consolidated Plan identified that Low- and moderate-income Blacks and Asians have disproportionate greater needs. The percentage of Asians that have one or more of four housing problems is 68% among 0-30% AMI, 100% among 30%-50% AMI and 97% among 50%-80% AMI. In the jurisdiction as a whole households the percentages of those having one or more of four housing problems are much less (60% among 0-30% AMI, 53% among 30%-50% AMI and 47% among 50%-80% AMI). Among Blacks, 68% of those in the 0-30% AMI bracket has one or more of four housing problems, 81% among 30%-50% AMI and 58% among 50%-80% AMI. However, as previously stated the sizes of the Black and Asians populations with problems is very small (or in the hundreds). See (Discussion section below) for areas where assistance shall be directed.

Compliance with 70% Requirement

The regulations require the State to use no less than 70 percent of the CDBG funds received during a period specified by the state, not to exceed three years, will be used for activities that benefit persons of low and moderate income persons. The PRDOH will require to all Non-Entitlement municipalities that receive CDBG funds allocation during the PY 2019 to invest the non-housing community development funds in economically eligible low income areas. Also, the PRDOH will require the municipalities to

certify that not less than seventy percent of the individuals benefited with CDBG funded activities complies with the low-income eligibility.

CDBG

In 2014 the Government of Puerto Rico enacted Law 137-2014. Under this act the central government determined the allocation for non-entitlement municipalities under the State CDBG Program. With this legislation all non-entitlement municipalities will receive the same share of CDBG funds, except for Vieques and Culebra, which will receive an additional 15%. The municipalities will continue to define the specific allocation of such funds. The ultimate geographic distribution of the CDBG funds is made by the non-entitlement municipalities once they complete their own citizen and consultation process.

ESG, HOME, HOPWA and HTF

The ESG, HOME, HOPWA and HTF programs accepts proposal and provide funding for projects Island-wide.

Geographic Distribution

Target Area	Percentage of Funds
CDBG- Non-entitlement communities	51
Statewide	44

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

As previously presented in the Annual Action Plan, the projects included for the PY 2019 are created to address the priority needs and specific objectives identified in the 5-Yr. Consolidated Plan. In addition, all projects are associated with one or more priority needs and one or more goals. Therefore, the priorities for the investment related with targeted geographic areas are related with non-housing community development activities that address the goals and objectives of the Consolidated Plan. The Non-Entitlement municipalities proposing this type of projects must invest the CBDG monies in eligible low-income areas, as defined by HUD.

Discussion

The overarching goal of the Department of Housing and Urban Development's Community Planning and Development (CPD) programs covered by the Consolidated Plan is "to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities," principally for low- and moderate-income persons. In order to achieve the provision of suitable living environments within the low- and moderate-income communities, the PRDOH encourages non-entitlement municipalities to undertake non-housing community development activities.

These activities are designed to create, expand and/or improve the physical conditions of community's public facilities located within the benefited low- and moderate-income communities. As previously stated, an eligible low-income community is a geographic area where, at least fifty-one percent of the population, are members of families whose incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

The following Communities Municipalities has been identified by the states as priority areas with disproportionately greater need and minority concentration are included in the appendix.

Municipalities and subgrantees shall provide priority to the above areas when undertaking the eligible activities.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

The 2015-2019 5-Yr. Consolidated Plan of the PR-State includes the provision of decent housing as one of the main objectives to be achieved through the activities included in the referred plan. This particular objective includes a series of goals that at large includes the following:

- Housing activities directed to address the needs of the homeless persons;
- Housing activities directed to address the needs of the special needs populations;
- Promote activities directed to preserve and increase the stock of affordable housing units;
- Promote activities toward the ownership of low income persons of their housing units

To achieve these goals, the PR-State government propose a series of housing activities directed to address the housing and supportive services needs of the low-income population, which will comply with the PR-State responsibility of providing safe, decent and sanitary housing units that enable this population group to live with dignity and independence.

The following table includes a description of the number of households that will be benefited from the housing assistance activities proposed in this PY Annual Action Plan:

One Year Goals for the Number of Households to be Supported	
Homeless	10,457
Non-Homeless	1,399
Special-Needs	645
Total	12,501

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	409
The Production of New Units	33
Rehab of Existing Units	13
Acquisition of Existing Units	111
Total	566

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

ESG will provide will allocate funds for homeless prevention and rapid rehousing activities. NPOs and

municipalities may use ESG funds to provide housing relocation and stabilization services and short-and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place allowed by the regulation. ESG funds may also be used to provide housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Meanwhile HOPWA will provide tenant based rental assistance (TBRA), and short-term rent mortgage utility assistance (STRMU) for persons with special needs.

The HOME and CDBG Program provides the highest share of housing assistance, hence will provide the biggest outcomes for supported households during the year. Yet, the CDBG program can provide funding for infrastructure in support of housing, and public facilities. Such actions must be prioritized first in the local government. The ESG and HOPWA programs provides the largest assistance to the homeless and special needs population.

During the preparation of the 5-Yr. Consolidated Plan, the Needs Assessment and Market Analysis outline levels of relative need in the area of affordable housing for the low-income population in Puerto Rico. This level of need drive the State strategy created to address the immediate housing needs of the economically disadvantage persons in the Island. The main objective of this strategy is investing available resources in service activities that enhance access to affordable housing to the programs eligible low-income population groups. Via these efforts, low-income persons have the opportunities to stabilize their housing conditions and reduce the risk of homelessness.

To accomplish this objectives the PR-State Consolidated agencies determine to promote affordable housing service activities in the following way:

- CDBG funding will be invested in the creation of housing rehabilitation opportunities for owner occupied units or units to be occupied by low income persons;
- ESG funding will be invested in the creation of housing opportunities and supportive services for homeless population and individuals at risk of homelessness;
- HOME funding will be invested in the creation of homeownership opportunities as well as tenant based rental assistance opportunities for low-income persons;
- HOPWA funding will continue to be invested in the creation of rental assistance opportunities for HIV/AIDS individuals and their immediate families, as well as transitional housing and supportive services for low-income individuals with HIV/AIDS.
- HTF funding will be invested on Multifamily Rental New Construction/Rehabilitation and Single Family Homebuyer Assistance.

These consolidated housing activities fully engage and leverage additional mainstream housing assistance available within the PR-State public service structure. The State Housing Choice Voucher Program, commonly known as Section 8 Program, allow very low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing. The State Public Housing Program

provides decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities.

As part of the State Government public policy and governmental vision, stable housing is an important tool in helping households achieve other life outcomes, and the PR-State Consolidated Plan Agencies are committed to work toward providing low-income families access to these opportunities.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

The public housing activities within the PR-State jurisdiction are funded through two (2) main funding streams of HUD Office of Public and Indian Housing. These funding streams are the Housing Choice Voucher Program (HCVP) and the Public Housing Program.

The HCVP, also known as Section 8 Program, allows very low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing. In the other hand, the Public Housing Program provides decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Within the PR-State Government, both programs are administered and managed by the PR Public Housing Administration (PR-PHA), a subsidiary agency of the State Department of Housing. For the public housing complexes, the PR-PHA has management agreements with Private Sector Administrators Firm that are responsible of the daily operation of the projects.

Under the State Government new public policy, the funds allocated to the PR-State public housing initiatives becomes a high priority among the consolidated plan housing and community development strategy. Puerto Rico is facing the most critical economic recession in modern history that has resulted in structural problems, economic shocks and weak public finances. This scenario has yielded a decade of stagnation, outmigration and debt. Under these circumstances, the new public policy seeks to promote initiatives toward aligning available resources into unified and targeted impact strategies. As part of the development of the institutional structure of the Consolidated Plan strategy, the State Department of Housing fully engage and leverage these mainstream housing assistance programs to the Consolidated Plan housing initiatives. This management vision allows the Department to align the available resources to a unified and targeted housing strategy that results in maximize the impact of the public funds invested in housing initiatives.

This section describes the actions that the PR-State will take to address the needs of the public housing population groups during the planned PY 2019.

Actions planned during the next year to address the needs to public housing

No CPD funded activity will exclusively serve any of the Public Housing projects located within the Municipality boundaries. Nevertheless, the local public policy service strategy includes the public housing population among the service delivery groups that benefits of the Municipality's public services and community development activities. Various activities included in the 2019 action plan benefit the public housing residents, among them:

CDBG

Public Services

- Home Care Assistance
- Academic Tutoring
- Sports and Recreational activities

Public Facilities

- Park and recreational facilities
- Water Parks

Infrastructure

- Re-pavement of Municipal roads

HOME

Residents are offered the opportunities to acquire affordable housing units

HOPWA

Supportive services are provided to PH residents with HIV/AIDS

Other Services

In addition, Municipal governments provide services to the Public Housing Residents. Among the services are:

- Educational services at the Head Start Centers
- Sport Clinics
- Summer Camps
- Cultural Activities
- Fines Arts workshops
- College Board workshops
- Adult Education
- Educational grants to high school students
- School supplies

As part of the PHA Plan actions proposed to improve the living conditions of the public housing residents and projects, the following activities will be undertaken by the Puerto Rico Public Housing Authority during the PY 2019:

- Homeownership initiatives will be offered to public housing residents with the objective of assisting them to acquire an affordable housing unit and obtain the unit title;

- The PR-PHA will promote economic and social self-sufficiency initiatives with the objective of fostering the residents to develop their occupational skills, to improve their educational level, and to assist them in obtaining a job opportunity as a strategy to achieve economic independence;
- The PR-PHA will create the *Tenant Participation Fund Program*, a new initiative that seeks to improve the public services alternatives offered to the public housing residents. This initiative will promote full participation by the residents in the process of determining their community needs and identifying the service proposals that better fits the empowerment and self-sufficiency needs of the residents;
- Through the PR-State Agencies components and the local governments, the PR-PHA will coordinate public services actions to address the basic and essential needs of the population and communities. Among the initiatives toward this objective is the *Servi Movil* concept. This concept seeks to bring the basic and essential public services programs to the housing complex. This includes the development of health fairs, job fairs, universities fairs, recreational and sports fairs, among the other governmental services;
- The PR-PHA will continue undertaking extraordinary improvements actions in public housing projects to improve the physical conditions of the projects and the housing units. In particular, the new State Government will give emphasis to the rehabilitation and modernization of the Elderly Public Housing Projects.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The State public housing strategy includes policies to promote social and economic self-sufficiency among the housing complexes residents. A key element within this strategy is achieve resident engagement and community leadership within the housing projects. Through the engagement of the residents, the PR-PHA and the Private Administrators Firm will be able to understand the residents views of their community, particularly the community needs and assets and how the residents view that socio-economic improvements can be achieved.

As previously stated, during the course of the PY 2019, the PR-PHA will undertake the *Tenant Participation Fund Program and the Servi Movil* initiative as part of the commitment that the State Government has with the public housing communities to improve their living conditions and engage them in the development of the management activities of their complexes and communities.

As per the participation of homeownership actions, the PR-PHA will promote *Casa Mía*, a new concept to promote homeownership within the low and moderate families in Puerto Rico. This housing initiative will engage the participation of the non-profit sector the mortgage business sector, among other components, to assure the acquisition and occupation of housing units by low income persons and/or families.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

As of June 30, 2016, the PR-PHA performance was standard under the HUD-Public Housing standards. Although no problems are in sight that can cause a decrease in the level of performance of the Agency, if needed the State Government Consolidated Plan Agencies will be available to provide technical assistance, management and financial consultant activities, programmatic and operational advice and capacity building actions, toward the Agency managerial and performance improvement.

Discussion:

The State Public Housing strategy is a key element among the PR State Government housing and community development policy. The main responsibility of the public housing initiative falls under the PR-PHA, a subsidiary agency of the State Housing Department, one of the main components of the PR-State Consolidated Plan Institutional Structure.

Under the new State Government vision and the economic hardship and constraints affecting the overall economic system, the alignment and maximization in the use of available resources for common and unified strategies plays an important role in the Housing and Consolidated Plan Strategies and Initiatives.

As a special need population group, the State Government through the PR Department of Housing will be responsible to develop strategic actions to address a number of interrelated community challenges in the areas of education, health, human services, affordable housing job training and creation and other public service offerings. Only with the commitment of promoting the alignment of resources and the maximization of its use, the strategy could achieve positive changes among the public housing communities and improve the living conditions of their residents.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The PR-State strategy behind the homeless initiative is from a network perspective in which collaboration, integration and partnerships will continue to be fostered to implement activities to prevent, reduce and end homelessness. This collaborative effort will also have the intention of streamlining the funding sources within the partnered organizations in order to promote a more effective utilization of the community wide available resources to address the needs of the individuals and families experiencing homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

According to the Point in Time Census (PIT) 2017 there are 3,501 homeless persons in Puerto Rico; seventy three (73%) are unsheltered and thirty one (31%) are considered chronic homeless. Seventy six (76%) of the homeless population are men while twenty four (24%) are women. Homeless individuals are mainly located at the Municipalities of San Juan, Ponce, Arecibo, Caguas, Mayaguez, Guayama, Bayamón, Vega Baja, Guaynabo, Humacao and Aguadilla. Based on the data the State Department of Family, PR Government ESG Grantee, will continue supporting outreach, engagement, intake and initial assessment services to unsheltered persons activities that local governments and nonprofit organizations undertake during the PY 2019. The financial support of these organizations will be provided through the allocation of the ESG Program funding.

Through this component, the Department will support the provision of essential services necessary to reach out to unsheltered homeless individuals; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Among the eligible activities that the Department will support are the following activities: engagement; case management; emergency and mental services; transportation services; housing search and placement, housing stability and case management and services for special needs populations. To enforce in our subrecipients the need to reduce the number of homeless individuals and families the ESG program established in its standards that street outreach activities must include the case management component to assure that services focus not only on satisfying the basic needs, but also stabilizing physically and emotionally the individuals and placing in some type of housing modality. Also, Street Outreach Projects must provide outreach services at least three times a week and services will be provided based on the client's needs. The DF is very committed to increase the number of persons served under this category and to reduce the time that homeless individuals are on the streets.

The ESG program will continue supporting innovative special projects targeted to provide outreach services for chronic homeless and emergency shelters in Municipalities of high demand.

Finally, the Department of Family will continue supporting low barriers emergency shelters, particularly only projects with 65% or more of bed utilization rate, will be considered to receive funds. It is expected that subrecipients works towards to removing administrative, institutional and programmatic barriers that limit access to emergency shelters. As well, the Department continues encouraging its sub-recipients, the inclusion of permanent housing as a goal in the services plans since the first day a homeless person enters a shelter.

Addressing the emergency shelter and transitional housing needs of homeless persons

Local public policies on homeless, (Law Number 130) recognizes the need to foster, plan, and carry out services and facilities to attend the needs of homeless individuals, to enable their participation in the Puerto Rican community and allow them to lead a productive and social life. Services must be offered in an integrated manner, promoting the vision of a continuum of care system that guarantees the uninterrupted offering of services and housing, sharing responsibilities for such an important matter among the various sectors”.

As part of the responsibilities of the Department of the Family, the Agency supports the operation of Emergency Shelter facilities throughout the Island. These types of facilities provide a safe and decent alternative to the streets for a determined period of time for a family or individual who is homeless, in addition to providing access to case management, health care assessment and referral services. This emergency placement includes meals, sleeping arrangements, and access to phone and mail services. Before the conclusion of the period of time limitation, each family or individual will have completed an assessment to determine self-sufficiency goals and housing needs. A family can then be referred to transitional housing, move to permanent supportive housing, or move into other low-income housing. Each client agrees to the conditions of stay within the facility and agrees to work on a case plan designed to make self-sufficiency possible.

According to PIT 2017 only twenty seven (27%) of the homeless are sheltered. To increase the number of persons who are placed in emergency shelters, this PY2019 the Department of the Family will continue to support low barriers emergency shelters. It has been established in the ESG standards that emergency shelters admission’s procedures have to reflect a housing first approach. Also, the DF will support emergency shelters with sixty five (65%) average rate utilization bed occupancy. ESG’s subrecipients will continue to be provided with plenty technical assistance to reduce the time of individuals in emergency shelters. Individual planning services are also set as requirements in the ESG standards and should focus placing individuals in some type of housing before ninety (90) days.

Funding for emergency shelters comes mainly from the State’s ESG program. These funds also are made available through the RFP process previously described. Funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as supportive services for the

residents, which could include Case Management, Child Care, Education, Employment Assistance and Job Training Activities, Legal, Mental Health, Substance Abuse Treatment, Transportation, and Services for Special Populations.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The 24 CFR Section 576.104 of the ESG Program regulations includes the dispositions regarding the Rapid Re-housing Assistance Component of the program. According to the Puerto Rico's Point in Time Count(PIT) 2017 there are 3,501 homeless persons; (73%) are unsheltered and (31%) are considered chronic homeless. Some of the reasons for becoming homeless are substance abuse (31%), family problems (23%), economic hardships (15%), alcohol abuse (6%), mental health conditions (6%), unemployment (5%), domestic violence (3%), housing eviction (2%), exiting from jail (.6%), and housing fire (.5%). Projects targeted to work with special populations such as alcohol and substance abuse, mental health and domestic violence matters are set as priority projects for allocating funds. Also, based on the PIT 2017 data, sixty (60%) of the total ESG grant is distributed to provide outreach and emergency shelters activities. Individuals and families facing housing evictions and economic hardships are targeted through prevention and rapid re- housing activities. These funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements, the short- and medium-term rental assistance requirements and the written standards and procedures established under the program regulations.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Puerto Rico's Point in Time Census (PIT) 2017 shows that there are 3,501 homeless persons; 73% are unsheltered and 31% are considered chronic homeless. Some of the reasons for becoming homeless are substance abuse (31%), family problems (23%), economic hardships (15%), alcohol abuse (6%), mental health conditions (6%), unemployment (5%), domestic violence (3%), housing eviction (2%), exiting from

jail (.6%), and housing fire (.5%). It is essential to support prevention activities to avoid individuals becoming homeless.

The State is committed to provide the necessary assistance to prevent individuals and families to become homeless. Under this component, ESG Program funds are used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place not meant for human habitation. This assistance may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements, the short-term and medium-term rental assistance requirements and the written standards and procedures established by the program regulations.

This FY2019 the DF will continue supporting Rapid Re-Housing and Prevention activities, particularly providing case management, housing placement and stabilization services for individuals and families and for special projects targeted to the mental health populations and for any other unmet need identified by PRDF. Individuals and families facing housing evictions and economic hardships will also be attended through these activities.

Discussion

The provision of housing and supportive services to the homeless population is one of the main goals among the housing and community development strategies of the PR-State Government during this consolidated period. In leading this effort, the PR Department of Family administers the ESG Program allocation, which is used to make grants to Municipalities and Nonprofit Organizations for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance. Through this initiative, the Department leads the role toward the goal of ending homelessness in the State jurisdiction.

The Current Homelessness Strategy is included in the Appendix.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	75
Tenant-based rental assistance	120
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	100
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	350
Total	645

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

The enactment of public statutes, ordinances, regulations, administrative procedures and/or processes could have a negative effect in the cost to produce and/or maintain an affordable housing stock in the local market. In its continuously public responsibility, the State must deal with taking actions to ameliorate the effects that existing policies could have in promoting affordable housing initiatives.

Among the common policies that have an effect as a barrier to affordable housing in the local housing market, we can describe land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. Under the current Government structure, some of these policies are enacted at the local government level. Therefore, the State Government must deal with some jurisdictional level establishment in order to take care of the possible limitations that such policies represent to the affordable housing markets.

As previously stated in this plan, the State Government is currently putting in place a new public policy vision with the objective of promoting the sustainable development of Puerto Rico and addressing the deep economic and financial recession that had stall the Island economic development for the last decade. The *Plan para Puerto Rico* includes a series of strategies and initiative that promotes a change of vision in the form of managing the public sector and in the way the State Government conducts its public business.

Through the described plan, the State Government proposes to take actions that leads to the economic development of the Island in all business sectors including the housing markets. In this section, the PRDOH will present which of the proposed public policies address the needs of ameliorating the effect that enacted public policies have in the affordable housing market in Puerto Rico.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Many of the common policies that have a direct effect in the production and development of affordable housing units are related with permits process and land use planning process. To address most of the practices that are considered barriers for the production and development of affordable housing units, the Government vision must be from a planning and land use management context.

It is well known that, in Puerto Rico, the permits process is one of the multiple reasons for the economic stagnation experienced by the Island. A very high deficient and ineffective permits process, has contributed to the general economic recession experienced by the Puerto Rico industrial sector for the

last decade. To address the policies that are considered barriers for affordable housing actions, the new public policy of the PR State Government is proposing the establishment of a Single Point Permits Office, that will have the responsibility of streamlining the permits process and create a friendly and effective mechanism that assist in improving the business environment in the Island, including the business model for housing development actions.

Other factor that the State Government will be addressing through the new government vision is the land use policies. Through the creation and implementation of a Strategic Planning Program, the State Government will be creating medium and long period plans relating to the land space ordainment within the Island. The State Land Use Plan will be revised to align it to the Municipalities Local Land Use and Ordainment Plans. This initiative will have the effect of eliminating existing confronting policies for land use and will promote flexibility in the establishment of polices concerning the use of the land and the promotion of project development throughout the Island, including housing related activities.

In addition, the State Government policy is promoting the establishment of affordable housing policies to benefit low income and special needs population groups. Among the proposed policies is the *Casa Mía* initiative that promote the establishment of an incentive program to facilitate the acquisition of an existing housing unit to low income worker's families, the *Nuevo Comienzo* initiative that proposed the provision of rent subsidies to women who are victims of domestic and gender violence actions and the *Egida del Siglo 21* initiative, an activity proposing the rehabilitation and modernization of elders housing projects.

The first two (2) of the described affordable housing initiative will also have the effect of promoting the acquisition and occupation of existing housing units that currently are vacant and available within the housing market in Puerto Rico. The vacancy of housing units has been arising in the last years due to the significantly migration wave that the Island has been experiencing. With initiative like the described, the State Government purpose of stabilizing communities that have suffered from significantly vacancy in their housing units and will limit the probability of abandonment of the communities housing stock.

Discussion:

To tackle and ameliorate the effect of the actions that commonly are considered barriers for the development and establishment of affordable housing actions, the PR State Government is proposing pro-active initiatives that will foster activities to provide housing units to low income and special needs population groups. These actions consider planning and permits policies that will facilitate the undertaking of activities directed to address the housing needs of the economically disadvantaged individuals, as well as the creation of new initiatives toward the provision of incentives for acquisition, lease and/or rehabilitation purposes by low income worker families and/or special needs population groups.

AP-85 Other Actions – 91.320(j)

Introduction:

In this Section of the Annual Action Plan for PY 2019, the PRDOH will include a description of the actions that the PR-State government it will undertake to foster and maintain a stable affordable housing stock; to reduce the risk of exposure to lead based paint hazards; to reduce the number of poverty-level families; to develop the institutional structure and to enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

As part of the State Government vision, the Consolidated Plan Agencies will be providing economic assistance and incentives to address the housing and socioeconomic needs of the underserved population groups. Under Puerto Rico current economic scenario, the lack of resources among the low income and underserved population is the main reason to obstacle the socioeconomic stability of these groups within the general society.

The particular actions that will be taken by the Agencies are:

- The State Department of Housing will be responsible to provide rent financial assistance to eligible low income families and/or individuals and rent assistance and the creation of economic development actions within the public housing projects to improve the economic and living conditions of this segment;
- The PRDOH will provide homeownership assistance to low income persons interested to acquire an affordable housing units;
- Also the PRDOH will make available CDBG funds for housing rehabilitation actions of low income owner occupied units within the Non-Entitlement municipalities of the Island. This action will promote improve the physical conditions of the low-income housing stock in the Municipalities;
- The State Department of Health, through the Municipality of San Juan Housing and Community Development Department, will promote tenant based rental assistance activities for HIV/AIDS individuals and their families. In addition, transitional housing and supportive services will be made available for HIV/AIDS homeless individuals reach out by Nonprofit Organizations providing housing and supportive services to this population.
- The State Department of Family will make available ESG funds for the provision of housing activities services for homeless individuals and/or at risk homelessness individuals. These assistances will be provided through Nonprofit Organizations and municipalities around the Island. In addition, the Department will strongly support the efforts of the Homeless Continuum of Care Coalitions operating within the Island jurisdiction and that are responsible to request and distribute Continuum of Care funding to address the basic and immediate needs of the homeless population in Puerto Rico.

Additional efforts, from administrative and planning management actions, will be taken in order to improve the permits process and land use policies that will allow the promotion of actions to facilitate affordable housing initiative around the Island.

The Commonwealth is also taking tax measures to support affordable housing programs. For example, in 2014 the Commonwealth imposed a 2% special tax on Money Transmitting Business on money transmission processed or completed electronically or by check, fund Law 173 “Housing Rental and Improvement Subsidy Program for Low-Income Elderly Persons”.

Regarding CDBG, some of the most urgent needs of non-entitlement communities are infrastructure, housing rehabilitation and economic development. To expedite funding allocation and expenditure, the Commonwealth of Puerto Rico assigned by Law an equal amount of CDBG funds to non-entitlement municipalities, except for Vieques and Culebra that are granted 15% in additional funding. Based on their local knowledge, these units of local government decide the activities they want to support. PRDOH’s new policy is also a strategy to shift scarce municipal human and administrative resources from proposal writing activities to program implementation and compliance. Moreover, this action will allow PRDOH personnel to dedicate more time to technical assistance and oversight activities.

Actions planned to foster and maintain affordable housing

As previously stated the provision of economic assistance to rehabilitate, acquisition and rent affordable housing units is the main action that the PR State Consolidated Plan Agencies will be undertaken to foster and maintain a healthy and stable affordable housing stock within the local housing market.

In addition, pro-active actions leading to promote the re-use and re-occupation of existing vacant housing units within the low-income communities of Puerto Rico, will promote the expansion of the low-income housing stock, will promote re-population actions in communities that has suffered of a high level of migration and will avoid the deterioration and abandonment of communities creating a public safety and health problems within the Municipalities.

The State Government is also proposing actions toward supporting the creation of housing activities under a cooperative business model. As part of the support that the new public policy will provide to the Puerto Rico Cooperative Movement, housing projects will be supported as part of this government economic development vision.

The main action of the Commonwealth is the use of a mechanism of a Unified NOFA. This strategy seeks leveraging expertise with funds and resources available for housing and community development from different programs to support the policies of the State Housing Plan.

The state will use HOME and HTF funds particularly through homebuyer assistance programs and single family rehab to foster and maintain affordable housing. Moreover, the state plans to use HOME funds to leverage other state projects which will increase the affordable housing inventory. The use of HOME

resale and recapture provisions will support the affordability of such projects in the long-run.

Additionally, CDGB housing activities (Rehab, CDBG-DR Affordable rental housing, NSP) will serve to maintain the affordable housing stock in Puerto Rico.

Actions planned to reduce lead-based paint hazards

The PRDOH have a pro-active approach to reduce lead-based- paint hazards in residential projects across the Island, such as:

1. Professional assessment for deteriorated paint in units built before 1978
2. Initial and annual HQS inspections
3. Disclose information among residents of lead-based paint hazards
4. Stabilization, removal and disposal of dangerous material. The State HOME Program has contracted companies to provide technical assistance for the evaluations, visual assessment, HQS inspections and paint testing (when necessary) for the housing units that will be rehabilitated with HOME funds in order to comply with lead-based paint requirements and other applicable federal environmental laws and regulations.

Housing providers funded through HUD provide decent, safe, and sanitary housing to their residents. Part of this responsibility is to protect these residents, particularly children under age six, from the health risks of lead-based paint. Public Housing Authorities (PHAs) and landlords protect these families by complying with HUD's lead-based paint regulations.

With respect to the Housing Choice Voucher Program (HCVP), the Lead Safe Housing Rule (LSHR) applies only to units constructed prior to 1978 occupied (or intended to be occupied) by a child under age six, the common areas servicing those units and exterior painted surfaces associated with those units and common areas. The Lead Disclosure Rule (LDR) applies to disclosure of lead-based paint and lead-based paint hazards in most housing constructed prior to 1978 ("target housing") at sale or lease, whether or not they are or will be occupied by a child, and whether it is federally assisted or not.

Target Housing is generally, housing constructed before 1978. Housing for the elderly, and housing for persons with disabilities, are not target housing, unless a child under 6 years old resides or is expected to reside in that housing, in which case, the housing is target housing. All zero-bedroom dwellings are not target housing. In jurisdictions which banned the sale or use of lead-based paint before 1978, HUD may use an earlier date for determining target housing. Refer to Lead Compliance Toolkit, Housing Choice Voucher Program, HUD's Lead-Based Paint Regulations (24 CFR Part 35).

Actions planned to reduce the number of poverty-level families

In order to reduce the number of poverty-level families the PR-State Government will coordinate the following effort:

- Continue to create training and workforce development opportunities through the investment of funds of the Workforce Innovation and Opportunities Act (WIOA) Program. These funds are committed to assist low income individuals in acquiring the technical knowledge and developing the work skills needed to effectively transitioning to the job market;
- Continue to support the Universities and Technical College community in providing educational opportunities to low and moderate income students with the objective of improving their academic skills and achieved to be hire in the local and/or regional job market;
- Provide financial housing subsidies to low and moderate income households in order to alleviate the cost burden effect that housing has in the economic status of the families;
- Continue to support private investment in the development of affordable housing projects;
- Continue to provide Tenant Based Rent Assistance to HIV/AIDS individuals and family members;
- Continue to invest Section 8 funds in assisting eligible households in their rental needs;
- Promote the creation of Public-Private Alliances, as a business model to promote economic development activities, to create and maintain jobs opportunities and expand the business activities base around the Island;
- Support the active participation of the Cooperatives Sector within strategic regional projects as a tool to create job opportunities, promote local investment and promote an increase in the

regional business activities throughout the Island.

Actions planned to develop institutional structure

During the preparation of the Consolidated Plan the PRDOH, as Lead Agency, envisioned to carry out the designed housing, community, economic development, homeless and special population strategy from an inclusive and collaborative point of view through the Consolidated Stakeholders network. Using the leading role of the PRDOH, the PR State Government will continue to encourage the active participation of these entities in order to meet the needs of the very low to moderate income persons and their communities.

Strategic meetings, working meetings, oversight activities, among other follow-up activities, will be undertaken in order to continue strengthen and developing strategic and accountable partnerships among the Institutional Structure of the housing and community development activities within the State Government structure.

Actions planned to enhance coordination between public and private housing and social service agencies

During the preparation of the Consolidated Plan the PRDOH, as Lead Agency, envisioned to carry out the designed housing, community, economic development, homeless and special population strategy from an inclusive and collaborative point of view through the Consolidated Stakeholders network. Using the leading role of the PRDOH, the PR State Government will continue to encourage the active participation of these entities in order to meet the needs of the very low to moderate income persons and their communities.

Strategic meetings, working meetings, oversight activities, among other follow-up activities, will be undertake in order to continue strengthen and developing strategic and accountable partnerships among the Institutional Structure of the housing and community development activities within the State Government structure.

Discussion:

The PR-State Government will continue to use CPD funds to achieve the goals and objectives of the Consolidated Plan. In achieving these goals and objectives, the State will integrate to the CPD allocated funds, additional public funding streams and will leverage communitywide available funding to maximize the resources toward the provision of services to the most in need population groups.

The maximization in the use of available funding within the community, will require the development of strategic and accountable partnerships with all Consolidated Plan Community Stakeholders as part of the institutional structure created toward delivering the basic and essential public services to address the needs of the low-income population segments.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

Section 104(j) of the Act and Federal Register Vol. 77 No. 78, April 23rd, 2012 (Final rule) excludes from the definition of Program Income an amount of \$35,000 per year or less. Therefore, in compliance with federal laws and regulations, PRDOH does not require non-entitlement municipalities to return income up to \$35,000 provided that such revenue is counted as miscellaneous revenue. Nonetheless, PRDOH must be informed through quarterly financial reports issued to the agency of the nature and disposition of all revenues collected by the municipality, in order to determine compliance with the Program Income Rule.

Instructions regarding the reporting and expenditure of program income are available at PRDOH. The municipalities are required to send their program income estimates and reports through e-mail or fax.

Currently PRDOH does not hold CDBG funds of program income. It does not expect to receive any program income above the threshold in the following year.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	300,000
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

70.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A. The HOME program will use HUD-acceptable forms of investment described in 24 CFR Section 92.205(b)(1) for grants and loans. No alternative forms of investment will be used.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Resale and Recapture Provisions

The **HOME** Program will ensure that **HOME** rules regarding affordability will be observed, as stipulated at 24 CFR 92.254 for Homeownership. The assisted properties will meet affordable housing requirements. Thus, properties will provide modest housing, be acquired by a low-income family as its principal residence and meet affordability requirements for a specific period of time. Affordability restrictions for both Resale and Recapture provisions, as discussed below, will be included in the written agreements executed by the homebuyer and the **PRDOH** and will be enforced via deed restrictions separately recorded, and a soft second mortgage over the property.

The **PRDOH** will use both Resale and Recapture provisions. Resale provisions will only be used in cases in which HOME assistance has been awarded as development subsidy and will not be used to reduce the purchase price of the unit and in cases in which the permanent and primary financing for the acquisition would be affected due to the lender's policies regarding the treatment of the Recapture provisions. It has been the **PRDOH's** experience that certain institutions equate subsidies awarded in lieu of Recapture provisions as payable loans and therefore must be considered when calculating the property's Loans to Value Ratio. Under these circumstances and when the Loans to Value Ratio exceeds the ratio authorized under the primary lender's policies, the developer or CHDO may request the sale of the HOME assisted unit under the Resale provisions. In any such case the developer or CHDO must seek the **PRDOH's** prior written approval before selling the unit using Resale provisions.

Recapture provisions will not be used when a project receives only a development subsidy and is sold at fair market value, instead, resale provisions will be used.

Adequate controls are in place, particularly as revised deed restrictions and periodic inspections, to enforce **HOME** resale or recapture provisions. The abovementioned provisions and restrictions will also apply to CHDO's in the same manner. The **PRDOH** will determine which type of provision to use with CHDO's. Such determination will be included in the written agreement with the CHDO's.

See Recapture Provisions Below:

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The Resale or Recapture Guidelines that assures the affordability of units acquired with HOME funds are included below.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME Program funds will not be used to refinance existing debts.

Emergency Solutions Grant (ESG) Reference 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)

The ESG standards are included on the Appendix Section of this plan.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Both PRCoC-502 and PRCoC-503 have established a Coordinated Entry System.

The PRCoC-502 Coordinated Entry System named "Derecho a Techo" is fully implemented in its geographic region. The use a comprehensive coordination of the services available through the CoCPR502 community and other leaders within the geographic area including 24 Municipalities. Through their outreach program they identify the most vulnerable homeless individuals and offers services conducive to obtaining housing. The CE is a hybrid since it has an easy access office from 8:00 a.m. to 8:00 p.m. Mondays through Fridays, a toll-free number, a mobile case management office and three access point partners. Participants' needs are prioritized considering crisis situations and conditions such as chronic homelessness, domestic violence, mental illness and substance abuse, resulting in a better match of services. Individuals are evaluated with a standardized intake assessment form in order to ensure equal access and confirm the immediate needs of the individual.

The PRCoC-503 Coordinated Entry System (CES) named "Sistema Coordinado de Acceso" is also implemented. The CES uses a comprehensive coordination of the services available through the CoCPR-503 community, network of homeless and mainstream housing and supportive service providers and other leaders within the geographic area, including of 54 municipalities. By implementing a comprehensive "Housing First-Assertive Community Treatment Intervention", which includes outreach workers, community advocates, housing navigators, a community "Alternative Integrated Clinic" with primary, behavioral and substance abuse services, and case management. The CES identify the most vulnerable homeless individuals and offers services conducive to obtaining housing. The CES operates an emergency hotline available 24 hours a day 7 days a week, case management office and two access points located in Caguas and Ponce. Participants' needs are prioritized considering their level of prioritization based on chronicity and urgency, crisis situations and conditions such as chronic homelessness, domestic violence, mental illness and substance

abuse, resulting in a better match of services and housing options. Individuals are evaluated with a standardized intake assessment form in order to ensure equal access and confirm the immediate needs of the individual.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Please refer to Section AP-30, Method of Distribution, of this Plan for a complete description of how ESG Program funds are distributed among eligible Entities.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The State Department of Family complies with 24 CFR Section 576.405 requirements. The required homeless representation is met through the following actions:

Homeless population is represented in different entities:

- Multisectoral Council: Under Law 130: 2 homeless
- As required by the regulations the PR-502 has one chair on its board reserved for representatives of the homeless population, or persons who have experienced homelessness. In addition, the CoC has a separate committee formed by formerly homeless persons.
- PR-503 CoC have two chairs at least two (2) representatives of the homeless population, who are or have experienced homelessness.

5. Describe performance standards for evaluating ESG.

See Appendix.

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The Puerto Rico Housing Finance Authority (Authority) will make available the Housing Trust Fund Activities of Rental Housing along the HOME Investment Partnership Program (HOME) Action Plan (AP). Funds will be awarded to eligible applicants following a competitive process. The competitive process will follow the criteria established in the HTF Allocation Plan. Funds will be allocated to provide incentives for meeting developing and supporting affordable rental housing units. This will be achieved through new construction or rehabilitation of non-luxury housing with suitable amenities for rent.

Eligible Applicants: The PRHFA is not limiting the potential pool of applicants for the HTF program. Thus, PRHFA will allow developers, non-profits and other organizations to apply for HTF funds. However, applicants must be able to participate in PRHFA funding round (NOFA). Applicants must comply with the requirements established in 24 CFR 93.2. These requirements are integral to the basic threshold criteria described in the tables below. It is important to note that applications must demonstrate that participants understand the specific requirements of the HTF program and that even if HTF funds are combined in a project with multiple funding sources, HTF unit(s) must be assisted only via HTF eligible activities (24 CFR 93.200).

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Applications requesting HOME and HTF funds will be evaluated based on joint rating factors, once applicants have satisfied the basic threshold requirements. Those factors include local considerations and State HOME and HTF Program's criteria, such as: Project location; project characteristics; project owner/developer characteristics; financing characteristics; special needs projects; Housing needs and additional criteria for rental housing projects. See the appendix for a description of the scoring method and selection criteria that was specifically developed for the HTF Program. The criteria is presented below to facilitate the description of the priority funding factors. The QAP and PRHFA NOFA will be used

to determine the final scores and funding recommendations. The full explanation of the Method of Distribution of funds to be used during this program year is included in the Appendix Section (HTF Selection Criteria). Also, Section (e) below provides additional requirements for eligible recipients.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

See Appendix. HTF Selection Criteria.

d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The PRHFA will distribute funds through a competitive process and cannot predict the ultimate geographic distribution of the HTF funds. The method of distribution does not include an allocation of resources based on geographic areas, so target areas are not earmarked. Yet, the HTF Program will consider the housing needs for eligible income families in non-metropolitan areas, by taking into account the upcoming new census figures by Municipalities. The merits of the proposal will be evaluated taking into consideration the needs in any particular location. The PRHFA will comply with regulations (24 CFR 92.201 (b)(1)) requiring that resources be allocated in non-metropolitan areas. The final distribution will be based on the criteria established in the method of distribution.

The HTF allocation for PY 2019 will be distributed to benefit very low and extremely low income families (see HTF Funding Priorities 91.320(k)(5)(i) for the definition).

See Appendix [HTF Selection Criteria] for additional geographic considerations in the scoring system.

e. Describe the grantee’s required priority for funding based on the applicant’s ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The PRHFA will consider applications from potential recipients that “have demonstrated experience and capacity to conduct other Tax Credit/HOME projects as evidenced by its ability to: (i) Own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development” (24 CFR 93.2 – Definition). The term “full compliance and successful record” provides sufficient basis to

determine the applicants capacity to obligate HTF funds and undertake activities in a timely matter.

Due to the limited amount of HTF funds, is not viable for the initial HTF allocation to be distributed via a stand-alone funding round. Thus, the State will distribute HTF funds via its regular funding round, which includes other federal funding sources such as HOME, LIHCT, among others. Under the abovementioned funding round, applicants will have to demonstrate with evidence that they have fulfilled the initial basic requirements established in the “Basic Threshold”. The PRHFA has created an specific set of requirements that HTF potential applicants must satisfy. Not complying with such requirements causes applicants to be disqualified. If applicants demonstrate fulfillment of basic threshold requirements, then the specific point ranking evaluation criteria will be applied to the proposed projects.

The basic threshold for the HTF establishes that applicant must demonstrate experience. “If proposing to use o of HOME or NHTF Developer, General Partner or Managing Partner must demonstrate successful record and full compliance participating in same capacity in the development of HOME /NHTF projects in Puerto Rico.” To validate such assertion the applicant must submit “Relevant project documentation to support experience in particular project.” And “Certification issued by the Authority's Audit and Compliance Office, or the Department's Housing Subsidies and Community Development Division, as applicable.”

See Appendix [HTF Selection Criteria] for the specifics of the scoring system. (Section IV of the NOFA Ranking Self-Evaluation.)

f. Describe the grantee’s required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Section IV of the scoring method provides additional points for applicants that combine LIHTC or HOME projects that are specifically destined for long-term rental assistance. “If proposing to use only LIHTC or HOME, project demonstrating utilization of the respective LIHTC or HOME program, or in combination with other programs; if proposing to use LIHTC and HOME combined, or in combination with any other federal or state program, project utilization of similar program mix subsidizing development costs, long-term operations or providing long-term rental assistance.” (See above, Section IV Scoring Method)

It is important to note that HTF units will include the 30 year restrictive covenants. These combined multifamily projects will provide for the preservation of affordable rental housing, particularly for extremely low families since HTF units will be required to comply with such income levels. Thus, projects which seek to increase the affordable rental housing stock will be scored favorably. Due to the limited amount of funds under HTF, leveraged funds will be the biggest portion of funds under these multifamily projects.

See Appendix [HTF Selection Criteria] for additional details.

g. Describe the grantee’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

All projects funded with HTF will be required to comply with a minimum of 30 years affordability restrictions. Additional points are given to projects which provide an affordability period beyond the 30 years. Proponents will be required to sign a Land Use Restrictive Covenant Agreement. (See Section III.4 of the Scoring method)

“If requesting NHTF, a project might earn up to 3 points for extending the term of affordability beyond the extended use period of thirty years” (Section III.4 of the Scoring method)

The specific priority funding factors established for the HTF program are described in Section IV of the NOFA Ranking Self-Evaluation. This section establishes a specific priority funding factor for developers or the applicant’s capacity to undertake tax credit/HOME projects.

The following documents will be required to demonstrate the applicant’s capacity to undertake an HTF project:

- Copy of HAP, IRS form 8609 for each project, as applicable.
- Relevant project documentation to support experience in particular project.
- Certification issued by the Authority's Audit and Compliance Office, or the Department's Housing Subsidies and Community Development Division, as applicable. Moreover the NOFA Ranking Self-evaluation scoring system provides additional points for applicants who have financial capacity to undertake projects. Point ranking system requires a certain amount of liquid assets. The required documents include:
- Compiled or revised financial statements certified by a licensed accountant.

- Sources and Uses

Also, recipients must comply with PRHFA selection requirements as established in the HOME program/LIHTC QAP. Again, it is important to emphasize that entities must demonstrate organizational ability, financial capacity and knowledge of Federal, State and local housing program requirements. Recipient must demonstrate capacity to manage and operate an affordable rental housing program. See Appendix [HTF Selection Criteria].

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See Appendix.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See Appendix. HTF Selection Criteria.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

N/A

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress,

consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.

Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

PRDOH will use the maximum per unit subsidy standards adopted by the State HOME Program. This will allow income eligible families to meet the eligibility requirements pursuant to 24 CFR 92.203. For rental projects, the proposal should allow renters to be eligible, through compliance of 24 CFR 92.216. For the PY 2019 an application or proposal will include the Basic Threshold Requirements and the additional requirements as outlined originally in the previous JANOFAs efforts.

The initial basic qualifications will be evaluated by the State HOME program personnel. If the project does not meet requirements for completeness, the applications will not be received. If received, only those applications that meet the joint basic threshold requirements and qualifications would be further considered for evaluation under joint the Point Ranking System. The project location and the targeted population will be key factors in determining the grant size limit.

The Government of Puerto Rico is adopting the maximum HOME subsidy limits established in CPD Notice 15-03 for the HTF Program. These limits were adopted from Section 234 of Condominium Housing basic mortgage limits. As shown in the following table, limits vary by the number of bedrooms in the unit, and type of structure. The most recent Federal Register on Section 234-Housing Condominium (FR 72107) establishes the following limits:

Bedrooms Non-Elevator Elevator HCP Maximum Per Unit Subsidy (see appendix for table).

It is important to note that San Juan is listed in the High Cost Percentage Exception List with 270%, however it is capped at 240%. The last column is the resulting maximum per unit subsidy. The PRHFA will apply these limits statewide since construction costs do not vary significantly between different geographical areas of the Island. Based on PRHFA these subsidy limits are reasonable taking into account the current construction costs and the experience of the agency with previous projects. Puerto Rico has several well-connected distribution centers which provide a constant pool of construction and building materials throughout the Island. Transportation infrastructure, along with port facilities in the north and south of the Island facilitate this process. Moreover, human resources costs are fairly similar between regions, particularly in construction related activities.

The abovementioned analysis recognizes that there exists fundamental differences between individual projects costs, but variations between municipalities or regions are not significant enough to grant a variation by region in the subsidy limits. The PRHFA understand that HOME limits are appropriate as the initial cap for the amount of HTF funds that will be potentially allocated to units.

See Appendix for additional details. HTF Selection Criteria.

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

See Appendix.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-

time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

See Appendix.

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

The Housing Trust Fund (HTF) statute, section 1338(c)(7)(B)(ii), requires housing for homeownership to have an initial purchase price that meets the requirements of section 215(b)(1) of the Cranston-Gonzalez National Affordable Housing Act (HOME statute). The HTF Interim Rule at 24 CFR § 93.305(a), requires that the initial purchase price or after-rehabilitation value of homeownership units assisted with HTF funds meet the definition of modest housing and that the purchase price of HTF assisted single family housing cannot exceed 95 percent of median purchase price for the area for newly constructed or standard housing.

Newly Constructed Housing: The HTF homeownership value limits for newly constructed HTF units is 95 percent of the median purchase price for the area based on Federal Housing Administration (FHA) single family mortgage program data for newly constructed housing. Nationwide, HUD has established a minimum limit, or floor, based on 95 percent of the U.S. median purchase price for new construction for nonmetropolitan areas. This figure is determined by the U.S. Census Bureau. HUD has used the greater of these two figures as their HTF homeownership value limit for newly constructed housing in each area.

Existing Housing: The HTF homeownership value limit for existing HTF units is 95 percent of the median purchase price for the area based on Federal FHA single family mortgage program data for existing housing and other appropriate data that are available nation-wide for sale of existing housing in standard condition. Nationwide, HUD has established a minimum limit, or floor, based on 95 percent of the state-wide nonmetropolitan area median purchase price using this data. HUD has used the greater of these two figures as their HTF homeownership value limits for existing housing in each area.

The PRDOH will use the limits published by HUD that can be found at:

<https://www.hudexchange.info/resource/4982/housing-trust-fund-homeownership-value-limits/>

The recapture provisions are included as attachment appendix of this Plan.

See Appendix.

11. Grantee Limited Beneficiaries or Preferences. Describe how the grantee will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the grantee will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

The State will not limit beneficiaries and/or give preferences to any segments of the extremely low-income population.

12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

The PRDOH will not refinance existing debt with the HTF funds.

Discussion:

The performance standards of the program, will evolve over the next few years as the ESG Rule is fully implemented and as ESG sub-grantees improve their program outcomes through the evaluation of HMIS data and through integration of ESG services into their local Continuum of Care.

Attachments

Citizen Participation Comments

EL VECINO DE PUERTO RICO • MEMBERS, 15 DE FEBRERO DE 2019

AVISO PÚBLICO

DEPARTAMENTO DE LA VIVIENDA

AVISO PÚBLICO RELACIONADO CON EL PLAN DE ACCIÓN DE VIVIENDA Y DESARROLLO COMUNAL DEL ESTADO 2019

El Departamento de la Vivienda de Puerto Rico (DVPR), siguiendo las directrices de la Ley Federal del Departamento de la Vivienda y Desarrollo Urbano de los Estados Unidos de América (HUS), por sus siglas en inglés, se encuentra en el proceso de preparación del Plan de Acción del año 2019. El Plan integra el uso de los fondos federales de los Programas "Community Development Block Grant" (CDBG), "Home Investment Partnership Program" (HOME), "Housing Trust Fund" (HTF), "Housing Opportunities for Persons with AIDS" (HOPWA) y "Emergency Solutions Grant" (ESG). Estos fondos se utilizan en proyectos y actividades que beneficien principalmente a los residentes de ingresos bajos y moderados de los municipios "non-entitlement" (menos de 18,000 habitantes) y otras poblaciones vulnerables al interior de la isla.

A la fecha de publicación de este aviso, el Departamento de la Vivienda y Desarrollo Urbano no ha recibido oficialmente los fondos asignados para el Año Programa 2019, que comprende del 1ro de julio de 2019 al 30 de junio de 2020. Por lo cual, para efectos de la preparación del plan de acción, se está utilizando como referencia la asignación recibida en el año 2018. Estos fondos están disponibles para atender las necesidades de vivienda, desarrollo comunal, desarrollo económico, servicios sociales y de servicio público, a través de los diferentes programas, y se desglosan de la manera siguiente:

1. Asignación en Bloque al Estado para el Desarrollo Comunal - "Community Development Block Grant" (CDBG) Agencia: Departamento de la Vivienda del Gobierno de Puerto Rico Cantidad asignada: \$24,345,733 Actividades: Obras públicas, facilidades públicas, actividades dirigidas a atender las necesidades de vivienda, desarrollo comunal, infraestructura, servicio público y aquellas que promuevan el desarrollo económico. Criterio a Servir: Residentes de los 51 municipios "non-entitlement".	Cantidad asignada: \$2,054,972 Actividades: Asistencia de vivienda y servicios de apoyo para personas que viven con VIH/SIDA y sus familias. Criterio a Servir: Residentes bajo la demarcación geográfica establecida por HUD, "Puerto Rico Designated Metropolitan Statistical Area" (PDRMSA), la cual incluye los residentes de los 18 municipios de la isla.
2. Programa para Soluciones de Emergencia - "Emergency Solutions Grant" (ESG) Agencia: Departamento de la Familia Cantidad asignada: \$1,577,861 Actividades: Servicios de atención a la población sin hogar, servicios de albergue de emergencia, mediación y estabilización de vivienda y prevención. Criterio a Servir: Personas.	4. Oportunidades de Vivienda "Home Investment Partnership Program" (HOME) Agencia: Autoridad para el Financiamiento de la Vivienda Cantidad asignada: \$1,796,286 Actividades: Rehabilitación a nueva construcción de vivienda para alquiler, asistencia directa al propietario, estabilización a nuevos constructores de viviendas por el dueño, y desarrollo de vivienda asequible a través de la participación de organizaciones comunitarias de desarrollo de vivienda (CHDO) por sus siglas en inglés). La actividad "Incent-Based Rental Assistance" (IBRA) se atiende con fondos de años anteriores, de haber disponibilidad. Criterio a Servir: Residentes de los 18 municipios de Puerto Rico.
3. Oportunidades de Vivienda para Personas Viviendo con VIH/SIDA - "Housing Opportunities for Persons with AIDS" (HOPWA) Agencia: Departamento de Salud, Oficina Central Para Personas Del SIDA y Enfermedades Transmisibles (OCSET)	5. Oportunidades de Vivienda "Housing Trust Fund" (HTF) Agencia: Autoridad para el financiamiento de la Vivienda Cantidad asignada: \$1,333,357 Actividades: Rehabilitación a nueva construcción de vivienda para alquiler. Criterio a Servir: Residentes de los 18 municipios de Puerto Rico.

El objetivo de estos fondos es el desarrollo de comunidades urbanas saludables, proveer vivienda y facilidades adecuadas y expandir las oportunidades económicas para personas de ingresos bajos y medianos y otras poblaciones vulnerables. Se promueve la participación de los unidades de gobierno local, los/los dueños de las organizaciones con fines de lucro, entidades sin fines de lucro y agencias de gobierno en el proceso de identificación de necesidades y desarrollo e implementación del referido Plan. A los fines de dialogar sobre el objetivo antes mencionado y obtener el insumo sobre las necesidades y prioridades, se invita a todos los alcaldes/alcaldesas de los municipios, funcionarios/as municipales, agencias públicas, organizaciones con y sin fines de lucro y público en general a participar de la siguiente:

VISTA PÚBLICA
DÍA: martes, 5 de marzo de 2019
HORA: 8:00 am
LUGAR: Centro Cultural Yolanda Guerrero, Guaynabo

En esta Vista Pública se consultará a los/as participantes sobre el contenido de distribución de los fondos para los Programas antes mencionados. Los/as interesados/as deberán presentar por escrito sus peticiones o comentarios al respecto de la distribución de los fondos a la dirección postal y de correo electrónico antes mencionados. El/los participante/s podrá/n llevar a cabo la vista en uno de los/as centros a personas con impedimentos físicos. Además, se proveerá servicios de intérprete a personas con impedimentos del habla o audición, y servicios de traducción al inglés, de ser solicitada.

Para información adicional puede comunicarse al (787) 274-2527, extensiones 5939, 5117, 6421 y 6422. Las comunicaciones deberán ser enviadas al correo electrónico: adg-municipal@dvpr.gobierno.pr o por correo postal al:

Departamento de la Vivienda
Programa CDBG (Hoja paja)
PO Box 21365
San Juan, PR 00928-1365

Comentarios a las Vistas Públicas no serán aceptados posterior al **jueves, 4 de abril de 2019**. Este aviso se publica de conformidad con el Título 24 del Código de Reglas Federales, Parte 91-115.

Se informa también, que se espera tener disponible el Plan de Acción 2019 preparado, para la revisión de las agencias de gobierno, unidades de gobierno local, ciudadanos y personas interesadas desde el día **martes, 9 de abril de 2019**, en las oficinas de las siguientes agencias durante horas laborales, y en las páginas de Internet que se mencionan a continuación:

- Departamento de la Vivienda, Programa CDBG, Avenida Barbosa #100, Edificio Juan C. Cordero (Piso 4), Río Piedras, Puerto Rico www.dvpr.gobierno.pr
- Autoridad para el Financiamiento de la Vivienda (Programa HOME & HTF), Avenida Barbosa #100, Edificio Juan C. Cordero (Piso 4), Río Piedras, Puerto Rico
- Departamento de la Familia (Secretaría Asesora de Planificación e Informática), Avenida Roosevelt, Edificio Roosevelt Plaza #125, Piso 1.
- Departamento de Salud: Calle Península #1, Frente a Hospital de Piquetón, Centro Médico, San Juan, Puerto Rico.
- Oficina de Programas Federales de los 51 municipios "non-entitlement" de Puerto Rico.

Igualmente, se desea informar que el **Plan de Participación Ciudadana del Estado** y las reuniones preparadas a este, están disponibles para comentarios del público en las oficinas y página Web indicadas previamente. El Plan de Participación Ciudadana contiene una descripción de las estrategias y sumas para la participación ciudadana y métodos interactivos en las pruebas de planificación comunitaria para el uso de las organizaciones del Estado de los programas CDBG, ESG, HOME, HTF y HOPWA. Aquellas personas y entidades interesadas en emitir comentarios al mismo, tendrán un periodo de 15 días a partir de la publicación de este aviso, a través de la dirección postal y de correo electrónico antes indicadas.

Hoy, viernes 15 de febrero de 2019.


 Ldo. Ricardo Rosselló Nevares
 Secretario Departamento de la Vivienda


CONSTRUIMOS

12c NOTICIAS AHORA

Inicia en Bayamón el arreglo de 3,000 postes

➤ El municipio contrató las brigadas privadas y la Autoridad de Energía Eléctrica (AEE) proveyó las luminarias

Redacción
 > EL VECINO

Con una inversión de \$375,000 y la colaboración de la Autoridad de Energía Eléctrica (AEE), el municipio de Bayamón inició ayer la reparación de 3,000 postes del alumbrado público en todo el municipio.

El anuncio lo hizo el alcalde Ramón Luis Rivera junto al director ejecutivo de la AEE, José Ortiz.

La iniciativa "Bayamón se ilumina" es producto de un acuerdo firmado entre la administración municipal y la AEE que permitirá que cinco brigadas de especialistas contratadas por el ayuntamiento inicien los trabajos. Esta primera fase incluye labores de reparación de manera simultánea desde el sur hacia el norte y del norte hacia el sur, comenzando en el área de Santa Rosa.

"La idea es que los dos grupos de brigadas terminen los trabajos en un punto del área urbana, coincidiendo las del norte con las que vienen del sur, desde Barrio Nuevo", explicó el alcalde.

Dijo que estima que el

proyecto tome unos tres meses a un costo de \$125,000 por mes, lo que podría representar una inversión mínima de \$375,000.

"El propósito es impactar cada una de las áreas y comunidades de la ciudad y según vayan avanzando los trabajos, iremos notificando las áreas a ser intervenidas semanalmente, para que el público tenga conocimiento", agregó Rivera.

Satisfecho José Ortiz

Por su parte, Ortiz indicó que este plan forma parte de los acuerdos colaborativos que han firmado con los municipios, los cuales permiten que los ayuntamientos provean las brigadas y la AEE las luminarias para sustituir y/o reparar las existentes que resultaron seriamente averiadas tras el paso del huracán María el 20 de septiembre de 2017.

"Tras el azote, el municipio ayudó a levantar el sistema eléctrico en la parte sur e identificó al menos 3,000 luminarias averiadas en los 12 barrios y más de 180 urbanizaciones que componen la ciudad.



El director ejecutivo de la AEE, José Ortiz (izquierda) y el alcalde de Bayamón, Ramón Luis Rivera (derecha), anuncian el comienzo del proyecto. >Comunicada



**GOBIERNO DE PUERTO RICO
DEPARTAMENTO DE LA VIVIENDA**

**AVISO PÚBLICO DE DISPONIBILIDAD DEL BORRADOR DEL PLAN DE ACCIÓN DE VIVIENDA
Y DESARROLLO COMUNAL DEL ESTADO 2019**

El Departamento de la Vivienda de Puerto Rico (DVPR), siguiendo las disposiciones de la Ley Federal del Departamento de la Vivienda y Desarrollo Urbano de los Estados Unidos de América (HUD, por sus siglas en inglés), desea informar a los alcaldes de los 78 municipios, organizaciones sin fines de lucro, organizaciones de base de fe, organizaciones culturales, ambientales y arqueológicas, agencias gubernamentales, empresas privadas y al público en general, que el Gobernador, Hon. Ricardo Antonio Rosselló Nevares, radicará en o antes del 16 de agosto de 2019, ante la Oficina de San Juan del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) el Plan de Acción de Vivienda y Desarrollo Comunal del Estado correspondiente al Año Programa 2019.

De acuerdo con la notificación emitida por el Gobierno Federal el pasado 16 de abril de 2019, el Gobierno de Puerto Rico recibirá la cantidad de \$42,713,776 para efectos de los siguientes programas:

Programa	Agencia	Asignación recibida en el año 2019
Community Development Block Grant, (CDBG)	Departamento de la Vivienda	\$23,715,075
Emergency Solutions Grant, (ESG)	Departamento de la Familia	\$3,576,230
Housing Trust Fund (HTF)	Administrado por la Autoridad para el Financiamiento de la Vivienda	\$1,034,301
Home Investment Partnership Program, (HOME)	Administrado por la Autoridad para el Financiamiento de la Vivienda	\$12,219,675
Housing Opportunities for Persons With AIDS, (HOPWA)	Departamento de Salud y el Municipio de San Juan	\$2,168,495
Total		\$42,713,776

Como parte del proceso de análisis, consulta y participación ciudadana de los procesos de planificación consolidada, fueron identificadas las necesidades y prioridades siguientes, que serán atendidas con los fondos asignados:

- Mejoras a la infraestructura y facilidades públicas que permita mejorar las condiciones de vida de las comunidades más necesitadas, incluyendo la accesibilidad a las mismas.
- Actividades que promuevan el desarrollo económico, y oportunidades de empleo a personas de ingresos bajos y moderados.
- Revitalización de áreas comunitarias en deterioro y las que presenten urgencias inmediatas.
- Prestación de servicios públicos, esenciales y de apoyo para el beneficio de las



personas de ingresos bajos y moderados, en aquellos sectores de la población con necesidades especiales, incluyendo las personas sin hogar, personas en edad avanzada y personas afectadas por el VIH.

- Actividades para el desarrollo de vivienda asequible para la venta o arrendamiento, ya sea de nueva construcción o rehabilitación de unidades existentes, con prioridad en renta y rehabilitación de vivienda.
- Rehabilitación o conversión de facilidades para el albergue de personas sin hogar y personas afectadas por el VIH.
- Servicios de vivienda para personas sin hogar y en riesgo de perder su hogar.
- Servicios de vivienda transitoria y permanente para personas sin hogar y personas afectadas por el VIH.

Los fondos asignados al Gobierno de Puerto Rico se distribuirán en las categorías que se describen a continuación:

I. Asignación en Bloque al Estado para el Desarrollo Comunal (CDBG)

Agencia Administradora: Departamento de la Vivienda

Presupuesto Asignación del Año Programa 2019: \$23,715,075.00

Distribución por Categorías:

Asignación a Municipios **\$23,003,623.00**

Administración del Estado **\$711,452.00**

Clientela a Servir: los 51 municipios "non-entitlement" (Adjuntas, Aguada, Aguas Buenas, Aibonito, Añasco, Arroyo, Barceloneta, Barranquitas, Camuy, Cataño, Ceiba, Ciales, Coamo, Comerío, Corozal, Culebra, Dorado, Florida, Guánica, Guayanilla, Gurabo, Hatillo, Hormigueros, Jayuya, Juncos, Lajas, Lares, Las Marías, Las Piedras, Loíza, Luquillo, Maricao, Maunabo, Moca, Morovis, Naguabo, Naranjito, Orocovis, Patillas, Peñuelas, Quebradillas, Rincón, Sabana Grande, Salinas, San Lorenzo, Santa Isabel, Utuado, Vega Alta, Vieques, Villalba y Yabucoa)

En conformidad con los objetivos nacionales del Programa, los fondos se utilizarán para llevar a cabo actividades y atender las necesidades de Vivienda, Desarrollo Económico, Desarrollo Comunal y Servicio Público que benefician principalmente a las personas de ingresos bajos y moderados. Entre los objetivos específicos se encuentran, asistir a las unidades de gobierno local en el desarrollo e implantación de estrategias para atender las necesidades antes mencionadas. De igual forma, promover la participación de los diferentes sectores de la comunidad para resolver las necesidades identificadas.

La distribución de los fondos se realizará conforme a la Ley Núm. 137-2014, según enmendada, la cual establece que los mismos serán distribuidos en partes iguales entre todos los municipios catalogados como "non-entitlements", exceptuando los Municipios de Vieques y Culebra, a los que se les adjudicará un quince por ciento (15%) adicional al otorgado a los demás municipios.



Desglose para 49 municipios	
Administración (17%)	\$76,209.90
Servicio Público (hasta 15%)	\$67,243.00
Proyecto de Libre Criterio (Vivienda, Desarrollo Comunal o Desarrollo Económico) (68%)	\$304,837.00
TOTAL	\$448,289.90

Desglose para Vieques y Culebra	
Administración (17%)	\$88,181.00
Servicio Público (hasta 15%)	\$77,806.00
Proyecto de Libre Criterio (Vivienda, Desarrollo Comunal o Desarrollo Económico) (68%)	\$352,722.00
TOTAL	\$518,709.00

Nota: El Municipio podrá presentar un solo proyecto por la cantidad de **\$372,080.00**, (49 municipios), o **\$430,528.00** (Vieques y Culebra), eliminando así la categoría de Servicio Público; o, asignar una cantidad menor en la categoría de Servicio Público, aumentando la asignación para el Proyecto de Libre Criterio.

Actividades elegibles para la Asignación Equitativa:

Los municipios podrán someter propuestas para desarrollar las actividades que se describen a continuación:

Desarrollo de Comunal – Bajo esta actividad, los fondos se utilizarán para subvencionar proyectos de desarrollo de infraestructura y facilidades públicas. Esto incluye la construcción de facilidades de agua, electricidad, teléfono, alcantarillados sanitarios y pluviales, y la construcción y mejoras a instalaciones públicas tales como: proyectos recreativos, deportivos, culturales y educativas, entre otras. También incluye proyectos de construcción y reconstrucción de caminos, carreteras, cunetes, repavimentaciones y puentes, entre otras.

Rehabilitación de Vivienda – Permite eliminar condiciones específicas que representen riesgos a la salud y a la seguridad del beneficiario. Provee costos de materiales (55%) y mano de obra (45%).

Servicio Público - Esta categoría ha sido establecida para subvencionar proyectos tales como: seguridad pública en las comunidades de alta incidencia criminal, ayudar a prevenir el crimen; atender las necesidades de las personas sin hogar y de la población con necesidades especiales, incluyendo cuidado de la salud, y ofrecer consejería, actividades que promuevan la Ley de Vivienda Justa y la prevención del uso problemático de drogas, actividades relacionadas con la educación y el adiestramiento, así como también otras actividades que se encuentran descritas en la Sección 105 (a) del título I de la Ley de Vivienda y Desarrollo Urbano de 1974, según enmendada. Todas las actividades estarán dirigidas a grupos especiales, de manera que se asegure el desarrollo máximo de las comunidades. Para cada proyecto en esta categoría deberá someterse la guía operacional de la actividad.



Actividades de desarrollo económico - Incluye proyectos relacionados con: a) Facilidades públicas para uso comercial, que implica rehabilitación o instalación de propiedades públicas para crear espacios comerciales que propicien el desarrollo de pequeñas y micro empresas; b) asistencia a microempresas, dirigida a incentivar microempresas y auto-empleo entre personas de ingresos bajos y moderados a través de subvenciones recuperables y préstamos; c) Programa Especial de Desarrollo Económico que incluye adquisición, construcción, reconstrucción, rehabilitación o instalación de edificios comerciales o industriales, entre otros; apoyo a través de préstamos, subvenciones recuperables y asistencia técnica; y servicios de desarrollo económico en conexión con otras actividades de CDBG.

Fondos para Administración - Los municipios podrán solicitar hasta un máximo de 17% de su asignación para gastos administrativos, según permitido por la reglamentación federal.

Fondo de Emergencia - Los municipios podrán solicitar fondos bajo esta categoría, según disponibles. En 2019, el estado no está separando una partida de la asignación para estos efectos. Los fondos para esta actividad provendrán de los fondos recapturados del Programa.

Límite de fondos a solicitar **\$100,000.00**

Estos fondos serán utilizados para atender situaciones de emergencia, donde exista riesgo para la seguridad y/o la salud de las comunidades y que se requiera una solución inmediata.

Programa de Garantía de Préstamos Sección 108

Cantidad Disponible para Garantía: \$118,575,375

El Programa de Garantía de Préstamos, es un recurso para financiar proyectos de impacto, que a su vez promuevan el desarrollo económico de los municipios elegibles. La disponibilidad de fondos varía por municipio y estará sujeta al proceso de evaluación y aprobación de HUD. El Departamento de la Vivienda, se asegurará que ninguna asignación de fondos CDBG que sea comprometida, como garantía de préstamos para determinado municipio, pueda afectar las asignaciones futuras para las restantes unidades de gobierno local. A tales efectos, se requerirá que los municipios pongan a disposición del Departamento de la Vivienda, los libros y otros documentos fiscales para inspección y evaluación.

II. Programa de Inversiones para el Desarrollo de Vivienda: "Home Investment Partnerships" (HOME)

Agencia Administradora: Autoridad para el Financiamiento de la Vivienda (AFV)

Presupuesto asignado al programa HOME: \$12,219,675.00

Clientela a Servir: residentes de ingresos bajos y muy bajos de los 78 municipios de Puerto Rico.



Distribución por Categoría:

Administración del Estado	\$1,221,967.00
Asistencia Directa al Comprador (Homebuyers)	\$5,000,000.00
Rehabilitación o nueva construcción por el propietario (Techo Dorado)	\$997,708.00
Rehabilitación o nueva construcción para el desarrollo de unidades multifamiliares para renta	\$5,000,000.00
Total	\$12,219,675.00

El programa HOME contribuye a expandir la oferta de vivienda de interés social para familias de ingresos bajos y muy bajos, mediante la provisión de subsidios a gobiernos locales, organizaciones sin fines de lucro, desarrolladores, y otras entidades elegibles, según descritas a continuación. Los fondos pueden ser solicitados, mediante propuestas por: Municipios; Desarrolladores privados; Organizaciones de base comunitaria para el desarrollo de viviendas "Community Housing Development Organizations – CHDO"; Individuos que solicitan asistencia directa para la compra; y Otras organizaciones sin fines de lucro.

Las actividades mencionadas anteriormente, están descritas en el Plan, así como también el método de distribución a seguir. Bajo las actividades elegibles del programa HOME, se atenderán las necesidades de vivienda de los ciudadanos de todo Puerto Rico. Los municipios, organizaciones y desarrolladores interesados en solicitar fondos tendrán oportunidad de someter propuesta. La invitación para la solicitud de fondos será publicada en un periódico de circulación general. Las propuestas se evaluarán conforme a los criterios y requisitos del programa.

III. Programa de Oportunidades de Vivienda "Housing Trust Fund"

Agencia Administradora: Autoridad para el Financiamiento de la Vivienda

Presupuesto asignado al programa HTF: \$1,034,301

Clientela a Servir: 100% de los fondos beneficiarán a personas de extremadamente bajos e ingresos bien bajos

En cumplimiento con la Sección 1131 del Housing and Economic Recovery Act - 2008 se hace disponible el Housing Trust Fund Plan para el año programa 2019. Este programa tiene como objetivo aumentar y preservar las viviendas asequibles, seguras, higiénicas; para familias con ingresos extremadamente bajos (31-50% de la mediana) y con ingresos bien bajos (31-50% de la mediana).

La AFV espera distribuir los fondos de la siguiente manera:

Administración y Planificación= \$103,430.00 (10%)

Viviendas Multifamiliares de Alquiler (nueva construcción/ rehabilitación)= \$930,871.00 (90%)

Total= \$1,034,301



IV Programa de Soluciones de Emergencia (antes Programa de Albergues Emergencia)

Agencia Administradora: Departamento de la Familia

Presupuesto para ESG: \$3,576,230.00

Clientela a Servir: Personas sin hogar o en riesgo de estar sin hogar de los 78 municipios de Puerto Rico

Distribución por categoría:

Componentes	Total	Por ciento	Límites reglamentarios
Alcance en la calle			
Albergue de Emergencia	\$2,145,738	60.00%	60.00%
Prevención	\$553,793.46	15.49%	
Realojamiento Rápido	\$535,929.14	14.99%	
Data Collection (HMIS)	\$72,552.15	2.03%	NA
Gastos Administrativos Municipios		0.01%	
Gastos Administrativos DF	\$268,217.25	7.49%	7.50%
Total	\$3,576,230.00	100%	

El Programa "ESG", por sus siglas en inglés, tiene como objetivos:

- Alcanzar a los individuos y familias sin hogar que viven en la calle.
- Ubicar rápidamente en alguna modalidad de vivienda a los individuos y familias sin hogar.
- Ayudar a operar y proveer servicios esenciales en los albergues de emergencia para individuos y familias sin hogar.
- Prevenir que individuos y familias lleguen a ser personas sin hogar.

Las actividades elegibles para el año 2019 incluyen, según detallado en la tabla anterior: Alcance en la Calle; Albergue de Emergencia; Prevención; Realojamiento Rápido; Data Collection HMIS; y Gastos Administrativos a Municipios.

Las prioridades para el año programa incluyen:

- Proyectos de Servicios de Alcance y de Realojamiento Rápido
- Albergue de Emergencia sin Barreras (población, edad, horario)
- Alcanzar a los individuos y familias sin hogar que viven en la calle.
- Ubicar rápidamente en alguna modalidad de vivienda a los individuos y familias sin hogar.
- Ayudar a operar y proveer servicios esenciales en los albergues de emergencia para individuos y familias sin hogar.
- Prevenir que individuos y familias lleguen a ser personas sin hogar.

El Departamento de la Familia (DF) utiliza un método de distribución de fondos que incluye, presentar una solicitud de propuesta competitiva el primer año, y el segundo año se distribuyen los fondos conforme al nivel de desempeño de los proyectos y disponibilidad de los fondos por parte de HUD.

La disponibilidad de fondos se informa, anualmente, a través de un anuncio público en un periódico de circulación general. También, se informa a los sistemas de cuidado continuo COC-502 y COC-503 para que notifiquen a las entidades que ofrecen servicios a las personas sin hogar o en riesgo de estar sin hogar.



V. Oportunidades de Vivienda para Personas con VIH/SIDA (HOPWA)

Agencia Administradora: Departamento de Salud, en conjunto con el Municipio de San Juan, Oficina Central de Asuntos del Sida y Enfermedades Transmisibles (OCASET)

Presupuesto para programa HOPWA: \$2,168,495.00

Clientela a servir: Personas afectadas por el VIH/SIDA y sus familiares, que prueben que su ingreso o el de su familia no excede la categoría de ingresos bajos, según establecida por el Departamento de la Vivienda Federal (HUD), por sus siglas en inglés.

Categorías de Servicio:

Fondos administrativos:

Departamento de Salud \$65,055 (3% de \$2,168,495.00)
Fondos Municipio de San Juan: \$2,103,440.00

Fondos administrativos Municipio de San Juan: \$147,241
(7% de \$2,168,495.00)

Fondos a ser delegados: \$1,956,199.00
(\$2,103,440.00-\$147,241)

Gran Total: \$2,168,495.00

El Programa está dirigido a desarrollar estrategias que permitan satisfacer las necesidades de Vivienda complementado con servicios de apoyo a personas de bajos ingresos económicos con VIH/SIDA y sus familiares. Su meta, es proveer un ambiente de vivienda estable para familias que están experimentando una crisis económica como resultado de complicaciones y situaciones que se presentan en las personas con VIH/SIDA. A través del modelo de Cuidado Continuo ("Continuum of Care"), se ofrecen servicios preventivos o paliativos que promuevan la calidad de vida.

HOPWA está adscrito al Departamento de Salud de Puerto Rico, bajo la colaboración directa de la Oficina Central para Asuntos del SIDA y Enfermedades Transmisibles (OCASET), pero su administración está delegada al Municipio de San Juan.

Los fondos a ser delegados, podrán ser solicitados por municipios y organizaciones sin fines de lucro, para las actividades siguientes:

Servicios de Vivienda:
Vivienda (pago de renta, hipoteca y utilidades a corto plazo (STRMU)
Vivienda transitoria con servicios de apoyo (Vivienda hasta 24 meses y servicios de apoyo)
Vivienda permanente: (Asistencia en el Pago de Renta Tenant-Based Rental Assistance, TBRA y Viviendas por más de 24 meses con servicios de apoyo)



Vivienda temporera: (Albergue)
Servicios de Apoyo:
Servicios nutricionales (alimentación)
Evaluación Nutricional*
Cuidado diurno
Manejo de casos
Servicios de salud mental*
Servicios médicos*
Todos los servicios de apoyo en función de mantener una vivienda.

Nota: Los servicios de apoyo, excepto servicios nutricionales, están adscritos a servicios de vivienda transicional o permanente. Como pagador de último recurso, solamente se cubrirán servicios que no sean cubiertos por seguros médicos privados o públicos.

La distribución de fondos se hará conforme a lo descrito en el Plan de Acción desarrollado para el Año Programa 2019. El aviso de solicitud de propuestas para la distribución de los fondos, se informó en la Vista Pública realizada el día 5 de marzo de 2019. Las organizaciones privadas sin fines de lucro y los municipios que no estén incluidos en Área Estadística Metropolitana de Caguas, Guaynabo y San Juan (EMSA, por sus siglas en inglés) serán elegibles para someter propuesta. Los fondos serán distribuidos a base de las propuestas sometidas. Se podrán asignar fondos a organizaciones del EMSA San Juan-Bayamón si quedan remanente de fondos sin adjudicar a las organizaciones del EMSA de Puerto Rico.

Cómo Emitir Comentarios

En cumplimiento con las disposiciones de la Sección 91.115 del Título 24 del Código de Reglamentación Federal y conforme al Título I de la Ley de Vivienda y Desarrollo Comunal del 1974, según enmendada, copias del Plan de Acción del Estado para el Año 2019 propuesto, y el "Housing Trust Fund Plan" 2019, estarán disponibles a partir de la fecha de publicación de este aviso para la revisión de los documentos y la presentación de comentarios durante horas y días laborales en los siguientes lugares:

1. Sitio de la página Web del Departamento de la Vivienda <https://www.vivienda.pr.gov/>
2. Departamento de la Vivienda, Programa CDBG: Avenida Barbosa #606, Edificio Juan C. Cordero (Piso 4), Río Piedras, Puerto Rico
3. Autoridad para el Financiamiento de la Vivienda (Programa HOME): Avenida Barbosa #606, Edificio Juan C. Cordero (Piso 3), Río Piedras, Puerto Rico
4. Departamento de la Familia (Secretaría Auxiliar de Planificación e Informática): Avenida Roosevelt, Edificio Roosevelt Plaza #185, Piso 1.
5. Departamento de Salud: Calle Periferal #1, Frente a Hospital de Psiquiatría, Centro Médico, San Juan, Puerto Rico.



Se aceptarán comentarios por escrito durante los próximos 30 días, a partir de la fecha de esta publicación. Dichos comentarios deberán estar dirigidos a:

**Departamento de la Vivienda
Programa CDBG (4to piso)
PO Box 21365
San Juan, PR 00928-1365**

Lcdo. Fernando A. Gil Enseñat
Secretario
Departamento de la Vivienda
Gobierno de Puerto Rico

No serán considerados aquellos comentarios recibidos después del jueves 12 de junio de 2019.

Publicado hoy lunes, 13 de mayo de 2019.



PLAN CONSOLIDADO

DE VIVIENDA Y DESARROLLO COMUNAL DEL
ESTADO Y PLAN DE ACCIÓN ANUAL



TRASFONDO

TRASFONDO

- Esta vista pública se realiza en virtud de la reglamentación federal que establece los procesos para el acceso a los fondos de los programas CDBG, HOME, ESG y HOPWA, provenientes del Departamento Federal de la Vivienda y Desarrollo Urbano (HUD).
- A partir del 1995, estos programas fueron consolidados en un solo documento de planificación y petición de fondos.
- En el caso de Puerto Rico, el Departamento de la Vivienda es la entidad designada para aunar los esfuerzos de las agencias que manejan estos programas para desarrollar el Plan Consolidado de Vivienda y Desarrollo Comunal del Estado de cada cinco años y el Plan de Acción Anual, ambos requisitos para la otorgación de fondos por HUD.



¿QUÉ ES EL PLAN CONSOLIDADO DE VIVIENDA Y DESARROLLO COMUNAL DEL ESTADO Y EL PLAN DE ACCIÓN ANUAL?



¿CUÁLES SON LOS OBJETIVOS DEL PLAN?

VIVIENDA	La disponibilidad y acceso a vivienda asequible, tanto de alquiler como para adquisición para personas de ingresos bajos y moderados, así como para poblaciones con necesidades especiales.
DESARROLLO COMUNITARIO	Promover ambientes comunitarios habitables en áreas y comunidades de ingresos bajos y moderados.
DESARROLLO ECONÓMICO	Fomentar oportunidades de desarrollo económico que beneficien a las comunidades y la población de personas de ingresos bajos y moderados.

5

PLAN DE ACCIÓN CONSOLIDADO
Programas CDBG, ESG, HOME, HTF & HOPWA

NOTIFICACIÓN DE FONDOS

- A la fecha, HUD no ha notificado los fondos asignados para el Año Programa 2019, por lo que la planificación y preparación del Plan Anual estará basado en un estimado de fondos, equivalentes a la Asignación de Fondos para el Año Programa 2018.

"Housing Trust Fund"	• HTF: \$1,253,357.00
"Home Investment Partnership Program"	• HOME: \$13,798,286.00
"Community Development Block Grant"	• CDBG: \$24,363,783.00
"Emergency Solutions Grant"	• ESG: \$3,572,861.00
"Housing Opportunities for Persons With Aids"	• HOPWA: \$2,034,912.00

7

PLAN DE ACCIÓN CONSOLIDADO
CDBG

OBJETIVO PROGRAMA CDBG

- El Community Development Block Grant Program (Programa CDBG) es autorizado bajo las disposiciones del Título I de la Ley de Vivienda y Desarrollo Comunal de 1974, según enmendada.
- Su objetivo principal es el desarrollo de comunidades urbanas viables. Este objetivo es alcanzado mediante la provisión de los siguientes elementos, particularmente a las personas de ingresos bajos y moderados:



PLAN CONSOLIDADO
DE DESARROLLO URBANO
Y ECONÓMICO

9

PROGRAMA CDBG DEL ESTADO

- Para alcanzar estas metas, la reglamentación del Programa CDBG establece actividades elegibles y los objetivos nacionales que dichas actividades deben cumplir. Como recipiente de los fondos CDBG, la entidad subvencionada debe asegurarse que los objetivos sean cumplidos.
- El Departamento de la Vivienda de Puerto Rico (DVPR) es la entidad subvencionada para el Programa CDBG del Estado, el cual está dirigido a municipios con menos de 50,000 habitantes ("non entitlement").



PLAN CONSOLIDADO
DE DESARROLLO URBANO
Y ECONÓMICO

10

RECIPIENTE DE CDBG Y AGENCIA LÍDER

La Ley Núm. 162 del 27 de julio de 2018 designa al DVPR como la agencia del Gobierno de Puerto Rico que recibirá y administrará los fondos de varios programas federales, incluyendo el Community Development Block Grant (CDBG).

A estos efectos, entre otras cosas, el DVPR es la Agencia Líder ("Grantee"), designada por Ley, para manejar el proceso de preparación y presentación del Plan Consolidado a 5 años y el Plan Anual de Acción de Puerto Rico ante HUD.

PLAN CONSOLIDADO
2018-2022

11

ASIGNACIÓN DE FONDOS: CDBG

Cantidad asignada en 2018:
\$24,363,783

Uso de los Fondos Asignación

Asignación a Municipios	\$23,332,870
Administración del Estado	\$730,913.00
Fondo de Emergencia	\$300,000.00

Ley Núm. 137-2014, según enmendada, establece que los fondos CDBG serán distribuidos en partes iguales entre todos los municipios designados "non-entitlements"

Excepción para Vieques y Culebra que reciben un (15%) adicional.

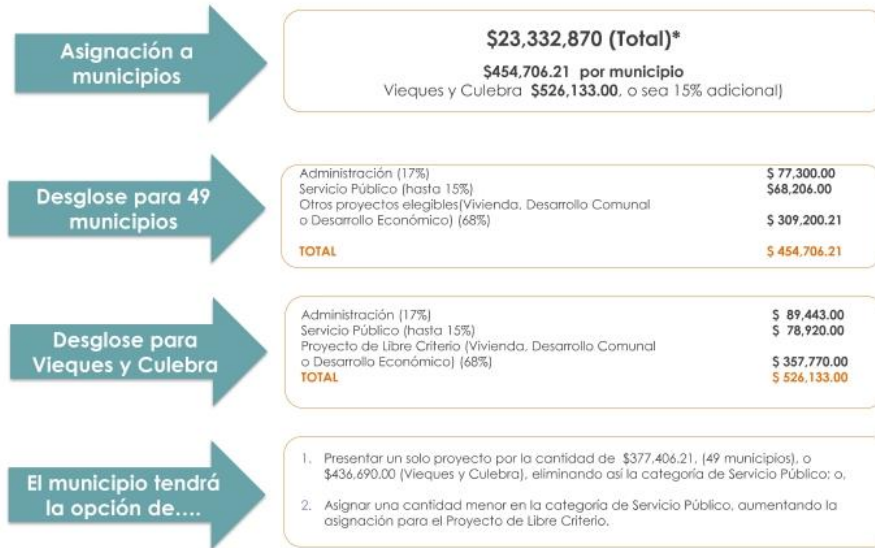
**Estimado basado en Asignación PY 2018.*

PLAN CONSOLIDADO
2018-2022

****De la asignación final resultar ser menor a la estimada las cantidades finales incluidas en el Plan Anual PY 2018 serán ajustadas proporcionalmente a la reducción de fondos recibida.**

12

ASIGNACIÓN DE CDBG



PLAN CONSOLIDADO
DE DESARROLLO COMUNITARIO

*Se establece conforme a lo establecido en la Ley 137 -2014, según enmendada.

13

ACTIVIDADES ELEGIBLES

DESARROLLO COMUNITARIO	CONSTRUCCIÓN, RECONSTRUCCIÓN Y REHABILITACIÓN DE FACILIDADES PÚBLICAS:	CONSTRUCCIÓN, RECONSTRUCCIÓN Y REHABILITACIÓN DE INFRAESTRUCTURA:
	<ul style="list-style-type: none"> • Facilidades recreativas • Parques pasivos • Estacionamientos • Centros comunales y / o tecnológicos • Facilidades para poblaciones especiales (envejecientes, personas con impedimentos, Jóvenes, cuidado infantil, personas sin hogar, personas con VIH/SIDA, personas maltratadas) • Facilidades de salud • Cualquier otra facilidad elegible según las regulaciones de HUD (véase 24 CFR § 570.201-570.202). 	<ul style="list-style-type: none"> • Calles, aceras, encintados, cunetones, muros de contención o gaviones • Proyectos de agua, como: <ul style="list-style-type: none"> ◦ sistemas pluviales, acueductos, alcantarillado o sistema sanitario y otras actividades relacionadas. • Proyectos de eficiencia energética o energía renovable • Sistemas de recolección de agua y eficiencias de uso • Proyectos de mitigación • Cualquier otra actividad elegible según las regulaciones de HUD (véase 24 CFR § 570.201-570.202).

PLAN CONSOLIDADO
DE DESARROLLO COMUNITARIO

14

ACTIVIDADES ELEGIBLES

Rehabilitación de Viviendas

- La rehabilitación eliminará las condiciones específicas que representen riesgos a la salud y a la seguridad del beneficiario.
- CDBG provee costos de materiales (55%) y mano de obra (45%).
- Véase 24 CFR 570.202(B)(2).

ACTIVIDADES ELEGIBLES

SERVICIO PÚBLICO

La actividad estará relacionada con:

- Seguridad
- Salud
- Prevención
- Educación
- Conservación de energía
- Servicios a personas sin hogar
- Servicios a veteranos
- Otros [véase 24 CFR 570.201 (e)]

ACTIVIDADES ELEGIBLES

ACTIVIDADES DE DESARROLLO ECONÓMICO

Incluye proyectos relacionados con:

- **FACILIDADES PÚBLICAS PARA USO COMERCIAL** – rehabilitación o instalación de propiedades públicas para crear espacios comerciales que propicien el desarrollo de pequeñas y microempresas.
- **ASISTENCIA A MICROEMPRESAS** – dirigida a incentivar microempresas y auto-empleo entre personas de ingresos bajos y moderados a través de subvenciones recuperables y préstamos.
- Otros (véase 24 CFR 570.203)

PLAN CONSOLIDADO
DE ACTIVIDADES
ECONÓMICAS

17

ACTIVIDADES ELEGIBLES

Fondos para Administración y planificación

- Los municipios podrán solicitar hasta un **máximo de 17%** de su asignación para gastos administrativos, según permitido por la reglamentación federal.
- Se utilizará el Esquema de Cuentas provisto por la Oficina de Gerencia y Presupuesto (OGP).
- Los municipios pueden utilizar fondos de administración y planificación para la elaboración de planes según definidos en el 24 CFR § 570.205.

PLAN CONSOLIDADO
DE ACTIVIDADES
ECONÓMICAS

18

ACTIVIDADES ELEGIBLES FONDO DE EMERGENCIA

Fondo de emergencia

- Se podrán solicitar en cualquier momento del año (sujeto a disponibilidad) para atender situaciones de emergencia debidamente certificadas.
- Las actividades bajo esta categoría **serán desarrolladas en un período máximo de seis (6) meses**. Tomando en consideración que estos fondos son para atender necesidades de urgencia no se consideraran extensiones de tiempo. Por tanto, fondos no gastados y requisados en dicho periodo serán recobrados.
- El máximo a otorgarse será de \$100,000.
- Véase 24 CFR 570.201 (f).

PROPUESTAS REQUERIMIENTOS PARA PRESENTACIÓN

FORMULARIOS

Los formularios de propuesta estarán disponibles en el DVPR a partir de 30 de días de la Notificación de fondos por parte del Estado.



FECHA LÍMITE

El Municipio presentará su propuesta *hard copy*, a los 30 días de haber notificado la disponibilidad de los formularios. De no presentar la propuesta completa, incluyendo todos los documentos requeridos, el Departamento se reserva el derecho a no evaluar la misma y asignar los fondos al fondo de emergencia.

CONDICIONES PARA LA LIBERACIÓN DE PROPUESTAS

- El Departamento de la Vivienda podrá condicionar la liberación de una propuesta, en las siguientes instancias:
 - Incumplimiento con devolución de fondos por costos cuestionados.
 - Incumplimiento con la radicación, en el término indicado, del Plan de Acción Correctiva (PAC) por señalamientos de monitoría.
 - Radicación del Single Audit, en el Federal Clearing House.
- En estas instancias, la propuesta no será liberada y el Municipio no podrá peticionar fondos con respecto a esta, hasta tanto no haya subsanado o remediado la situación.

OTRAS NORMAS DE APLICABILIDAD AL PROGRAMA CDBG

PROCESAMIENTO DE REQUISICIONES:

Para procesar las requisiciones de gastos administrativos y emitir los pagos correspondientes, el Municipio debe haber cumplido con la radicación en todas sus partes de los informes reglamentarios y aquellos establecidos por el DVPR.

El haber presentado un informe, sin los documentos de apoyo correspondientes, no se considera una radicación válida para efectos de esta norma.

POLÍTICA DE RECAPTURACIÓN

El Departamento de la Vivienda podrá recapturar o cancelar la asignación de los fondos en caso de determinar que el municipio ha incumplido con una regulación Federal, Estatal o de la Agencia que aplique al Programa. Todo fondo recobrado se asignará al Fondo de Emergencia.

Programa CDBG del Estado

Departamento de la Vivienda de Puerto Rico
María Lefebre Llavona

787.274.2527 Ext. 6422

cdbg-municipal@vivienda.pr.gov

Programa Community Development Block Grant
PO Box 21365
San Juan, PR 00928-1365

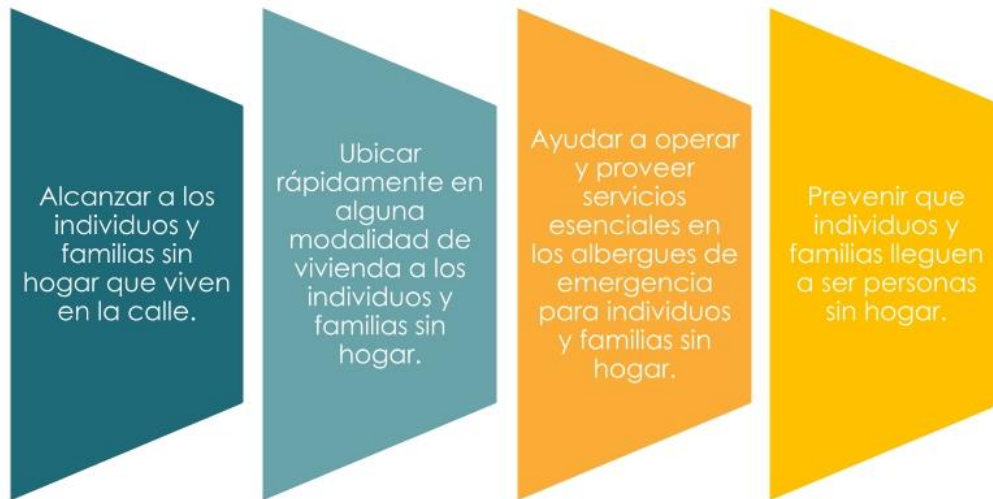
GRACIAS POR SU PARTICIPACIÓN



REGLAMENTACIÓN FEDERAL

- El Departamento de la Familia tiene la responsabilidad de administrar el Programa “Emergency Solutions Grants” (ESG) para personas sin hogar o en riesgo de perder su hogar.
- ESG surge del “Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009” (HEARTH Act), que entró en vigor el 20 de mayo de 2009, bajo el Título 24 del Código de la Regulación Federal, Partes 91 y 576.

OBJETIVOS DE ESG



27

OBJETIVOS DEL PROGRAMA A NIVEL LOCAL



28

SUBPOBLACIONES PRIORITARIAS

Cronicidad	Violencia doméstica	Familias con niños	Jóvenes
Veteranos(as)	Salud Mental y uso problemático de sustancias	Edad avanzada	Mujeres

QUIÉNES Y QUÉ PUEDEN SOLICITAR

Componentes	Organizaciones sin fines de lucro	Municipios	Límite Fondos (CAP)
Servicios de Alcance (Street Outreach)	✓	✓	Combinados, no pueden exceder el 60 % de la subvención
Albergue de Emergencia	✓	✓	
Prevención	✓	✓	No tiene límite
Realojamiento Rápido (RRH)	✓	✓	No tiene límite
HMIS	✓	✓	N/A
Administración		✓	7.5%

POBLACIÓN ELEGIBLE POR COMPONENTE

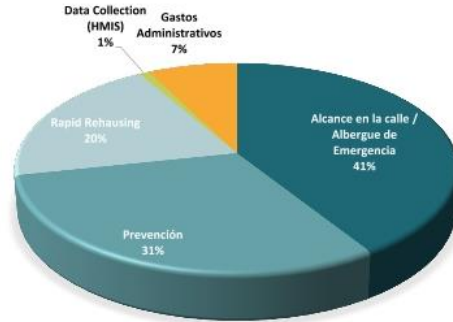
	Personas literalmente sin hogar (Categoría 1)	Personas en riesgo inminente de quedar sin hogar (Categoría 2)	Personas huyendo o intentando huir de Violencia Doméstica (Categoría 4)
Servicios de Alcance	✓		✓
Albergues de Emergencia	✓		✓
Realojamiento Rápido (RRH)	✓		✓
Prevención		✓	✓

PRIORIDADES DE SERVICIOS



DISTRIBUCIÓN DE FONDOS ESG-2018

Componentes	Total	Por ciento	Límites
Alcance en la calle	\$1,464,873.00	40.50%	40.50%
Albergue de Emergencia			
Prevención	\$1,095,451.00	31.00%	NA
Realojamiento Rápido	\$714,572.00	20.00%	
Data Collection (HMIS)	\$30,000.00	1.00%	
Gastos Administrativos Municipios	\$267,965.00	0.01%	7.50%
Gastos Administrativos DF		7.49%	
Total	\$3,572,861.00	100%	



PROYECCIÓN DE FONDOS ESG-2019

Componentes	Total	Por ciento	Límites
Alcance en la calle	\$2,143,716.60	60.00%	60.00%
Albergue de Emergencia			
Prevención	\$553,793.46	15.50%	NA
Realojamiento Rápido	\$535,929.15	15.00%	
Data Collection (HMIS)	\$71,457.22	2.00%	
Gastos Administrativos Municipios	\$267,964.58	0.01%	7.50%
Gastos Administrativos DF		7.49%	
Total	\$3,572,861.00	100%	

MÉTODO DE DISTRIBUCIÓN

- El Departamento de la Familia (DF) utiliza un método de distribución de fondos que incluye, presentar una solicitud de propuesta competitiva el primer año, y el segundo año se distribuyen los fondos conforme al nivel de desempeño de los proyectos y disponibilidad de los fondos por parte de HUD.
- De haber fondos disponibles durante el Año Programa producto de procesos de recapturación o fondos sobrantes, se distribuirán conforme a las necesidades identificadas por el DF. Los criterios para para la distribución se notificarán por invitación.

35

INFORMACIÓN NECESARIA PARA SOLICITAR FONDOS

1 Completar la solicitud de fondos
(Propuesta)

2 Entrega de documentos
requeridos en las instrucciones
de la Solicitud de Fondos

3 Firma de Contrato

- La disponibilidad de fondos se informa, anualmente, a través de un anuncio público en un periódico de circulación general.
- También, se informa a los COC-502 y COC-503 para que notifiquen a las entidades que ofrecen servicios a las personas sin hogar o en riesgo de estar sin hogar.
- La fecha de entrega de propuestas será el martes, 21 de mayo de 2019.

36

CRITERIOS DEL MÉTODO DE DISTRIBUCIÓN



37

CRITERIOS DEL MÉTODO DE DISTRIBUCIÓN

CRITERIOS DE CUMPLIMIENTO Estricto PARA CONSIDERACIÓN DE LA PROPUESTA
<ul style="list-style-type: none"> ✓ Completar la propuesta en todas sus partes y presentar la documentación requerida, según aplique. ✓ Ser un Municipio o entidad sin fines de lucro debidamente incorporada y en <i>Good Standing</i>, si aplica. ✓ Contar con sistemas de manejo financiero que cumplan con los estándares mínimos de contabilidad. ✓ Experiencia de al menos dos (2) años sirviendo a la población sin hogar o en riesgo de estar sin hogar. ✓ Asistir a la orientación de Solicitud de Propuesta. ✓ No tener señalamientos abiertos de costos cuestionados, si aplica. ✓ Contar con el endoso Municipal, en el caso de los Albergues. ✓ Contar con Pareo de Fondos. ✓ No tener asignaciones de fondos (originales) abiertas del Año Programa 2016 o antes.

38

CRITERIOS DEL MÉTODO DE DISTRIBUCIÓN

CRITERIOS DE CUMPLIMIENTO Estricto PARA CONSIDERACIÓN DE LA PROPUESTA

- ✓ Además, de ser una entidad activa, se considerarán los siguientes criterios:
 - ✓ Ocupación de camas promedio de 70% o más, en el caso de Albergues.
 - ✓ Haber gastado al menos 80% de su asignación más reciente en el componente solicitado.
 - ✓ Participación en el CES.
 - ✓ Cumplimiento con la Entrada de Datos del *Homeless Management Information System* (HMIS).
 - ✓ Cumplimiento con el cierre de los casos en el HMIS de asignaciones previas.

39

CRITERIOS DEL MÉTODO DE DISTRIBUCIÓN

CRITERIOS COMPETITIVOS PARA LA OTORGACIÓN FINAL A ENTIDADES

Organizaciones
activas

Necesidad

- Número de personas sin hogar identificadas en la región geográfica de servicio

Experiencia y capacidad de impacto

- Evaluación de Ejecución del Proyecto, por tipo de proyecto
- Provee servicios en más de un componente
- Provee servicios a 3 o más poblaciones prioritarias
- Años proveyendo servicios a la población sin hogar
- La entidad cuenta con manejadores de casos y personal especializado

Capacidad de manejo y financiera

- Señalamientos de monitoria
- Experiencia manejando fondos federales
- Disponibilidad de línea de crédito o mecanismos de financiamiento
- Realiza solicitudes de reembolso, por lo menos cada dos (2) meses

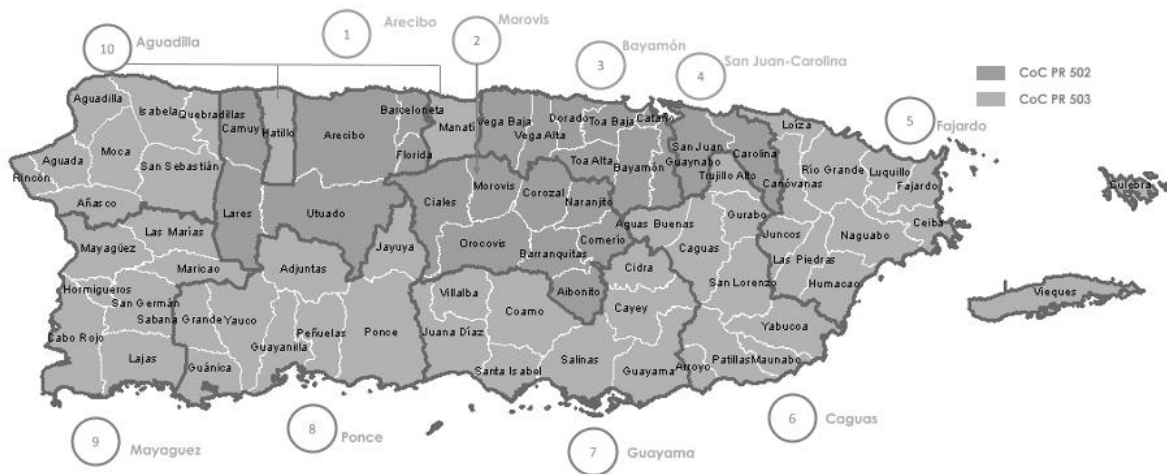
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CRITERIOS COMPETITIVOS PARA LA OTORGACIÓN FINAL A ENTIDADES

- Experiencia manejando fondos federales
- Disponibilidad de línea de crédito o mecanismos de financiamiento

41

MAPA DE LAS REGIONES DEL DEPARTAMENTO DE LA FAMILIA



**Departamento de la Familia
Secretaría Auxiliar de Planificación e Informática**

Sra. Liz Mónica Lamboy López
Secretaria Auxiliar de Planificación e Informática
Programa ESG

Teléfono: (787) 294-4900 ext. 1180



PLAN DE ACCIÓN CONSOLIDADO
HOME INVESTMENT PARTNERSHIP PROGRAM

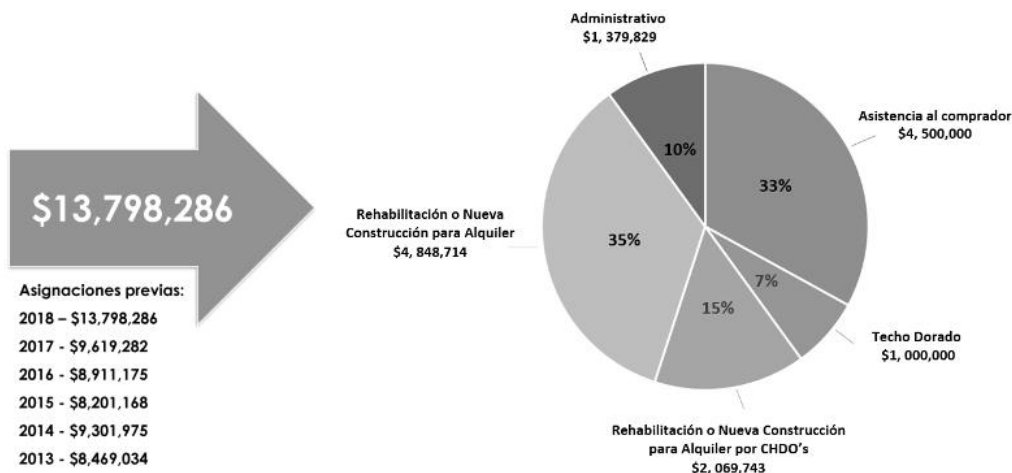
PROGRAMA HOME

DESCRIPCIÓN	OBJETIVOS
<ul style="list-style-type: none">• Ley Nacional de Vivienda Asequible de 1990.• Programa federal para el desarrollo de vivienda a gran escala.• AFV se convierte en Jurisdicción Participante del Programa en 2010.	<ul style="list-style-type: none">• Vivienda decente y asequible a personas de ingresos bajos y muy bajos.• Fortalecer la capacidad estatal y municipal para proveer viviendas.• Atraer participación privada.

PRIORIDADES 2019

- 1 Nueva Construcción o Rehabilitación de Vivienda de Alquiler para familias de escasos recursos.
- 2 Compraventa de unidades a través de subsidios para pronto pago.
- 3 Público vulnerable con vales de alquiler bajo el Programa "Tenant Based Rental Assistance (TBRA)".
- 4 Familias de edad avanzada con subsidio para rehabilitar viviendas.

PROYECCIÓN FONDOS HOME 2019 (Basado en Asignación 2018)



PLAN DE ACCIÓN CONSOLIDADO
HOME - Actividad de rehabilitación o nueva construcción para alquiler (\$4,848,714) + CHDO's (\$2,069,743)

ENTIDADES ELEGIBLES

Rehabilitación o Nueva
Construcción para Alquiler

Municipios

Desarrolladores privados

Proceso de Solicitud

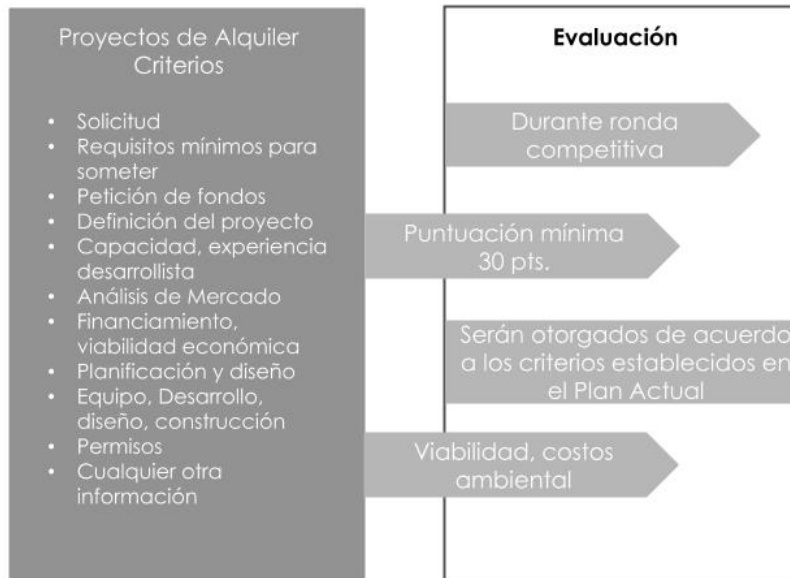
CHDO's (Se separa el 15% de la asignación anual
para los proyectos desarrollados por CHDO's)

¿Quién es elegible?

Individuos

Organizaciones sin fines de lucro

CRITERIOS DE EVALUACIÓN



PROYECTOS DE REHABILITACIÓN O NUEVA CONSTRUCCIÓN PARA ALQUILER



Valentina II- San Lorenzo

Total de unidades del Proyecto: 87
Total unidades bajo Programa HOME: 11
Inversión Total: \$20,819,390
Programa HOME: \$2,350,533
LIHTC: \$17,478,745
Otros Fondos: \$790,120



San Cristóbal – San Juan

Total de unidades del Proyecto: 50
Total unidades bajo Programa HOME: 29
Inversión Total: \$19,498,469
Programa HOME Estatal: \$3,420,715
Programa HOME San Juan: \$1,704,745
Programa Créditos: Contributivos Federales:
\$12,059,452
Otros Fondos: \$2,313,557

PROYECTOS DE REHABILITACIÓN O NUEVA CONSTRUCCIÓN PARA ALQUILER



Ciudad Lumen – San Juan

Total de unidades del Proyecto: 140
Total unidades bajo Programa HOME: 22
Inversión Total: \$24,906,100
Programa HOME: \$3,408,000
Otros Fondos: \$21,498,100



Palacio Dorado - Toa Alta

Total de unidades del Proyecto: 103
Total unidades bajo Programa HOME: 6
Inversión Total: \$19,964,600
Programa HOME: \$915,600
Otros Fondos: \$19,049,000

PROYECTOS DE REHABILITACIÓN O NUEVA CONSTRUCCIÓN PARA ALQUILER



Plaza Águila - Mayagüez

Total de unidades del Proyecto: 15
Total unidades bajo Programa HOME: 15
Inversión Total: \$3,369,595
Programa HOME: \$3,059,245
Otros Fondos: \$310,350



Vistas del Boulevard - Humacao

Total de unidades del Proyecto: 115
Total unidades bajo Programa HOME: 22
Inversión Total: \$25,373,189
Programa HOME: \$5,975,000
Otros Fondos: \$19,398,189

PLAN DE ACCIÓN CONSOLIDADO

Levantando Tu Comunidad y Techo Dorado

LEVANTANDO TU COMUNIDAD

Tenant Based Rental Assistance (TBRA) y Nuevo Comienzo

- (TBRA) – Asistencia de 12 a 24 meses en *vouchers* de alquiler con preferencia a familias desplazadas por huracán María y personas víctimas de violencia doméstica. Nota: Se atenderá con los fondos asignados de los años 2017.

Asistencia Directa al Comprador

- (Homebuyer) – Asistencia Directa al Comprador en forma de Pronto Pago a familias en proceso de adquisición de su residencia principal.
- Se combina con préstamo hipotecario.
- Conlleva condiciones restrictivas de 5,10 o 15 años.

PLAN DE ACCIÓN CONSOLIDADO

HOME Actividad Tenant Based Rental Assistance
Fondos Año 2019- *\$600,000.00 (Se atenderá con
fondos del FY2017)

*Fondos considerando familias atendidas bajo alquiler, no incluye casos en proceso/evaluación.

TBRA Y NUEVO COMIENZO PROGRAMA HOME

- 1 Vouchers de alquiler periodo de 12 a 24 meses, además pago del depósito inicial
- 2 Preferencias: Familias desplazadas por Huracán María y víctimas de violencia doméstica
- 3 Mínimo de \$50 de renta mensual y el máximo va a depender de la elegibilidad y el 110% del "Fair Market Rent" vigente
- 4 Unidades son seleccionadas por las familias
- 5 Estimula el mercado de alquiler

PLAN DE ACCIÓN CONSOLIDADO

HOME Actividad Asistencia Directa al Comprador

\$4,500,000

ASISTENCIA DIRECTA AL COMPRADOR

- Pronto pago por familia hasta \$45,000.
- Unidades multifamiliares y unifamiliares.
- Familias elegibles: límites de ingreso HUD.
- Familia con capacidad hipotecaria.
- Subsidio para residencia principal y única.
- Precios de venta máximos varían por municipio.
- Unidad que familia escoja: elegible bajo el programa.
- Combinar fondos con otros programas.
- Coordinación con banca privada.
- Subsidio se reembolsa a las instituciones hipotecarias.
- Hipoteca de condiciones restrictivas de 5, 10 o 15 años.

ASISTENCIA DIRECTA AL COMPRADOR PROYECTOS



PLAN DE ACCIÓN CONSOLIDADO

HOME Actividad Techo Dorado (Rehabilitación por Dueño)
\$1,000,000

TECHO DORADO

- Actividad con grupo preferencial de personas de 60 años o más.
- Reparar o reconstruir viviendas a titulares.
- Tienen que poseer título del terreno y estructura.
- La propiedad no puede poseer gravamen.
- Adaptar unidades a cumplimiento con (Fair Housing, Sección 504 y Ley ADA).
- Las reparaciones pueden ser menores o mayores.
- Reparaciones dependerán de los costos, para considerarse una reconstrucción.
- Deberá ser 1 unidad de vivienda.
- Conlleva condiciones restrictivas por el periodo de asequibilidad de 5, 10 o 15 años.



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Waleska Elías Vega - Caguas PR
Total Project Cost: \$75,200.00



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Damaris Cruz Rojas - Barceloneta PR
Total Project Cost: \$ 83,167.00





GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Rosa Lydia Romero Lozada - Dorado PR

Total Project Cost: \$ 61,345.00



BEFORE



AFTER



AFTER



BEFORE



AFTER



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Angelina Pacheco Navarro – San Juan PR

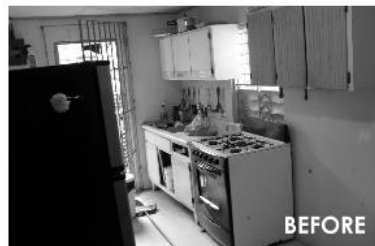
Total Project Cost: \$ 75,850.00



BEFORE



AFTER



BEFORE



AFTER



AFTER



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Felícita Avilés Jiménez - Orocovis PR

Total Project Cost: \$ 82,556.00



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

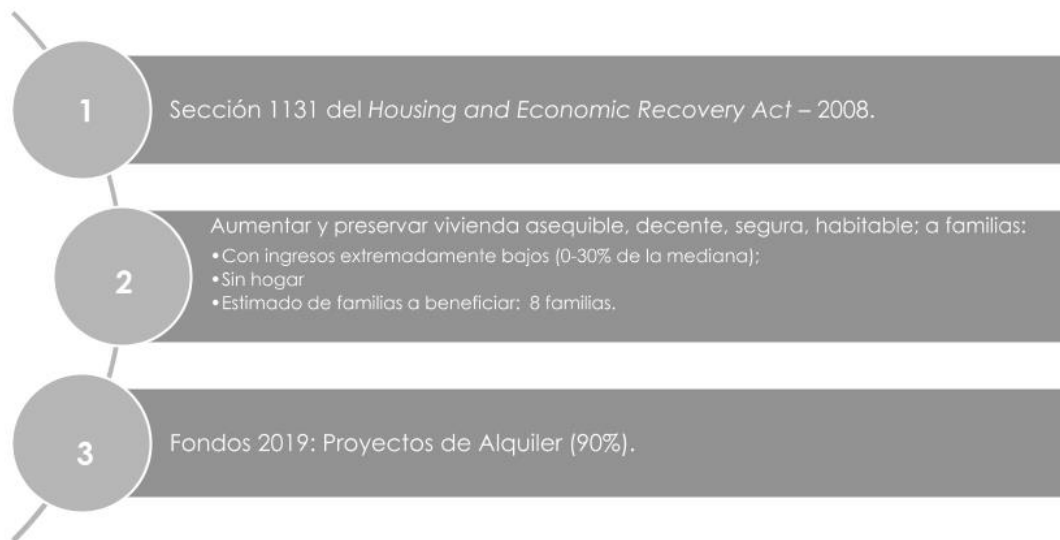
Hilda Luz Medina Jiménez - Orocovis PR

Total Project Cost: \$ 56,243.63



PLAN DE ACCIÓN CONSOLIDADO
HOUSING TRUST FUND (HTF)
\$1,253,357

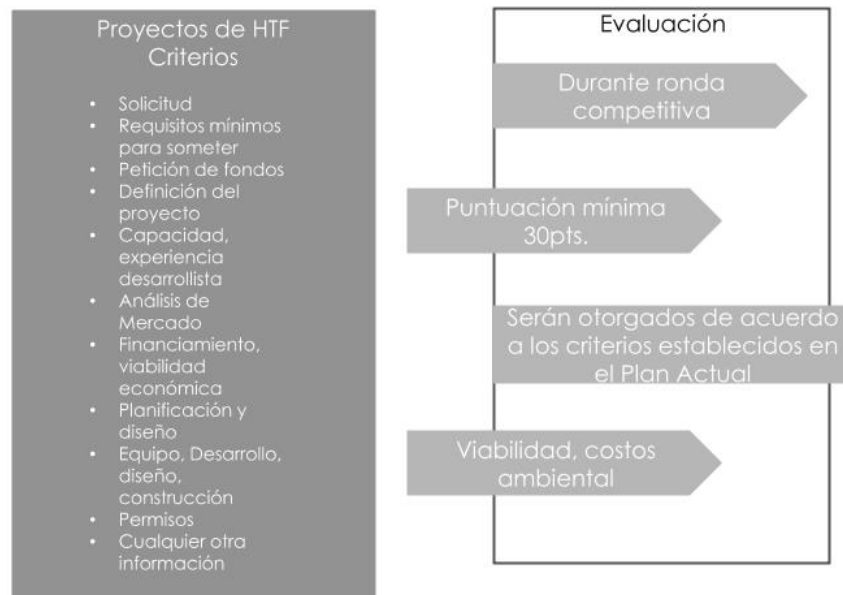
HOUSING TRUST FUND (HTF)



HOUSING TRUST FUND

- Fondos: \$1,253,357
- 100% de los fondos beneficiarán a personas extremadamente bajos e ingresos muy bajos
 - 90% de los fondos destinados a actividades alquiler
 - 10% fondos administrativos

CRITERIOS DE EVALUACIÓN



**Autoridad para el Financiamiento de la Vivienda
de Puerto Rico**

Director Ejecutivo
Sr. Luis Burdiel Agudo

Tel. (787) 765-7577
Fax: 300-3154

73

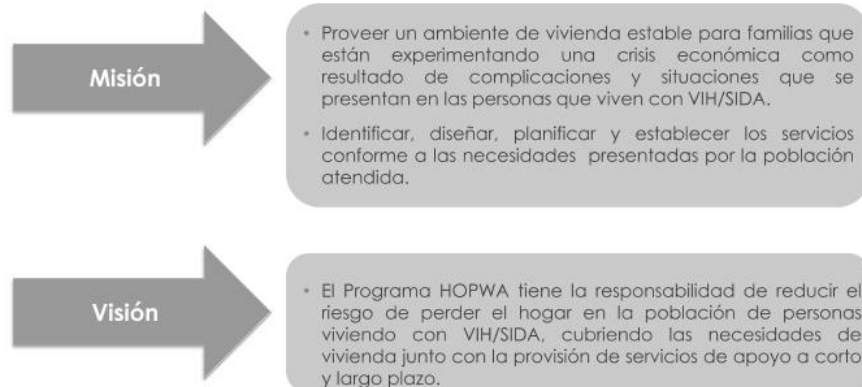
Annual Action Plan
2019

“HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS” (HOPWA)

- Creado en virtud de la Ley Pública federal 102-550 (AIDS Housing Opportunity Act), según enmendada por la Ley Pública federal 102-389, “Housing and Community Development Act” de 1992.
- Está dirigido a desarrollar estrategias que permitan satisfacer las necesidades de vivienda complementado con servicios de apoyo a personas de bajos ingresos económicos que viven con VIH/SIDA y sus familiares.
- HOPWA está adscrito al Departamento de Salud de Puerto Rico, bajo la colaboración directa de la Oficina Central para Asuntos del SIDA y Enfermedades Transmisibles (OCASET), pero desde el 2010 su administración ha sido delegada al Municipio de San Juan.

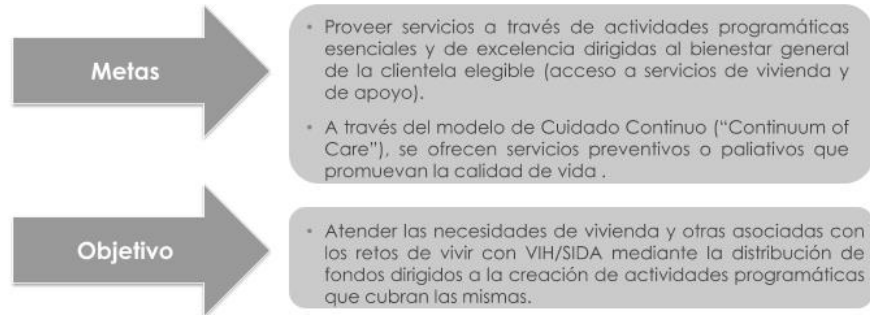
75

HOPWA: MISIÓN Y VISIÓN



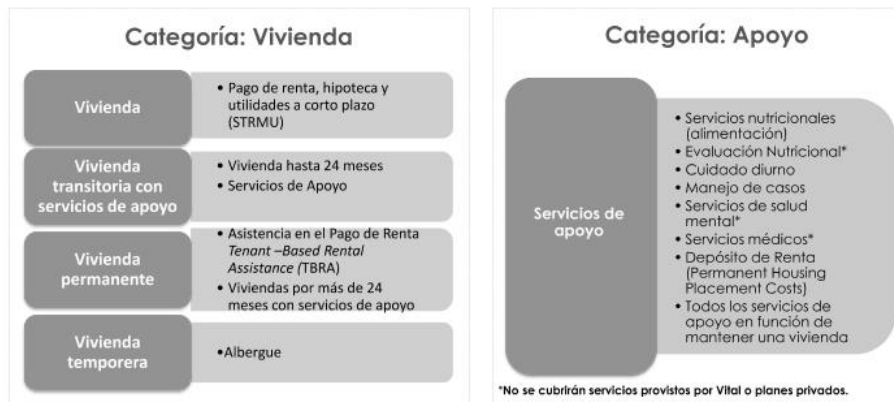
76

HOPWA: METAS Y OBJETIVOS



77

ACTIVIDADES ELEGIBLES - VIVIENDA



78

ACTIVIDADES DEL PROGRAMA HOPWA DEPARTAMENTO DE SALUD DE PUERTO RICO AÑO FISCAL 2019-2020

Actividad	Descripción	Quién lleva a cabo la actividad
Administración	Costos elegibles de administración	Departamento de Salud y Municipio de San Juan
Actividades de vivienda a sub recipientes	Para llevar a cabo actividades elegibles por HOPWA relacionadas a vivienda ¹	
	TBRA - Subsidio de renta a través de certificados para personas viviendo con VIH/SIDA y sus familias	Municipios Participantes del EMSA de Puerto Rico
	Delivery costs TBRA	Municipios Participantes del EMSA de Puerto Rico
	Subvenciones a Organizaciones Sin Fines de Lucro para vivienda - Proveer subvenciones para ser utilizadas en gastos operacionales de la vivienda transitoria y STRMU	Organizaciones sin fines de lucro
Servicios de Apoyo y otras actividades elegibles	Proveer subvenciones para ser utilizadas en servicios de apoyo y gastos operacionales	Organizaciones sin fines de lucro
Depósitos de Seguridad (Costos de ubicación en vivienda Permanente)	Proveer pagos de depósitos de renta para personas viviendo con VIH/SIDA y sus familias.	Organizaciones sin fines de lucro y Municipio de San Juan

¹ Actividades relacionadas a la adquisición, rehabilitación, conversión, arrendamiento, y reparación de facilidades, financiadas por fondos sobrantes.

79

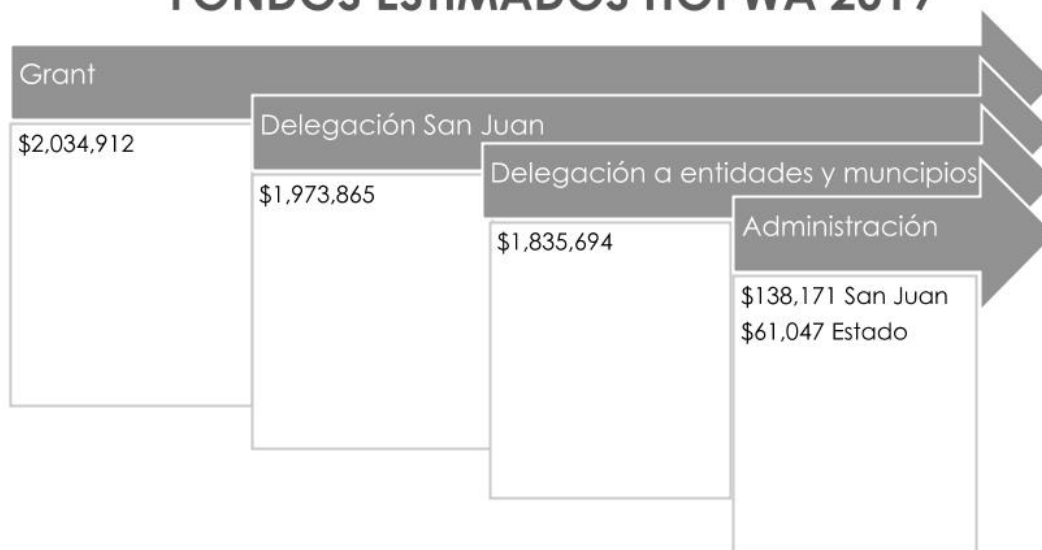
HOPWA PUERTO RICO

Distribución Geográfica de Fondos Programa HOPWA



80

FONDOS ESTIMADOS HOPWA 2019



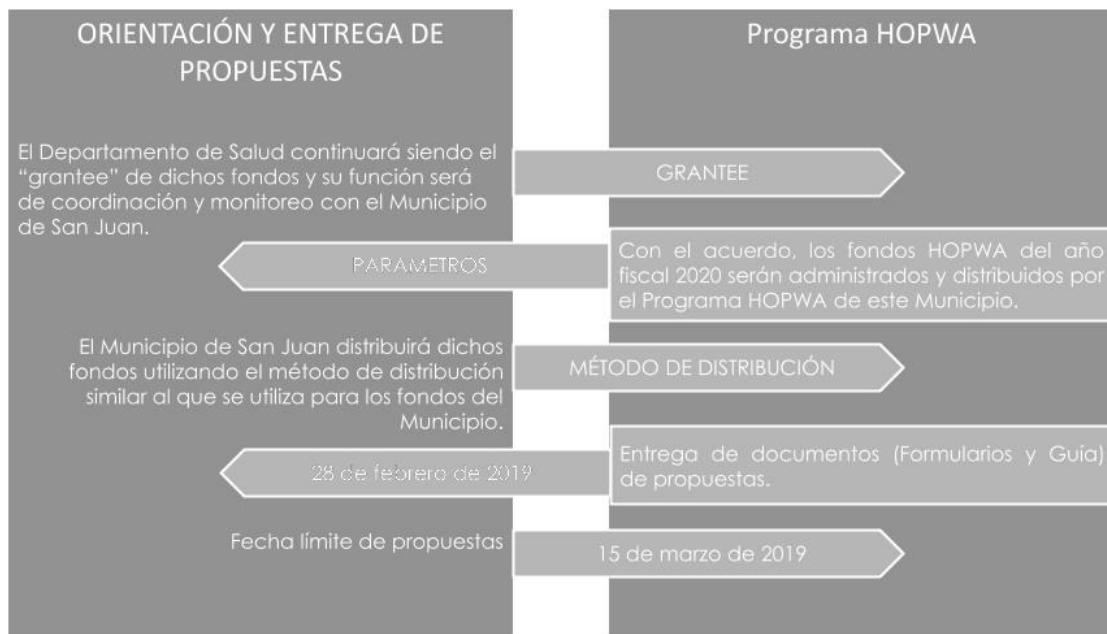
HOPWA PUERTO RICO

Distribución por actividad

Asignación Estimada Año Fiscal 2019-2020

\$2,034,912

Actividad	Cantidad
Administración	
Departamento de Salud	\$61,047
Municipio de San Juan	\$138,171
Actividades de Vivienda	
TBRA	\$678,756
Delivery Costs TBRA	\$27,198
Costos operacionales de Vivienda Transitoria y STRMU	\$734,331
Servicios de Apoyo	\$395,409



MÉTODO DE DISTRIBUCIÓN



CRITERIOS DE EVALUACIÓN propuestas entidades

Incidencia: casos de VIH reportados en área geográfica, según estadísticas del Departamento de Salud

Experiencia: Habilidad del proponente sirviendo a la población de interés

Desempeño:
Evaluación de desempeño de la entidad en el uso de fondos

CRITERIOS DE EVALUACIÓN propuestas municipios

1-Necesidad: Listado de casos en listas de espera

2-Incidencia: casos de VIH reportados en área geográfica, según estadísticas del Departamento de Salud

3-Desempeño:
Evaluación de desempeño del Municipio en el uso de fondos

PROGRAMA HOPWA

"Housing Opportunities for Persons With AIDS"

DEPARTAMENTO DE SALUD DE PUERTO RICO

"Grantee"

Persona Contacto: Dr. Ramón Reyes
INFO: (787) 765-2929 Ext.4026,4027,3623

MUNICIPIO DE SAN JUAN

Administrador

Persona Contacto: Sra. Wilmary Nieves López
INFO: (787) 480-5642



GOBIERNO DE PUERTO RICO
Departamento de Salud



DEPARTAMENTO DE
SALUD
GOBIERNO DE PUERTO RICO



Estado Libre Asociado de Puerto Rico
Municipio Autónomo de San Juan
Ciudad • Patria

Plan Consolidado



de vivienda y desarrollo comunal
del Estado y Plan de Acción anual

87

PLAN DE ACCIÓN CONSOLIDADO

OTROS ASPECTOS RELEVANTES

FECHAS IMPORTANTES

FECHA	ACTIVIDAD
4 de abril de 2019	Fecha límite de comentarios de Vista Pública
9 de abril de 2019	Publicación de aviso de disponibilidad del borrador del Plan de Acción
9 de mayo de 2019	Fecha límite de comentarios al borrador del plan

89

¿CÓMO CONTACTARNOS?



Lcda. María Lefebre Llavona
Ayudante Especial del Secretario
www.vivienda.pr.gov



mlefebre@vivienda.pr.gov



Departamento de la Vivienda
G.P.O. Box 70167, San Juan, PR 00936



787.274.2527 Ext. 6422

90

- Registro - Vistas Públicas 5 marzo 19
- 16 Joel Concepción - Trabajador Soc. Prog. Sitio misión cristiana
deponer # 787-8558-7564 joel.ts.sito@gmail.com Vegabaja
- Elsa Varquez #787-871-3656 / Municipio de Ciales
federales ciales@gmail.com - No deponer
- Maribel Prossado Ramirez #787-898-0712
contabilidadfederal@yahoo.com / Municipio de Hatillo. No deponer
- José Vélez #787-898-0712 / contabilidadfederal@yahoo.com
Municipio de Hatillo - No deponer.
- Alma Prosa Garcia / Municipio de Loiza #787-988-3699
argarcia@municipio de loiza.net. no deponer.
- Elisa Villegas / Corp. Milagros del amor #787-944-9846
finanzaselma@gmail.com No deponer
- Vilmarie Rodriguez #787-400-4234 Municipio S.J.
vrodriguez04@sanjuanaciudadpatia.com - no deponer
- Wilmarie Cabello #787-310-9319 Depto. Familia Coordinadora de Esg
Cabello wilmarie@hotmail.com - No deponer
- Carmen A. Sánchez #787-294-4900 Ext 11.77 / Depto Familia
No deponer.
- Keysha Orsini / Municipio Pinaron #787-823-2180 Ext 2002
@korsini@pinaron.gov.pr. No deponer.
- Geraldine Bayron Rivera / La fondita de Jesús #787-724-4051
@gbayron@lafondita de jesus.org. No deponer.
- Dolmar Colon / ^{Representante} ~~Ateadora~~ Sabina #787-432-3607
dolmarcolon@gmail.com - No deponer

Alcaldes

- Camuy
- Luquillo
- Orcoquisa

- Manuel Santos / Lucha Contra el Sida #787-294-1580
msantos@luchapr.org - No deponer.

8:00 - 5:00 pm 25

- Nombre, # Tel, email, compañía que represents.
- Deponer si o No.

No deponer ✓ - Maria M. Santiago Ortiz #787-605-7485
mariamsantiago1960@gmail.com / Hogar de ayuda el redigio inc.

No deponer ✓ - Luis Daniel Pizarro / ^{prog. federales} Municipio de Loiza #787-876-1040 Ext 1228
LDPizarro@municipio.deloiza.net ✓

No deponer ✓ - Jesus Alicea / Consultor municipio de Guayanilla
#787-388-8903 aliceajesus31@gmail.com

No deponer ✓ - Yolibuz Velez / Manejador de caso en Pac de cosma
#787-439-9500 yolibuz.velez@cosma.org

- Anitza Cox Consultora de Vivienda

- Edward Mercado / Consultor de Vivienda

✓ - Janice Pullan / Municipio de Guayanilla
#787-835-2660 ext (1469) Janicepullan@gmail.

✓ - Nanneth Vega / Mun. Guayanilla
" " (ext) 1400
N

✓ - Janze Santiago Mun. Cidra
#787-434-1400 (ext. 2101/2115) jsantiago@cidra.gov.pr.
figuerasantesmaria@gmail.com

✓ - Arcelys Morales Consultora
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pt.comerio@gmail.com

✓ - Rafael Rondon #787-612-0061
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✓ - María González #787-897-5858
Mun. Lares mdgonzalez.pr@fedlares@gmail.com

✓ - Carmen Ortiz #787-870-3474 / 787-669-7373
Hogar Psada hogarpsadadaVictoria@gmail.com.

✓ - ~~Johanne~~ Ivizarry Mun. Peñuelas #787-202-3108
Smizarry@municipiodepenuelas.com.

✓ - Manuel Ortiz #787-601-4220
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✓ Tamara Nieves Rosado #787-644-1997
Departamento Fam. Prog IF ESG
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✓ Berlian Torres #787-856-1340 (ext. 1040)
Mun. Yauco berlian.torres@yahoo.com

✓ Evelyn Cardona Mun. Picon
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ecardona

✓ Edna Lugo Mun. Ponce #787-840-9200 ^{ext} 5256
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✓ Carmen Matus Fundexo #787-258-5162
osfundexo@gmail.com

✓ Mariet Rodriguez Melendez Mun. Arroyo
#717-636-7182 programateducalarrayo@yahoo.com

✓ - Jaime Villafanes Mun. San Lorenzo
#767-633-9923 jvillafane@sanlorenzo.pr.net



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#57 CALLE ARBOLETE, GUAYNABO, PUERTO RICO



LISTA DE ASISTENCIA DE ALCALDES

NUMERO	NOMBRE DE ALCALDE	TIPO
1	ADJUNTAS	HON. JAIME BARIOTTA MALDONADO
2	AGUADA	HON. MANUEL SANTIAGO MENDOZA
*3	AGUADILLA	HON. CARLOS MENDOZA MARTINEZ
4	AGUAS BUENAS	HON. JAVIER GARCIA PEREZ
5	AIBONITO	HON. WILLIAM ALICIA PEREZ
6	ANASCO	HON. JORGE ESTEVEZ MARTINEZ
*7	ARBOCITO	HON. CARLOS MOLINA RODRIGUEZ
8	ARROYO	HON. ERIC BACHIER ROMAN
9	BARCELONETA	HON. WANDA SOLER ROSARIO
10	BARRANQUITAS	HON. FRANCISCO LOPEZ LOPEZ
*11	BOYARON	HON. RAMON LUIS RIVERA CRUZ
*12	CABO ROJO	HON. ROBERTO RAMIREZ KURTZ
*13	CAGUAS	HON. WILLIAM MIRANDA TORRES



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LISTA DE ASISTENCIA DE ALCALDES

NUMERO	NOMBRE DE ALCALDE	TIPO
14	CAMUY	HON. EDWIN GARCIA FELICIANO
*15	CANOVANAS	HON. LORNA SOTO RIVERA
*16	CAROLINA	HON. JOSE E. APONTE DAIMAU
17	CATAÑO	HON. FELIX DELGADO MONTANO
*18	CAYEY	HON. EDUARDO ORTIZ VELASQUEZ
19	CEIBA	HON. ANGEL CRUZ RAMOS
20	CIALES	HON. LUIS O. MALDONADO RODRIGUEZ
*21	CIDRA	HON. JAVIER CARRASQUILLO CRUZ
22	COAMO	HON. JUAN C. GARCIA DADILLA
23	COMERIO	HON. JOSE A. SANTIAGO RIVERA
24	CORRAL	HON. SERGIO L. TORRES TORRES
25	CULEBRA	HON. WILLIAM I. SOLIS HERNANDEZ
26	DORADO	HON. CARLOS A. LOPEZ RIVERA



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LISTA DE ASISTENCIA DE ALCALDES

MUNICIPIO	NOMBRE DE ALCALDES	SEFESA
*27 PAJARO	HON. ANIBAL MELÉNDEZ RIVERA	
28 FLORIDA	HON. JOSÉ GERMAN POLANCO	
29 GUAYAMA	HON. SANTOS SEDA NAZARIO	
*30 GUAYAMA	HON. EDUARDO CIMTRÓN SUÁREZ	
31 GUAYANILLA	HON. NELSON TORRES YORDÁN	
*32 GUAYNABO	HON. ÁNGEL PÉREZ CTERO	
33 GUAYAMA	HON. ROSACHELY RIVERA SANTANA	
34 HATILLO	HON. JOSÉ A. RODRÍGUEZ CRUZ	
35 HORMIGUEROS	HON. PEDRO J. GARCÍA FIGUEROA	
*36 HUMACAO	HON. MARCELO TRUJILLO PANISSE	
*37 ISABELA	HON. CARLOS DELGADO ALTEARI	
38 JAYUYA	HON. JORGE L. GONZÁLEZ CTERO	
*39 JUANA DÍAZ	HON. RAMÓN A. HERNÁNDEZ TORRES	



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LISTA DE ASISTENCIA DE ALCALDES

MUNICIPIO	NOMBRE DE ALCALDES	SEFESA
40 JUNCOS	HON. ALFREDO ALEJANDRO CARRIÓN	
41 LAJAS	HON. MARCOS A. IRIZARRY PAGÁN	
42 LARES	HON. ROBERTO PAGÁN CINTRERO	
43 LAS MARIAS	HON. ELMIN SOTO SANTIAGO	
44 LAS PIEDRAS	HON. MIGUEL A. LÓPEZ RIVERA	
45 LOIZA	HON. JULIA M. NAZARIO FUENTES	
46 LUQUILLO	HON. JESÚS MÁRQUEZ RODRÍGUEZ	
*47 MANATI	HON. JOSÉ A. SÁNCHEZ GONZÁLEZ	
48 MURICAO	HON. GILBERTO PÉREZ VALENTÍN	
49 MAUNABO	HON. JORGE L. MÁRQUEZ PÉREZ	
*50 MAYAGÜEZ	HON. JOSÉ GUILLERMO RODRÍGUEZ	
51 MOCA	HON. JOSÉ A. AVILÉS SANTIAGO	
52 MOROVIS	HON. CARMEN I. MALDONADO GONZÁLEZ	



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LISTA DE ASISTENCIA DE ALCALDES

MUNICIPIO	NOMBRE DEL ALCALDE	FIRMA
53 NAGUABO	HON. NÉ MARCANO RIVERA	
54 NARANJITO	HON. ORLANDO ORTIZ CHEVERES	
55 OROCOVIS	HON. JESÚS E. COLÓN BERLINGERI	9 Colw
56 PATILLAS	HON. NORBERTO SOTO FIGUEROA	
57 PEÑUZZAS	HON. WALTER TORRES MALDONADO	
*58 PONCE	HON. MARÍA MELÉNDEZ ALTIERI	
59 QUEBRADILLAS	HON. HERIBERTO VÉLEZ VÓLEZ	
60 RÍNCÓN	HON. CARLOS D. LÓPEZ BONILLA	
*61 RÍO GRANDE	ÁNGEL GONZÁLEZ DAMUDT	
62 SABANA GRANDE	HON. MORI MATÍAS BORRELI	Delmay ab DDO representacional
63 SALINAS	HON. KARILYN BONILLA COLÓN	
64 SAN GERMAN	HON. ISIDRO A. NEGROÑ TRIZARRY	
*65 SAN JUAN	HON. CARMEN YULIN CRUZ	



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66 SAN LORENZO	HON. JOSÉ R. ROMÁN ABREU	
*67 SAN SEBASTIAN	HON. JAVIER JIMÉNEZ PÉREZ	
68 SANTA ISABEL	HON. ENRIQUE QUESTELL ALVARADO	
*69 TOA ALTA	HON. CLEMENTE AGOSTO LUGARDO	
*70 TOA BAJA	BERNARDO MÁRQUEZ GARCÍA	
*71 TRUJILLO ALTO	HON. JOSÉ L. CRUZ CRUZ	
72 UTUADO	HON. ERNESTO TRIZARRY SALVA	
73 VEGA ALTA	HON. OSCAR SANTIAGO MARTÍNEZ	
*74 VEGA BAJA	HON. MARCOS CRUZ MOLINA	
75 VIRQUES	HON. VÍCTOR EMERIC CATARISSEAU	
76 VILLALBA	HON. LUIS J. HERNÁNDEZ ORTIZ	
77 YABUCCA	HON. RAFAEL BURILLO RUIZ	
*78 YAUCO	HON. ÁNGEL L. TORRES ORTIZ	



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LISTA DE ASISTENCIA INVITADOS ESPECIALES

NOMBRE	PUESTO	ORGANIZACIÓN	FIRMA
1 HON. FERNANDO A. GIL ENSEÑAT	SECRETARIO	DEPARTAMENTO DE LA VIVIENDA	
2 SRTA. MARÍA I. LEFEBRE LLAVONA	AYUDANTE ESPECIAL DEL SECRETARIO	DEPARTAMENTO DE LA VIVIENDA PROGRAMA CDBG	
3 SRA. OLGA L. DE LA ROSA ANDÚJAR	DIRECTORA CFD	HUD	
4 HON. CARLOS MOLINA RODRÍGUEZ	PRESIDENTE	FEDERACION DE ALCALDES	
5 HON. JOSÉ R. ROMÁN ABREU	PRESIDENTE	ASOCIACION DE ALCALDES	
6 HON. LUIS BURDIEL AGUDO	DIRECTOR EJECUTIVO	AUTORIDAD PARA EL FINANCIAMIENTO DE LA VIVIENDA	
7 DR. RAFAEL RODRIGUEZ MERCADO	SECRETARIO	DEPARTAMENTO DE SALUD	
8 LIDA. GLORIMAR DE LOURDES ANDÚJAR MATOS	SECRETARIA	DEPARTAMENTO DE LA FAMILIA	
9 SRA. LIZ MÓNICA LAMBOY LÓPEZ	SECRETARIA AUXILIAR ÁREA DE PLANIFICACIÓN E INFORMÁTICA	DEPARTAMENTO DE LA FAMILIA	



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LISTA DE ASISTENCIA INVITADOS ESPECIALES

NOMBRE	PUESTO	ORGANIZACIÓN	FIRMA
10 SR. CRUZ MANUEL NEGRÓN PINET	DIRECTOR DE FONDOS HOMB/HTF	AUTORIDAD PARA EL FINANCIAMIENTO DE LA VIVIENDA	
11 SR. MANUEL D. ORTIZ BUSTILLO	DIRECTOR INTERINO HOMB/HTF	AUTORIDAD PARA EL FINANCIAMIENTO DE LA VIVIENDA	
12 SRTA. TAMARA NIEVES ROSADO	ANALISTA DE MONITORIA/ PROGRAMA ESC	DEPARTAMENTO DE LA FAMILIA	
13 SR. RAMÓN A. REYE COTTO	COORDINADORA PROGRAMA HOPWA	DEPARTAMENTO DE SALUD	
14 SRA. WILLMARY NIEVES	COORDINADORA PROGRAMA HOPWA	MUNICIPIO DE SAN JUAN	
15 Sra. Idalis Perez Abruns	Director de Vivienda		
16			
17			
18			



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LISTA DE ASISTENCIA PUBLICO EN GENERAL

	MUNICIPIO	DIVISION O ENTIDAD QUE REPRESENTA	NOMBRE	CORREO ELECTRONICO O POSTAL	FIRMA
1	San Juan	Iniciativa Comunitaria	Unasce Acendo	unacende@iniciativa.comunicacion.org	
2	Pedro P. Viqueles	Programas Federales	Jorge Neuber Gut	monder_associates@yahoo.com	
3	Guayama	Guayama	Juan Morales	moralesj@guayama.pr	
4	Vivienda	OPBG	Aida Gracia Rivera	agracia@vivienda.pr.gov	
5	Pasada de la Victoria	Puerto Rico	Walter L. Lora	hogar.pasada@vivienda.pr.gov	
6	San Juan	Coalición de San Juan	Vivian Camacho	vivian@coalicionpr.org	
7	La Perla de Gran Pico		Hector Pagan	hector@pagar@yahoo.com	



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LISTA DE ASISTENCIA PUBLICO EN GENERAL

	MUNICIPIO	DIVISION O ENTIDAD QUE REPRESENTA	NOMBRE	CORREO ELECTRONICO O POSTAL	FIRMA
8	San Juan, P.R.	Asoc. de Niños y Adultos Inc.	Lizeth Perez Toledo	anadipr1985@gmail.com	
9	San Juan, P.R.	Victor D. Murrer Tolon	Victor D. Murrer	murrer.victor@gmail.com	
10	Mayaguez, P.R.	Estancia Gonzon Inc.	Rafael Pagan	rpagan@estanciagonzon.org	
11	Mayaguez, P.R.	Estancia Gonzon	Jose Luis Vazquez	Vazquezj@estancia.com	
12	Ugata Alta	Hogar Ruth Inc.	Lisdel Flores	hogar ruth@yahoo.com	
13	Ponce	Centro Cristo Pobre	Luis A. Padilla	centrocristopobre@gmail.com	
14	Ponce	Centro Cristo Pobre	Luis A. Padilla		



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15	P.R.	Centro Cristo Volero.	Francisco Rodriguez	francisco@coalicione.com	[Signature]
16	S.S.	Coalicione Coaliciones	Francisco Rodriguez	francisco@coalicione.com	[Signature]
17	Tor Baja	Casa Samuel	Manuel Reyes	Cimbel.org@gmail.com	M-Xi
18	San Sebastian	EzF Development Inc	Emely Quintana	eg.fdevelopment@gmail.com	[Signature]
19	Yabucoa	Progr. Fed	Oscar W. Feg	oscarw.feg@gmail.com	[Signature]
20	Arecibo	H.M.I.G.O.S Inc	Betty A. Rojas	bttalbaladjo@gmail.com	[Signature]
21	Taujillo Alto	Hogar CREA, Inc	Nashua	NASHUA@MSN.COM	[Signature]



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23	Taujillo Alto	Hogar Crea	[Signature]	cmartinez_360@hotmail.com	Carma M. Tan
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25	Humacao	Casa de la Comunidad	Florina Vasquez	Casabundad@hotmail.com	[Signature]
26	Vega Baja	Trabajador Soc. Programa	Joel Concepcion	joel.ts.sib@gmail.com	[Signature]
27	X	Silo mision cristiana	Elisa Villegas	787-958-7564	[Signature]
28	Municipio S.T.	Corporación Milagros del amor	Vilmarie Rodriguez	787-944-9846	[Signature]



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29	Guaynabo	Intacto	Posa Del Valle	787.552.2385	
30		Depto. Familia	Carmen Sanchez	787-294-4900 Ext. 1171	
31	Piñon		Keysha Orsini	orsini@nman.gov.pr 787-823-2180	
32		La Fondita de Jesús	Cyraldine Bayron Privera	gbayron@lafondita.dejesus.org 787-124-4051	
33			Manuel Santos	msantos@luchapr.org 787-294-1530	
34	Arecibo / May	Joni de P.R.	Ahura Otero	787-265-3405 ahura2@cello.com	
35	San Juan / Arg.	Soto Paz / Arg. Inc	Berlin de Hil	berlinhille@hotmail.com 787-626-1894	



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36		Hogar de Refugio al Refugio	Mana H. Santiago	manasantiago1966@gmail.com	
37		Ministerio Codech en Arre	Luttre Rivera	ministeriocodech@hotmail.com	
38		Ministerio Codech en Arre	Heidy Padilla	"	
39		Pac de COSMA	Voluntz Velez		
40	Estados Unidos	Estados Unidos	Graham R. Castelli	gcastello@estados-unidos.com	
41		Consultora	Anaclys Morales	mymcor@gmail.com	
42		Fundación UPENS	Rafael Bonder	fundacionupens@yahoo.com	



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43		Hogar Rosado	Carmen Ortiz	787-870-3474	
44		Prog. ESC	Tania Nieves	787-644-1997	
		Departamento Fam			
45		Instituto Re-Vocacional	Kami Ortiz	787-832-4600	
		Runto Nuevo			
46		Fundesco	Carmen Marks	787-258-5162	
47	Caguas/Ponce	Coalición de Coaliciones	Carmen Montes	Carmen@coalicionescoaliciones.org	
48					
49					



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1	Vega Alta	Yolanda Rodriguez	Directora Prog. Federales	Yolanda Rodriguez
2	Bayamon	Milagros Maldonado Viquez	Directora Prog. Fed.	Milagros Maldonado Viquez
3	Borinquen	Carmen H. Perez Vargas	Directora Ejecutiva	Carmen H. Perez Vargas
4	Fernandina	Sandra Rosas	Directora Prog. Federales	Sandra Rosas
5	Honoluhia	Noreli M. Cruz Solado	Asist. Adm. (Cora)	Noreli M. Cruz Solado
6	Honoluhia	Milagros Viquez Plaza	Adm. Oficial II	Milagros Viquez Plaza
7	Guánica	Deryn C. Nuñez	Directora Federales Federales	Deryn C. Nuñez
8	Vega Alta	Waleska Lopez	Aux. Adm. Hogar Renta	Waleska Lopez
9	San Juan	Michelle Maxam	Representante	Michelle Maxam
10	Las Piedras	Michelle Maxam		Michelle Maxam
11	Honoluhia	William Serrano Serrano	Dir. Program. Federales	William Serrano Serrano
12	SS	Luz Madero	Coordinadora VSC	Luz Madero
13	Ponce	Albino de la Cruz	Secretario Administrativo	Albino de la Cruz



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14	Municipio de Legos Mendez & Asociados	Guayma Mendez Velizquez	Consultora Prog. Federales	<i>[Signature]</i>
15	Municipio de Coamo	Mario A. Moura's Colla	Directora PF	<i>[Signature]</i>
16	Municipio de Orocovis	Joseph Rivera Padilla	Director Programas Federales	<i>[Signature]</i>
17	Municipio de Canóvanas	Jose D. Candelario	Director Auxiliar Prog. Fed.	<i>[Signature]</i>
18	Municipio de Dorado	Caroline Pagan Maltz	Func. Ejecutivo Inv.	<i>[Signature]</i>
19	Municipio de Dorado	Roberto Vera Molina	Contable	<i>[Signature]</i>
20	Municipio de Luquillo	Yarelis Romarez	Prog. Federales	<i>[Signature]</i>
21	Municipio de Camuy	Christian Ariles	Prog. Federales	<i>[Signature]</i>
22	Municipio de Guayama	Isabel Rodriguez	Directora	<i>[Signature]</i>
23	Municipio de Manatí	A. de la Cruz	Directa Adm.	<i>[Signature]</i>
24	Yabucoa	Carmen I. Burgos	Vivenda	<i>[Signature]</i>
25	Yabucoa	Edgar Casanova Santiago	Dir. Prog. Fed.	<i>[Signature]</i>
26	Barceloneta (Mun)	Glorimar Villanueva	Dir. Prog. Fed.	<i>[Signature]</i>



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27	Barceloneta	Luz M. Mantuano	Supervisor	<i>[Signature]</i>
28	Villalba	Sara A. Leblon	Directora Prog. Fed.	<i>[Signature]</i>
29	Aguada	Roxana Roman Crespo	Directora Prog. Fed.	<i>[Signature]</i>
30	Aguada	Virginia Lutes Ruiz	Asistente Adm.	<i>[Signature]</i>
31	San Juan	Sandra Juarez Jesus	Contadora Trib. Fed.	<i>[Signature]</i>
32	Cabo Rojo	Evelyn Guzmán Vargas	Directora Prog. Federales	<i>[Signature]</i>
33	Cabo Rojo	Tanira Asencio Asencio	Secretaria Adm. Prog. Fed.	<i>[Signature]</i>
34	Guaynabo	Rosa A. Meléndez Quispe	Asistente Ejecutiva Adm.	<i>[Signature]</i>
35	Mamabo	Jahira E. Texidor	Directora Prog. Federales	<i>[Signature]</i>
36	Naranjo	Pedro Santiago Rodriguez	Director Prog. Federales	<i>[Signature]</i>
37	San Juan	Ramón Mejía Pabón	Asistente	<i>[Signature]</i>
38	Quebradillas	Jessie Torres	Directora Interna	<i>[Signature]</i>
39	Pajaro	Maria M. Ortiz de Jesus	Directora Prog. Fed.	<i>[Signature]</i>



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40	Aibonito	Yesimar Arimendi Colón	Asistente	<i>Yesimar</i>
41	Aibonito	Victor Wegrón Pagan	Coordinador	<i>Victor</i>
42	Florida	Glenda Serrano	Directora	<i>Glenda Serrano</i>
43	Florida	Norisa Liz Maisonet Velez	contable	<i>Norisa</i>
44	Vega Baja	Aida M. Montalvo	Directa	<i>Aida M. Montalvo</i>
45	Vega Baja	Dannette Lopez	T. S.	<i>Dannette</i>
46	Vega Baja	Rafael J. Pagan Velez	Inspector	<i>Rafael</i>
47	Juncos	Rosa L. Flores	Directora	<i>Rosa L. Flores</i>
48	Mayaguez	Daisy Prodiges	(81) 843-1460 ext 236	<i>Daisy</i>
49	Ciales	Hector La Luz	(81) 871-3636	<i>Hector</i>
50	Hato Alto	Manbel	(81) 898-3840	<i>Manbel</i>
51	Uros	Hector L. Ramos Cordero	Directo Programa Federal	<i>Hector</i>
52	Agua Buena	David A. Perez Baez	Aux Administrativo	<i>David A. Perez Baez</i>



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53	Agua Buena	José A. Ortiz López	Sup. Pontabilidad	<i>José A. Ortiz López</i>
54	Lares	Tahirí Ruiz	(81) 897-5858 ext 1402	<i>Tahirí</i>
55	Toa Alta	Money Betancourt	(81) 870-3474	<i>Money</i>
56	Las Marías	Eduardo Sng	(81) 908-9108	<i>Eduardo</i>
57	Burabo	Magda Laboy	(81) 964-3918	<i>Magda</i>
58	Dept. Familia	Diana Prodiges	(81) 294-4900	<i>Diana</i>
59	Ceiba	Manbel Posano	20 854-1110	<i>Manbel</i>
60	Barranquitas	Norma G. Vázquez Vázquez	Director Serv. Ciudadanos	<i>Norma G. Vázquez Vázquez</i>
61	Barranquitas	Angel Iván Morán	Director Programas Federales	<i>Angel Iván Morán</i>
62	Yauco	Sonia Prodiges	(81) 856-1340 ext 1037	<i>Sonia</i>
63	Caguas	Shelley Calles	(81) 237-3560	<i>Shelley</i>
64	Caguas	Yolanda Maldonado	(81) 528-2153	<i>Yolanda</i>
65	Llano	Ismael Díaz Salgado	Director Programa Federal	<i>Ismael</i>



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66	Ponce	Maria Torres	(787) 840-9200	
67	Uturodo	Wilfredo Vargas	(809) 270-8414	
68	San Lorenzo	Louchez Santiago	(787) 340-3463	
69	Loiza	Luis D. Pizarro	(787) 876-1040 (ext 220)	
70	Guayanilla	Janice Rullan	(787) 835-2660 (ext 1401)	
71	Guayanilla	Nannette Vega	(787) 835-2664 (ext 1401)	
72	Jcaliz Rivera (Ponza)	Jcaliz Rivera Rodriguez	(939) 218-3874	
73	Cidra	Janet Santiago	(787) 481-1400 (ext 311/2115)	
74	Comerio	Jean Ortiz	(787) 340-0476	
75	Lares	Maria Gonzalez	(787) 897-5858	
76	Peñuelas	Sohanna Trizany	(787) 202-3108	
77	Vauco	Berlian Torres	(787) 856-1340 (ext 1040)	
78	Ricoñ	Evelyn Cordona	(787) 823-2180 (ext 200)	



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	MUNICIPIO	NOMBRE EN LETRA DE MOLDE	POSICION	FIRMA
79	Ponce	Edna Lugo	(787) 840-9200 (ext 5256)	
80	Uturodo	Kamil Ortiz	(787) 832-4600	
81	Uturodo	Miltza Torres	(787) 894-5127	
82	Arroyo	Carmen Matos	(787) 281-5162	
83	Arroyo	Manoel Rodriguez	(787) 636-1152	
84	San Lorenzo	Jaime Villalón	(787) 633-9923	
85	Guayanilla	Jesus Alicea	(787) 876-1040 (ext 1228)	
86	Lajas	José C. Román	787-899-1750 (ext 1001)	
87				
88				
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Grantee Unique Appendices

Additional Information Annual Action Plan

Additional Information Annual Action Plan 2019 Puerto Rico

Annual Action Plan

1

2019

Annual Action Plan
2019

214

Table of Contents

Appendix A– Additional information Annual Action Plan.....	3
AP-10 Consultation	3
AP-12 Participation	7
AP-30 Methods of Distribution	11
AP-50 Geographic distribution.....	71
AP-65 Homeless and Other Special Needs Activities.....	73
AP-90 Program Specific Requirements	75
Appendix B– Resale or Recapture guidelines	97
Appendix C – Other standards for Housing	102
Appendix D – ESG Written Standards	114
Appendix E – HTF Selection Criteria.....	115

Appendix A– Additional Information Annual Action Plan

AP-10 Consultation

1. Introduction

PRDOH is committed to undertake a Community Planning and Development process that is open and that considers the input of communities, stakeholders and residents statewide. The 2019 program year will continue the reconstruction process of Puerto Rico due to the impact of Hurricane Maria. PRDOH is aware of the importance of the CPD resources for the recovery of the Island and understands that consultation must be open and honest in order to allocate the resources to the most needed.

The 2019 annual action plan represents a collective effort from the State to obtain the views of the Municipalities, Private, nonprofit, and public organizations, the private sector and other stakeholders. To obtain their views the state contacted and integrated them through meetings, email communications, a survey, focus groups, and interagency committee and among other available means. Discussions included housing and community development needs, and barriers and constraints regarding housing and community development programs in Puerto Rico, among other topics.

The establishment of effective partnerships among the consolidated plan stakeholders and interested parties, offers a wide range of benefits to the plan institutional structure. All consolidated plan stakeholders have key data, financing, and other resources with which, the lead agency can align the goals and programs. In addition, the State can leverage other public and private resources such economic development, transportation, and public health funding. Further, establishing strong relationships provides greater opportunity across all parties, including the low- and moderate-income population groups and the communities.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Although the PRDOH complies with the regulations citizen participation and consulting minimum requirements, it promotes and undertakes ongoing consultation, collaboration and interaction efforts throughout the program year. The objective behind these efforts is to develop strategic and accountable partnerships among the stakeholders that will lead to achieve greater results. Continued communication among the parties will allow to assess effectiveness of programs throughout the year, and what may be improved in future planning cycles. Based on this communication and feedback, the PRDOH may prioritize further consultation based on partnerships that will help to implement specific projects and activities. Building partnerships with stakeholders around shared priorities provides a strong foundation that supports continued collaboration.

Additional Information Annual Action Plan

This document represents a collective effort from a comprehensive array of State and private organizations. Coordination with all stakeholders was achieved during the public hearings, by consulting organizations and municipalities based on a survey, a series of focus groups that were conducted and the establishment of an interagency committee that met on a regular basis as part of the planning process.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Department of the Family actively participates in the CoCs and is the Collaborative Agency of the CoC 502. Currently, the State ESG Program is represented in both CoCs which facilitates the integration of ESG into the CoC planning processes. Meetings with both CoCs are held regularly. They continue collaborating to maintain veterans functional at zero to prevent and eradicate the situation of homeless veterans. Similarly, the Department is actively participating of the coordinated entry system committee where different strategies are developed to prevent and eradicate the situation of homeless youth and families with children, as well as families and youth at risk of homelessness. To assure integration and participation of ESG's subrecipients, organizations and municipalities will continue requiring participating in CoC's subcommittees of their area and participating of the coordinated entry system. As well, participation and collaboration with the Coordinated Entry System (CES) will be one of the evaluation criteria of the Annual Evaluation Report of ESG subrecipients. CoCs written standards are considered within the ESG written standards and the annual evaluation of its subrecipients.

As part of the consolidated planning process strategies are defined with the objective of addressing the main and core housing and supportive service needs of homeless individuals and families. In addressing the needs of the homeless population, the above described parties collaborate and interact through a multi-layered service model that involves the non-profit organizations, faith-based initiatives, and other available statewide services entities. The homeless strategy encourages active participation of community-wide agencies and providers to meet the full spectrum of needs of the homeless as well as to identify gaps and priorities in the provision of services to homeless persons. The critical components of the Continuum of Care Strategy include:

- Outreach, intake and assessment
- Emergency Shelter
- Transitional Housing
- Supportive Services
- Rapid Re-Housing
- Permanent Housing
- Homeless Prevention

As part of the FY 2018 competition, Puerto Rico received a total of \$18,683,589 in Continuum of Care allocated funds for both CoCs. With this funding the homeless strategy will be able to promote

Annual Action Plan

4

2019

Additional Information Annual Action Plan

communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

As required by the regulation applicable to the consolidated planning process, the PR Department of the Family, as a recipient of the ESG Funds, carried out a consultation with the two continuum of care systems, PR-502 and PR-503. The consultation was conducted through focus group sessions held on March 19 and 21, 2019. The first focus group session was held in Vega Alta, with the members of PR502 and with the participation of 26 persons. The second session was held in Ponce with the members of PR 503 and had the participation of 43 representatives of that CoC. In the sessions, the participants were organized in groups of 5 to 6 people who were moderated (or facilitated) by members of the consultant team providing support in the Action Plan, *Estudios Técnicos, Inc.* The focus groups were carried out using a semi-structured guide of questions through which they delved into:

- Changes in the needs and characteristics of the homeless;
- Distribution of funds by type of activity and geographical area.
- Development of performance standards and how to evaluate the results of programs and activities.
- Development of policies and procedures for the administration and management of the Homeless Management Information System (HMIS) in which they are required to participate.

Regarding the changes in needs and characteristics served the Program the focus groups validated the priority populations established in the 2019 Action Plan, being one of the populations of greatest concern the chronic homeless persons.

Regarding the distribution of funds by type of activity and geographical area, most participants consider it adequate, in general terms. Among the observations or recommendations, they mentioned are the following:

- Consider granting administrative funds to non-profit entities;

Annual Action Plan

5

2019

Additional Information Annual Action Plan

- Suggestion to increase the allocation to prevention activities, taking into consideration the social and economic context of Puerto Rico and the trends of families with high levels of vulnerability and at risk of homelessness.
- Increase in the allocation to the HMIS to cover expenses associated with staff.
- Match the regions proposed for the municipalities that make up the PR-503, to the regions that that CoC is already using.

As described in the ESG distribution method, these recommendations were accepted, except for administrative expenses for non-profit organizations. The state understands that, given the fiscal situation, it is important to maintain administrative funds for the state and municipalities.

As for the specific criteria for the granting of funds, they showed reservations with those listed below. Some of these are also related to the performance evaluation of programs and activities.

- Minimum of 70% of bed occupancy;
- Minimum of two years providing services to the homeless population
- Expenditure rate (expenses of at least 80% of the 2017 allocation)
- Experience in managing federal funds
- Have a line of credit
- Provide service in more than one component of ESG

The Department of Family Affairs understands the concerns presented, but also seeks to promote the best performance of the program, in line with the policies established by the Federal Government. For this reason, as detailed in the distribution method section, these comments were partially accepted.

In addition to the consultation through focus groups, CoC members were invited through various media to the public hearing held on March 5th (press announcement, email, invitations to the CoC chairpersons and announcements in CoC meetings). A representation of each CoC was present and the vice president of CoC 502 was part of the persons who presented comments at the hearing.

Likewise, as part of the consultation processes, the Department of the Family carried out a survey to service providers of the homeless and vulnerable populations (including NPO's and municipalities), who have been subrecipients of ESG. The survey had a participation of 42 organizations, and information was obtained on the needs of the population they serve.

AP-12 Participation

Table 1: Summary of Comments

Program	Deponent	Comment summary	Response to comments
CDBG (Emergency Fund)	Gil Mercado, Esq. Naranjito (comments before presentations)	He agreed with the recommendation not to direct funds from this allocation to the emergency fund and that the emergency fund should be nurtured from the recaptured funds.	The Department of Housing maintained the recommendation to use recaptured funds for the purposes of the Emergency Program.
CDBG	Jesús Colón Berlingeri, Mayor of Orocovis	The mayor stated not to be in favor of eliminating the Emergency Fund from the Allocation and also indicated the importance of signing contracts for funds from past allocations, due to the importance of CDBG funds for the municipalities. Likewise, he indicated the importance of processing pending requisitions or requests for reimbursement, as a matter of urgency.	The representative of the Department of Housing indicated that the Fund would not be eliminated, but instead of taking a portion from the new allocation, the mentioned fund would be obtained from recaptured funds. After an analysis and allocation of funds announced by the Federal Government on April 16, the Department of Housing maintains its position on the matter. Regarding the signature of the contracts and the processing of the reimbursement requests, he indicated that in each case different conditions apply and that they would be communicating with the

Additional Information Annual Action Plan

Program	Deponent	Comment summary	Response to comments
			municipalities to that effect and speed up these procedures.
ESG	Edwin García Feliciano, Mayor of Camuy	Do not reduce the prevention component allocation to give more to "outreach".	After an analysis of the needs of the homeless and the at risk of being homeless populations as well as expenditures pace in this category, the Puerto Rico Department of Family decided to maintain the emphasis on the category of shelter and outreach, reducing the items of rapid rehousing and prevention.
HOME		States that the HOME funds need greater disclosure among the municipalities and a more direct communication with them.	The AFV welcomed the recommendation and will make additional efforts to disseminate the information to the municipalities.
CDBG		The Mayor was against the elimination of the emergency fund in the 2019 allocation. He also expressed his concern regarding unsigned contracts for the 2017 and 2018 allocations, and brought up a communication problem	The CDBG Program has gone through two recent transitions of its administration (From OCAM to ODSEC and from ODSEC to the Department of Housing), in a period of one year, which have affected the regular operations of the Program. The Department of Housing

Annual Action Plan

8

2019

Additional Information Annual Action Plan

Program	Deponent	Comment summary	Response to comments
		between the Department of Housing and the municipalities.	is taking all measures at its disposal to address these situations. As for the contracts, in particular those pending signing of 2017, they had not been signed due to provisions contained in the Action Plan. However, after an analysis of these by the Department of Housing, the provisions were clarified, and the contracts were being signed. It should be noted, however, that in each municipality different conditions operate, and that the Department would be communicating with each one to attend them and proceed with the signing. Likewise, the Department of Housing is taking steps to expedite the processing of pending disbursement requests.
CDBG	Jorge Méndez Cintrón, consultant for several municipalities	Highlights the need to sign the overdue contracts from last year, as well as the situations that have taken place in the program during the past year as adverse to the municipalities. It is urgent for the municipalities to receive these funds so they can complete their work.	
CDBG	Gil Mercado, Esq., Naranjito	The situation with the signing contracts should be resolved expeditiously. Highlights that the performance requirement applies to everyone including the Department of Housing. This money is important for the communities. Let's sign the contracts and move the economy of Puerto Rico.	
CDBG	Yaira Texidor, Maunabo	The municipalities need the funds to provide services and work the infrastructure. She	

Annual Action Plan

9

2019

Additional Information Annual Action Plan

Program	Deponent	Comment summary	Response to comments
		requests to speed up the contract signing process. The requisitions process should be digital.	
CDBG	Ángel Marrero, Barranquitas	The deponent emphasized the need to speed up the contract signing process.	
CDBG	Johalys Rivera Rodríguez, Corozal	The deponent expressed that they understand the difficult situation that the Department of Housing is confronting with the transition, but that there is a need to receive the CDBG funds to continue serving the people.	
ESG	Belinda Hill, CoC PR-502	The projects should be considered by the CoC before being approved. The CoC requests funds for the administrative expenses of the community base programs. The strict criteria should be more flexible. It should consider the people served instead of 80% expended.	The Puerto Rico Department of Family analyzed the comments and decided to maintain the administrative funds for the municipalities. In addition, regarding the expenditures rate restrictive measure, the Department understands that it is in the best interest of the Program and in line with the Federal Government policy for the expenditure of funds.

AP-30 Methods of Distribution

HOME Program

Puerto Rico Department Of Housing – HOME Recapture Provisions

The affordability restriction running with the deed will ensure that all of the HOME assistance to the homebuyer is recuperated. Recapture provisions will ensure that the property remains the beneficiary's principal residence for the term of the affordability. Thus, in case the recapture restriction is triggered, the PRDOH will recapture the entire amount of the HOME investment (net proceeds available from sale). Net Proceeds are defined as the sales price minus superior loan repayment (other than Home funds) and any closing costs. The PRDOH will not recapture more that is available from the net proceeds of the sale.

In the case of an investment from the homebuyer, in the form of additional funds for down payment and the amount of capital improvements, such amount could be recovered by the homebuyer if net proceeds are enough to cover the HOME- assistance. Thus, net proceeds will first cover the HOME assistance, secondly, any initial investments from the homebuyer and finally any amount in excess of net proceeds (surplus) will be shared on equal basis between the PRDOH and the program beneficiary (50% retained by the PRDOH and 50% to beneficiary). Such surplus will be treated as Recaptured funds.

The PRDOH will share any net proceeds if the net proceeds are not sufficient to recapture the full Home assistance plus enable the homeowner to recover the amount of the homeowner's down payment and any capital improvement investment made by the owner since purchase, the grantee may share the net proceeds. The net proceeds are the sales price minus loan repayment (other than Home funds) and closing costs. Capital Improvement investment will be valued by appraisal. A capital improvement is the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, increase its useful life or adapt it to new uses. This type of improvement, according to the Internal Revenue Service (IRS), must have a life expectancy when installed of more than one year.

Examples:

- Must fix some defect or design flaw.
- Must substantially improve the value of a property.
- Must become a permanent part of the property so that removal would cause some impactful damage to the property.
- Must be added with the intention of becoming a permanent part of the property or asset.

The IRS makes a distinction between capital improvements and repairs, which cannot be included in a property's cost basis. Repairs done as part of a larger project, such as replacing all of a home's windows, do qualify as capital improvements. Repairs that are necessary to keep a home in good condition,

Additional Information Annual Action Plan

however, are not included if they do not add value. Examples of such non-qualifying repairs, according to the IRS, include painting, fixing leaks or replacing broken hardware.

The net proceeds may be divided proportionally as set forth in the following mathematical formulas:

$$\frac{HOME\ investment}{HOME\ investment + homeowner\ investment} \times Net\ proceeds = HOME\ amount\ to\ be\ recaptured$$
$$\frac{homeowner\ investment}{HOME\ investment + homeowner\ investment} \times Net\ proceeds = amount\ to\ homeowner$$

The affordability restrictions will not run against the developer's subsidy, hence, only direct subsidy is subject to recapture. Direct subsidy is the amount of HOME assistance- including any program income- that enabled the homebuyer to buy the unit (down payment, closing costs, interest subsidies, or other HOME-assistance). The direct subsidy also includes any assistance that reduced the purchase price from fair market value to an affordable price. Recaptured funds will be used in HOME eligible activities.

The **HOME**-assisted units must meet the affordability requirements for no less than the applicable period specified below, beginning after project completion or occupancy, whichever is last. Particularly, for rehabilitation and construction projects completion will be evidenced by the use and occupancy permit. For rental projects completion will be evidenced when the construction is finished. For homebuyer sales projects completion will be evidenced when the last unit is sold. If the homebuyer transfers the property, either voluntary or involuntarily, during the period of affordability, the PRDOH will recover all the HOME assistance from the net proceeds.

TIME RESTRICTIONS ON AFFORDABILITY LIMITATIONS

HOME Investment per unit	Length of Affordability
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000	15 years

The affordability period requirements are enforced through a written agreement executed by the homebuyer and the PRDOH, and will be enforced via deed restrictions separately recorded, and a soft second mortgage over the property. The time limit for such lien will be determined by the amount of the subsidy granted by the State HOME Program, as shown in the above table.

The PRDOH will only approve refinancing for better rate and terms of the first mortgage, and immediate property repairs or improvements. Such approval requires the expressed written consent of PRDOH. The

Additional Information Annual Action Plan

PRDOH will not approve debt consolidations or 'cash-out' refinance (other than for a nominal cash remainder that may be result from the adjustment of a closing date, etc.). Assisted households wishing to do a cash-out refinance during the affordability period should expect to repay the HOME-assistance.

Puerto Rico Department Of Housing – HOME Resale Provisions

Description of the Resale Guidelines for the Homebuyer Activity:

Provisions follow the requirements established in 24 CFR 92.254 (a) (5) (i) to ensure affordability in compliance titled **Qualification as Affordable Housing: homeownership.**

The PRDOH will use both Resale and Recapture provisions. Resale provisions will only be used in cases in which HOME assistance has been awarded as development subsidy and will not be used to reduce the purchase price of the unit and in cases in which the permanent and primary financing for the acquisition would be affected due to the lender's policies regarding the treatment of the Recapture provisions. It has been the PRDOH's experience that certain institutions equate subsidies awarded in lieu of Recapture provisions as payable loans and therefore must be considered when calculating the property's Loans to Value Ratio. Under these circumstances and when the Loans to Value Ratio exceeds the ratio authorized under the primary lender's policies, the developer or CHDO may request the sale of the HOME assisted unit under the Resale provisions. In any such case the developer or CHDO must seek the PRDOH's prior written approval before selling the unit using Resale provisions.

Recapture provisions will not be used when a project receives only a development subsidy. Instead, resale provisions will be used. Resale provisions may require selling properties below fair market value in order to make the property affordable to the subsequent low-income homebuyer. Recapture provisions allow for sale at fair market value.

In order to assure the maintenance of the affordable housing stock, the **HOME** program provides a set affordability periods that relate to the resale of the property. These periods are based on the amount of **HOME** funds provided for the property, in compliance with the Table below.

TIME RESTRICTIONS ON AFFORDABILITY LIMITATIONS

HOME Investment per unit	Length of Affordability
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000	15 years

The period of affordability will be based on the total amount of HOME funds invested in the housing, including any program income expended in the unit.

The resale requirements must ensure, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing is made available for

Annual Action Plan

13

2019

Additional Information Annual Action Plan

subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. The resale requirement must also ensure that the price at resale provides the original **HOME**-assisted owner a fair return on investment (including, the value of the original down payment, and capital improvements) and ensure that the housing will remain affordable to a reasonable range of low-income Homebuyers.

The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. The PRDOH would announce in the restrictive covenants that may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

The term of affordability shall be secured in the written agreements executed by the homebuyer and the PRDOH and enforced via deed restrictions separately recorded, and a soft second mortgage over the property. The restrictive deed of trust would be presented at the corresponding office of the Department of Justice Property Register for presentation, qualification and inscription.

The recorded restricted deed of trust would include the following covenants on the land in two instances: in the fee title simple and in the PRDOH direct mortgage that will secure the affordability period of the assisted housing.

- (1) The housing must be the principal residence of the family throughout the affordability period established in the recorded deed. The Homebuyer would not rent the dwelling or use it in any other manner than the principal residence of the family.
- (2) The Homebuyer must meet the affordability requirements for not less than the applicable period specified in the previous table, beginning after project completion.
- (3) Refinancing of the first mortgage would be allowed if two of the following conditions are met:
 - (a) That the dwelling unit has been continuously occupied by the Homebuyer;
 - (b) That the funding raised by the mortgage refinancing would be used for **HOME** improvements, approved by the **HOME** Program and that no cash will be used for other means;
 - (c) That the refinancing would improve the current mortgage payment, either lowering the monthly installments, interest rate or maturity term.
- (4) The PRDOH would conduct periodic inspections on the **HOME** assisted housing during the affordability period to verify program compliance.
- (5) Resale of the property should be authorized in advanced by the PRDOH, and such offering should be made only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. The resale price should provide the original **HOME**- assisted

Annual Action Plan

14

2019

Additional Information Annual Action Plan

owner a fair return on investment. The homebuyer's fair return on investment will be based in the percentage change of Puerto Rico's Consumer Price Index (CPI, as published by the Puerto Rico Department of Labor and Human Resources) over the period of ownership. Capital improvements will be valued based on actual costs of the improvements as documented by an appraisal. Any improvements on the property will require written consent from the PRDOH.

- (6) Additionally, any approval of improvements on the property will require the submission of quotes from a valid contractor. The housing will remain affordable to a reasonable range of low-income Homebuyers.
- (7) The **HOME** equity, other than homeowner's investment and any capital improvement, and any increase in the appraised value of the property should be kept in the property, to help meet the affordability criteria for the new Homebuyer.
- (8) The property must be sold to a homebuyer complying with the following criteria: A price that is affordable to a family below 80 percent of the median income of Puerto Rico at the time of the transaction that will pay no more in PITI (the sum of loan payments of principal and interest, taxes and insurance) than 30 percent of annual (gross) income or depending on compensatory factors.
- (9) The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD.
- (10) PRDOH may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

Puerto Rico Department of Housing – HTF Recapture Provisions

The affordability restriction running with the deed will ensure that all of the HTF assistance to the homebuyer is recuperated. Recapture provisions will ensure that the property remains the beneficiary's principal residence for the term of the affordability. Thus, in case the recapture restriction is triggered, the PRDOH will recapture the entire amount of the HTF investment (net proceeds available from sale). Net Proceeds are defined as the sales price minus superior loan repayment and any closing costs. The PRDOH will not recapture more that is available from the net proceeds of the sale.

In the case of an investment from the homebuyer, in the form of additional funds for down payment and the amount of capital improvements, such amount could be recovered by the homebuyer if net proceeds are enough to cover the HTF-assistance. Thus, net proceeds will first cover the HTF assistance, secondly, any initial investments from the homebuyer and finally any surplus will be shared between the PRDOH and the beneficiary.

Annual Action Plan

15

2019

Additional Information Annual Action Plan

The PRDOH will share any net proceeds if the net proceeds are not sufficient to recapture the full HTF assistance plus enable the homeowner to recover the amount of the homeowner's down payment and any capital improvement investment made by the owner since purchase, the grantee may share the net proceeds. The net proceeds are the sales price minus loan repayment (other than HTF funds) and closing costs. The net proceeds may be divided proportionally as set forth in the following mathematical formulas:

$$\frac{\text{HTF investment}}{\text{HTF investment} + \text{homeowner investment}} \times \text{Net proceeds} = \text{HTF amount to be recaptured}$$

$$\frac{\text{homebuyer investment}}{\text{HTF investment} + \text{homeowner investment}} \times \text{Net proceeds} = \text{amount to homeowner}$$

If net proceeds are not enough to cover HTF assistance, then the homebuyer will not recuperate their investment. Capital improvements will be defined as any structural improvement made to the property that increased the unit's value and be explicit in the appraisal. A capital improvement is the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, increase its [useful life](#) or adapt it to new uses. This type of improvement, according to the [Internal Revenue Service](#) (IRS), must have a life expectancy when installed of more than one year.

Examples:

- Must fix some defect or design flaw.
- Must substantially improve the value of a property.
- Must become a permanent part of the property so that removal would cause some impactful damage to the property.
- Must be added with the intention of becoming a permanent part of the property or asset.

The IRS makes a distinction between capital improvements and repairs, which cannot be included in a property's cost basis. Repairs done as part of a larger project, such as replacing all of a home's windows, do qualify as capital improvements. Repairs that are necessary to keep a home in good condition, however, are not included if they do not add value. Examples of such non-qualifying repairs, according to the IRS, include painting, fixing leaks or replacing broken hardware.

The PRDOH will share any appreciation in the value of the HTF-assisted unit with the homebuyer. Any amount in excess of net proceeds (surplus) will be shared on equal basis between the PRDOH and the program beneficiary (50% retained by the PRDOH and 50% to beneficiary). Such surplus will be treated as Program Income.

Additional Information Annual Action Plan

The affordability restrictions will not run against the developer's subsidy; hence, only direct subsidy is subject to recapture. Direct subsidy is the amount of HTF assistance- including any program income- that enabled the homebuyer to buy the unit (down payment, closing costs, interest subsidies, or other HTF-assistance). The direct subsidy also includes any assistance that reduced the purchase price from fair market value to an affordable price. Recaptured funds will be used in HTF eligible activities.

The HTF-assisted units must meet the affordability requirements for no less than the applicable period specified below, beginning after project completion or occupancy, whichever is last. Particularly, for rehabilitation and construction projects completion will be evidenced by the use and occupancy permit. For rental projects completion will be evidenced when the construction is finished. For homebuyer sales projects completion will be evidenced when the last unit is sold. If the homebuyer transfers the property, either voluntarily or involuntarily, during the period of affordability, the PRDOH will recover all the HTF assistance from the net proceeds.

TIME RESTRICTIONS ON AFFORDABILITY LIMITATIONS

HTF Investment per unit	Length of Affordability
Less than \$30,000	10 years
\$30,000 - \$50,000	20 years
Over \$50,000	30 years

The aforementioned affordability period requirements are enforced through a written agreement executed by the homebuyer and the PRDOH, and will be enforced via deed restrictions separately recorded, and a soft second mortgage over the property. The time limit for such lien will be determined by the amount of the subsidy granted by the State HTF Program, as shown in the above table.

The PRDOH will only approve refinancing for better rate and terms of the first mortgage, and immediate property repairs or improvements. Such approval requires the expressed written consent of PRDOH. The PRDOH will not approve debt consolidations or 'cash-out' refinance (other than for a nominal cash remainder that may be result from the adjustment of a closing date, etc.). Assisted households wishing to do a cash-out refinance during the affordability period should expect to repay the HTF-assistance.

Puerto Rico Department of Housing – HTF Resale Provisions

Description of the Resale Guidelines for the Homebuyer Activity:

Provisions follow the requirements established to ensure affordability in compliance with 24 CFR 93.305(b) titled Qualification as Affordable Housing: modest housing requirements for homeownership; resale or recapture requirements.

Additional Information Annual Action Plan

The PRDOH will use both Resale and Recapture provisions. Resale provisions will only be used in cases in which HTF assistance has been awarded as development subsidy and will not be used to reduce the purchase price of the unit and in cases in which the permanent and primary financing for the acquisition would be affected due to the lender's policies regarding the treatment of the Recapture provisions. It has been the PRDOH's experience that certain institutions equate subsidies awarded in lieu of Recapture provisions as payable loans and therefore must be considered when calculating the property's Loans to Value Ratio. Under these circumstances and when the Loans to Value Ratio exceeds the ratio authorized under the primary lender's policies, the developer or CHDO may request the sale of the HTF assisted unit under the Resale provisions. In any such case the developer or CHDO must seek the PRDOH's prior written approval before selling the unit using Resale provisions.

Recapture provisions will not be used when a project receives only a development subsidy. Instead, resale provisions will be used. Resale provisions may require selling properties below fair market value in order to make the property affordable to the subsequent extremely-low or very-low income homebuyer. Recapture provisions allow for sale at fair market value.

In order to assure the maintenance of the affordable housing stock, the HTF program provides a set affordability periods that relate to the resale of the property. These periods are based on the amount of HTF funds provided for the property, in compliance with the Table below.

TIME RESTRICTIONS ON AFFORDABILITY LIMITATIONS

HTF Investment per unit	Length of Affordability
Less than \$30,000	10 years
\$30,000 - \$50,000	20 years
Over \$50,000	30 years

The period of affordability will be based on the total amount of HTF funds invested in the housing, including any program income expended in the unit.

The resale requirements must ensure, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a **[extremely-low or very]** low-income family and will use the property as its principal residence. The resale requirement must also ensure that the price at resale provides the original HTF-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure that the housing will remain affordable to **[extremely-low or very low-income]** Homebuyers.

The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure. The PRDOH would announce in the restrictive covenants that may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before

Additional Information Annual Action Plan

the termination event, obtains an ownership interest in the housing.

The term of affordability shall be secured in the written agreements executed by the homebuyer and the PRDOH and enforced via deed restrictions separately recorded, and a soft second mortgage over the property. The restrictive deed of trust would be presented at the corresponding office of the Department of Justice Property Register for presentation, qualification and inscription.

The recorded restricted deed of trust would include the following covenants on the land in two instances: in the fee title simple and in the PRDOH direct mortgage that will secure the affordability period of the assisted housing.

- (11) The housing must be the principal residence of the family throughout the affordability period established in the recorded deed. The Homebuyer would not rent the dwelling or use it in any other manner than the principal residence of the family.
- (12) The Homebuyer must meet the affordability requirements for not less than the applicable period specified in the previous table, beginning after project completion.
- (13) Refinancing of the first mortgage would be allowed if two of the following conditions are met:
 - (a) That the dwelling unit has been continuously occupied by the Homebuyer;
 - (b) That the funding raised by the mortgage refinancing would be used for **HTF** improvements, approved by the **HTF** Program and that no cash will be used for other means;
 - (c) That the refinancing would improve the current mortgage payment, either lowering the monthly installments, interest rate or maturity term.
- (14) The PRDOH would conduct periodic inspections on the **HTF** assisted housing during the affordability period to verify program compliance.
- (15) Resale of the property should be authorized in advanced by the PRDOH, and such offering should be made only to a buyer whose family qualifies as an extremely low-income family and will use the property as its principal residence. The resale price at resale should provide the original **HTF**- assisted owner a fair return on investment. The homebuyer's fair return on investment will be based in the percentage change of Puerto Rico's Consumer Price Index (CPI, as published by the Puerto Rico Department of Labor and Human Resources) over the period of ownership. Capital improvements will be valued based on actual costs of the improvements as documented by an appraisal. The housing will remain affordable to a reasonable range of extremely low-income Homebuyers. Any improvements on the property will require written consent from the PRDOH. Additionally, any approval of improvements on the property will require the submission of quotes from a valid contractor.
- (16) The **HTF** equity, other than homeowner's investment and any capital improvement, and any increase in the appraised value of the property should be kept in the property, to help meet the affordability criteria for the new Homebuyer.

Annual Action Plan

19

2019

Additional Information Annual Action Plan

- (17) The property must be sold to a homebuyer complying with the following criteria applicable to HTF regulations at 24 CFR § 93.305(b), 24 CFR § 93.2, and 24 CFR § 93.250: At a price that is affordable to a family at below 30 percent (extremely low income) or below 50 percent (very low income) of the median income of Puerto Rico at the time of the transaction that will pay no more in PITI (the sum of loan payments of principal and interest, taxes and insurance) than 30 percent of annual (gross) income or pending on compensatory factors.
- (18) The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD.
- (19) PRDOH may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

HOME PROGRAM

1. DESCRIBE THE STATE PROGRAM (HOME) ADDRESSED BY THE METHOD OF DISTRIBUTION.

The PRDOH will receive \$12,219,675.00 in HOME funds for PY 2019. All resources will be allocated to provide incentives for meeting the goal of developing and supporting 157 affordable rental and homeownership housing units. This will be achieved through the Homebuyer Assistance, Rehab or New Construction by Owner (Techo Dorado) and Rehabilitation or New Construction for Multifamily Rental Development. These eligible costs include site improvements, conversion, demolition, and other expenses such as financing costs and relocation expenses of displaced persons, families, businesses, or organizations. Funds will also be allocated to provide down payment assistance to homebuyers. Housing must be permanent or transitional and serve both low and very low-income families, according to the applicable qualifying standard associated to each activity. The distribution of HOME funds for PY 2019 is shown below:

GRANT FUNDS BY ACTIVITY ALLOCATION FOR PY 2019	
Assigned Budget:	\$12,219,675.00
State Administration:	\$1,221,967
Homebuyers Assistance:	\$5,000,000
Rehab or New Construction for Multifamily Rental Development:	\$5,000,000
Rehab or New Construction by Owner (Techo Dorado)	\$997,708

Annual Action Plan

20

2019

2. DESCRIBE ALL OF THE CRITERIA THAT WILL BE USED TO SELECT APPLICATIONS AND THE RELATIVE IMPORTANCE OF THESE CRITERIA.

As part of the joint efforts and on-going initiatives that relate to the 2015-2019 Puerto Rico State Housing Plan, the Puerto Rico Department of Housing (PRDOH) will make the activity of Construction and Rehabilitation of Rental Housing under the HOME Investment Partnership Program (HOME) Action Plan (AP) a component of the forthcoming Notification of Funds Availability the Authority will issue. The NOFA intends to leverage funds from multiple sources under joint selection and underwriting criteria compatible with the AP and the Low-Income Housing Tax Credit's (LIHTC) Qualified Allocation Plan (QAP) in order to maximize the use of public and private funds channeled to affordable rental projects meeting the housing needs and goals established in the State Housing Plan. Nonetheless, any representation and/or guideline contained in the NOFA will not be intended to, nor it statutorily could, modify or supersede the Authority's responsibility to comply with HOME requirements. Under the NOFA the HOME Program might implement a consolidated application for the HOME, LIHTC, which will combine the requirements of the programs to promote the development of multifamily rental projects.

Outreach for program funds is based on the methodology for open market competition. A notice of HOME funds to be released under the NOFA will be published in a general circulation newspaper. The number, nature and location of public hearings will be announced in the Notice. Any interested qualifying parties may submit an application to finance their project. This process assures equal participation of any party in the affordable housing business.

Announcement and application: HOME will announce and publish in a general circulation newspaper the quantity of funds to be released and the proposal submission deadline. The announcement could be jointly with other funding programs (if available) according to PRFHA Annual Plan and government Plan.

Interested applicants could obtain HOME information and application form at PRDOH's office or its site, www.afv.pr.gov. The proponents must submit applications according to the corresponding procedures and deadlines.

Please note that it should be at PRDOH's sole discretion to award Home funds to any Participant (which has requested or not HOME funds), based on the merits of the project, available funds, specific needs of the cycle, economic conditions, in order to promote the new construction/rehabilitation of low-income housing projects. This will also apply to projects requesting 4% tax-exempt bonds, where, depending of the merits and conditions of the project, HOME funds might be awarded. Although projects under the 4% tax-exempt bonds are not presently subject to a competitive cycle, HOME funds might be awarded. As of today, \$1,000,000,000 in private activity bond volume-related 4% tax-exempt credits are available.

Additional Information Annual Action Plan

The public hearing is announced with the publication of the NOFA, inviting all interested parties to attend the conference in order to learn in advance about the requirements established to access all programs funds. Once the application dates are established, the proponents submit their applications in a competitive method, ensuring the fair and unbiased contracting procedure that allows a foremost opportunity of open competition and the absence of conflicts of interests. Because the method of distribution of the State HOME Program runs as a competitive process, the PJ cannot predict the geographic distribution of the assistance.

As presented earlier, the State HOME Program will allocate the amount of \$12,219,675.00 for the eligible activities established in the 5YHS, amended accordingly to reflect funding changes and the needs and policy priorities announced in the State Housing Plan 2014-2018. Additional details are provided in the 2015-2019 Consolidated Plan and State Housing Plan. The method for distributing HOME funds to local governments, developers, CHDOs, minority groups, and small businesses will be through the submittal of an application.

The applications for housing construction and rehabilitation must benefit low and very low-income families. The subsidy requested should be enough, without exceeding the maximum per unit subsidy standards adopted by the State HOME Program. This will allow income eligible families to meet the eligibility requirements pursuant to 24 CFR 92.203. For rental projects, the proposal should allow renters to be eligible, through compliance of 24 CFR 92.216; and for Homeownership housing, the proposal should allow prospective homeowners to be eligible in compliance of 24 CFR 92.217, among other Federal requirements and the State HOME Program criteria.

The HOME Program designated employee will receive the applications and will refer them for the corresponding analysis. Upon completion of the analysis, the HOME Program Director will determine which applicants comply with the minimum threshold requirements and therefore can proceed with the point ranking evaluation.

Applications requesting HOME funds will be evaluated based on joint rating factors. Those factors include but are not limited to local considerations and State HOME Program's criteria, such as:

- project location;
- project characteristics;
- housing needs characteristics;
- project developer characteristics;
- financing characteristics; and
- supportive services.

Project Evaluation and Selection

To be considered for an allocation of HOME Funds, the applicant must submit a complete application with the following information and documents. Incomplete applications will not be accepted for evaluation or scoring.

Complete applications will be reviewed for compliance with the basic threshold requirements set

Annual Action Plan

22

2019

Additional Information Annual Action Plan

forth below:

BASIC THRESHOLD REQUIREMENTS	
Authority's HOME Program application and inspection fees:	
<ul style="list-style-type: none"> • CHDOs: \$0.00 • 1% of 1% of requested amount; with a minimum payment of \$2,500 and a maximum of \$10,000. This is a non-refundable and non-transferable payment. • \$50 per HOME unit during the HOME compliance period. This amount will be due and payable by January 31 of each year. 	
2. Application's Agreement and Certification was:	
<ul style="list-style-type: none"> • Signed by the Owner, the President or Secretary of the General Partner, • Person who signed is a duly authorized officer of the applicant (as evidenced by an applicable resolution). • Document shows corporate seal (Please, make sure the seal is legible in digital documents). 	
3. Submitted certified copies of the organizational documents of all entities (for example: owner, general partners, sponsors, developer, officers, members, etc.) involved in the project, including:	
a)	Certificate of Incorporation (in USA and PR, as might apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor.
b)	Articles of Incorporation for the following entities: Owner, Developer, General Partner/Manager and Sponsor.
c)	Partnership (or Operating) Agreement of the entity to claim ownership of the Project (LP, LLC, etc.), as may apply, indicating cash contributions by the General Partner(s) and/or Limited Partner(s).
d)	IRS form SS-4, Application for Employer Identification Number, or other evidence indicating taxpayer identification number for the following entities: Owner, Developer, General Partner/Manager and Sponsor.
e)	Names, addresses and telephone numbers of officers, members, directors, principal stockholders or managing partner of the following entities: Owner, Developer, General Partner/Manager and Sponsor.
f)	The owner, developer and their shareholders, directors, officers and partners, as applicable, with previous participation in the program, must demonstrate (through a certification letter from the Director of the Authority's Audit and Compliance Department) that they comply with Section 42/HOME requirements and that, as of the most recent audit/compliance review, there is no outstanding finding of noncompliance (including any fees due to the Authority) in another project that received Tax Credits/HOME funds and in which they have an interest or participation.
g)	Financial statements (updated within six months of the application) of the owner, developer, general partners, sponsors and principal officers of each entity. Financial statements will be audited if they belong to juridical persons; compiled or revised if they belong to natural persons. In case of for-profit, must evidence a combined net worth of all entities and natural persons involved

Annual Action Plan

23

2019

Annual Action Plan
2019

236

Additional Information Annual Action Plan

BASIC THRESHOLD REQUIREMENTS	
in the ownership structure of the project (excluding actual or future limited partners and/or Tax Credit equity providers) equal to or greater than \$500,000.00	
h)	Certificate of Authorization of US Foreign Limited Liability Company from PR Department of State (as it may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor.
i)	Good Standing Certificate (in USA and PR, as may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor.
j)	Company by-laws and internal rules for the following entities: Owner, Developer, General Partner/Manager and Sponsor.
k)	Organizational chart of project structure identifying Owner, Developer, General Partner/Manager and/or Sponsor and any other related entity.
l)	Certification attesting that Owner, Developer, General Partner/Manager and Sponsor or any grantee or contractor at any tier to any of the stated parties is not currently debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs subject to 2 CFR part 2424 and are not included on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.
The owner, developer, general contractor and their respective shareholders, directors, officers and partners, as applicable, must demonstrate via <u>sworn statement</u> (<i>affidavit</i>) that:	
they have not been involved in any way (either personally or as shareholders, directors, officers, members or partners of a corporation, partnership or other form of business organization or joint venture) in any other project for which the Authority has provided any financing and /or grant (as lender, conduit, custodian of funds, or otherwise) and in which a default notice under the terms and conditions of the applicable financing documents has been issued and not cured. All previous must also evince via sworn statement that they have not been involved or are in any conflict of interest (fact or appearance) in any way (either personally or in any other juridical capacity) with the Authority or its employees. Any conflict of interest will immediately disqualify the applicant of any participation in the Authority/HOME programs.	
Any identity of interest with any other party involved with the project has been identified and explained in the application package.	
they have not been involved or are in any conflict of interests (fact or appearance) in any way (either personally or as shareholders, directors, officers, general contractors or partners of a corporation, partnership or other form of business organization or joint venture) with the Authority or its employees. Any conflict of interest will immediately disqualify the applicant with regard to any of the Authority's programs.	
Projected income & expenses schedule and a pro-forma cash flow, for the applicable compliance period, showing a feasible operation and certified by the proposed management agent.	
Designer's Preliminary Opinion Letter with the Fair Housing Act Accessibility Requirements Checklist completed by the designer.	

Annual Action Plan

24

2019

Annual Action Plan
2019

237

Additional Information Annual Action Plan

BASIC THRESHOLD REQUIREMENTS
Applicant demonstrates readiness to proceed, through submission of:
Certification of the percentage of construction completion prepared by the resident inspector and lender's inspector for projects under construction. Both reports are required. (Be advised that existing construction might affect the environmental review and eventual assignment of HOME Funds).
Unexpired evidence of site control (99 years or more is required for lease contracts under HOME-AP).
Unexpired Construction Permit, Green Construction Permit or Notification of Construction Permit issued by the applicable permitting office and agencies endorsement letters, as applicable.
Written unqualified endorsement from the Mayor of the Municipality where the project will be located. The letter must indicate any other municipal assistance that the project will receive.
Technical Assistance or Final Determination Letter from the State Historic Preservation Office (36 CFR 800).
Wetland Inventory Map from the US Fish and Wildlife Service (Wetlands Protection-Executive Order 11990). The project location must be identified in the map. The project must be out of any wetland or a mitigation measure should have been <u>completed and approved</u> by the Corps of Engineers or the Department of Natural Resources.
FEMA Map (Floodplain Management Act (24 CFR 55, Executive Order 11988)
The project location must be identified in the NFIP map. The project must be located out of the 100-year floodplain, coastal high hazard areas and Floodways. If the project is located in the 100-year floodplain, an approved letter of map amendment (LOMA) or letter of map revision (LOMR) by FEMA must be submitted.
USFWS Map (Coastal Barrier Resources Act (24.CFR 58.6(b)(2)). The project location must be identified in the map. Federal assistance may not use in the Coastal Barrier Resources System.
Certification of consistency filed with the State Coastal Management Program, if required.
Technical Assistance or Final Determination Letter from the U.S. Fish & Wild Life Service-Department of Interior -(Endangered Species Act (50 CFR 402). The technical assistance shall indicate that no endangered species are affected by the project. If mitigation required as per Final Determination, must specify expected timeframe and cost for required actions.
Noise Study for any proposed project of new construction, major rehabilitation, or conversion located: <ul style="list-style-type: none"> • 1,000 feet of a major noise source, road or highway • 3000 ft. of a railroad; or • 5 miles of a civil airport <p>Noise Study must be in accordance to the requirements set forth in the American National Standard Method for the Physical Measurement of Sound. The result of the noise level must comply with the acceptable noise level of 65 decibels established in 24 CFR 51.100 Noise Abatement and Control. The Noise Study must comply with the HUD Noise Guidebook. Day/Night Noise Electronic Assessment Tool. (https://www.onecpd.info/resource/313/hud-noise-guidebook/).</p>

Annual Action Plan

25

2019

Annual Action Plan
2019

238

Additional Information Annual Action Plan

BASIC THRESHOLD REQUIREMENTS
Archaeological, if required by the SHPO pursuant to its review under Section 106, or if required by the Institute of Puerto Rican Culture (ICP), or copy of the recommendation issued by the ICP as part of the construction permit consultancy process evidencing that the study is not required.
Hydraulic/Hydrologic Study, if the project meets the conditions established under The Department of Natural and Environmental Resources' Administrative Order No. 2013-12, or a certification issued by a civil engineer attesting that the study is not required.
Resumes, applicable licenses and contracts with the Development team in place: <ul style="list-style-type: none"> • Architect/Designer • General Contractor • Resident Inspector • Management Agent • Consultant Agent
Final construction drawings and outline specifications certified by the licensed professional (project architect or engineer in charge of design) submitted to the competent permitting office.
Construction cost breakdown (itemized schedule of values) that substantially conforms to form HUD 2328 (form not required), certified by the proposed general contractor or project designer.
Conditional or firm financing commitment, specifying terms of each financing source. Projects with permanent financing other than the Authority's will need a letter of intent from the financial institution. The letter should detail: <ul style="list-style-type: none"> • amount and term of the loan; • fixed interest rate; • non-recourse nature of the loan; • amortization period; • prepayment penalties; and • agreements governing the various reserves which are capitalized at closing
Phase I environmental assessment report. (Must comply with ASTM E 1527-13 or any updated version promulgated by ASTM which meets the requirements of the EPA's AAI regulations).
Comprehensive market study report by an Authority approved provider that is also unaffiliated to the developer (prepared within six months of the application).
Appraisal report of site and project performed by an Authority approved appraiser unaffiliated to the developer (prepared within six months of the application).
For rehabilitation and acquisition/rehabilitation projects, a comprehensive capital needs assessment report prepared by a licensed architect or engineer unaffiliated to the developer

Annual Action Plan

26

2019

Annual Action Plan
2019

239

Additional Information Annual Action Plan

BASIC THRESHOLD REQUIREMENTS
that includes: an opinion of proposed construction budget and assesses the condition, among other, of site, structural systems (roof, bearing walls and columns, foundations), plumbing systems, electrical systems, fire protection systems, building envelope and insulation, interiors (including units and common areas); and mechanical systems; in projects with more than 26 units, it must specify the remaining useful life of major systems; and paint testing and/or risk assessment report, for substantial rehabilitation projects.
Site selection standards checklist evidencing compliance with 24 CFR 983.57(e).
Project timeline for project activities including specific benchmarks for acquisition, assembly of the development team, completion of plans and specifications, completion of financial approvals, municipal approvals, building permits, project construction start date, completion date and the estimated date of lease-up.
Certification by owner attesting compliance with restrictions on real property acquisition or rehabilitation under the URA, and 49 CFR 24.101(b).
Letter of intent to sign the Land Use Restrictive Covenant Agreement for the HOME program, including: designation of HOME-assisted units (24 CFR 92.252(j)); occupancy of assisted units (24 CFR 92.216(a) and 92.252(a) and (b)); initial and ongoing rent restrictions (24 CFR 92.252(a) through (c) and (f)); tenant eligibility (24 CFR 92.203 and 92.252(h) and (i)); and period of affordability (24 CFR 92.252(e)).
Certification from applicant as to Federal, State, or Local subsidies received or expected to be received for the development and operation of the project. If executed, copies of subsidy/grant contracts or commitment letters must be submitted with the application.
If the project has, or will have, Federal, State, or Local subsidies copies of the contracts or firm commitment letters must be attached to the owner's subsidy certification, as applicable.
Detail sources and uses of funds schedule and projected cash flow during construction period.
ADDITIONAL TRESHOLDS REQUIREMENTS
1. "Non Profit Organizations (NP) requesting funds from the Community Housing Development Organization (CHDO) Set-Aside must file an independent application to be certified as an organization within the meaning of 24 CFR 92.2, Subpart A, and comply with the following requirements:
The NP is organized under State or local laws, as evidenced by a Certificate of Organization issued by the State Department.
No part of its earnings, inure to the benefit of any member, founder, contributor, or individual as evidenced by its Articles of Incorporation.

Annual Action Plan

27

2019

Annual Action Plan
2019

240

Additional Information Annual Action Plan

BASIC THRESHOLD REQUIREMENTS
Evidence that it is a qualified organization by including copy of the IRS document designating the NP as a 501(c)(3) or 501(c)(4) entity; is classified as a subordinate of a central organization non-profit under section 905; or is a wholly-owned entity that is regarded as an entity separate from its exempted owner for tax purposes.
The NP is not affiliated with or controlled, nor receives direction from individuals, or entities seeking profit from the organization.
Evidence that the NP has among its purposes the provision of decent housing that is affordable to low and moderate-income people.
Evidence that the NP conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems".
Evidence of demonstrated capacity for carrying out activities assisted with HOME funds; and that the NP has a history of at least one year of serving the community within which housing to be assisted with HOME funds is to be located.
The NP maintains at least one-third of its governing board's membership for residents of low-income community residents or elected representatives of low-income neighborhood organizations or, if chartered by a State or local government or sponsored or created by a for-profit organization, complies with applicable membership restrictions; and provides a formal process for low-income beneficiaries to advise on its activities regarding affordable housing projects.
If the owner, developer or sponsor applies under the Authority's HOME program Community Housing Development Organization (CHDO) set aside must include evidence of such application meeting the requirements in 24 CFR 92.300(a)(2) to (4), as applicable.
Projects financed by Rural Housing Services/ HUD 202 Program or any other federal, state or local program funding-source not included under the NOFA must submit reservation or commitment letter with the application. The letter must identify the funding amount.
Affirmative Fair Housing Marketing Plan.
Projects with tax exempt financing, certifications from: financing institution stating the tax exempt status of the obligations to be issued to finance the Project, and Owner's Tax Attorney and/or CPA opinion regarding this matter.

The initial basic qualifications will be evaluated by PRDOH. If the project do not meet requirements for completeness, the applications will not be received. If received, only those applications that meet the joint basic threshold requirements and qualifications would be further considered for evaluation under joint the Point Ranking System.

Annual Action Plan

28

2019

Annual Action Plan
2019

241

Additional Information Annual Action Plan

Point Ranking System

The HOME Program Director will determine which applicants comply with the minimum threshold requirements and therefore can proceed with the point ranking evaluation. PRDOH will consider qualified applications for HOME Funds after a project satisfies all basic threshold requirements, using the Point Ranking System established hereinafter to determine the allocation of HOME Funds. The project can accumulate up to 100 points on the Point Ranking System and a minimum of 30 points to be further considered for an allocation of HOME Funds.

The Authority reserves the right not to reserve or allocate HOME funds to any applicant, regardless of that applicant's point ranking, if the Authority determines, subject to program requirements, that a reservation is not in line with the purpose and goals of the State Housing Plan or this Action Plan; the applicant's proposed project is not financially viable; there is not a substantial likelihood that the project will be able to execute in a timely manner; or the project do not comply with any other applicable requirement. The information that might be weighed to make such determination includes, but is not limited to, comments of officials of local governmental jurisdictions, the market appropriateness of the project, market's information other than the submitted market study, and the prior experience of sponsor or its representatives with multifamily projects.

Every sponsor, developer, owner, or consultant attests to the correctness of the information provided as a condition to rank the project's application according to the Point Ranking Criteria. Failure to uphold the information submitted or the representation made to support the application's evaluation and ranking throughout the allocation process will result in a finding of noncompliance and limited participation in further rounds for every person, developer, owner or consultant which participates in the project's application. The Authority might pursue any other available or enforceable remedies under federal or state laws, regulations and or any applicable professional code of ethics.

Point Ranking Evaluation		Score
I	Project Location	Up to 12 pts
I.1	Location. Project located within one of the following areas:	Up to 5 pts
	5 points: Urban area defined as: Central Urban Area in the Planning Board's <i>Reglamento de la Infraestructura en el Espacio Público</i> ; or Urban Center designated by the Department of Transportation and Public Works or adopted under an Urban Center Area Plan; or a state designated Historical Zone or federally designated Historical District.	5
	Documentation required: certification of location by a licensed land surveyor; physical address and coordinates. Any project property straddling the limit of the designated urban area will be considered as located within.	
	The portion of a census tract outside an urban area that has a rate of:	
	20% or less below poverty line.	3

Annual Action Plan

29

2019

Annual Action Plan
2019

242

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	More than 20% and less than 30% below poverty line.	2
	More than 30% and less than 40% below poverty line.	1
	Documentation required: certification of location by a licensed land surveyor; census tract number; census tracts "% Below Poverty Line" as per the Federal Financial Institutions Examination Council's (FFIEC) 2015 Census Report. Any project property straddling the limit of the designated census tract will be considered as located within.	
	The zone of influence around an Urban Train Station, as defined under section 3(e) of Law 74-1965, as amended.	1
	Documentation required: certification of location by a licensed land surveyor; physical address and coordinates. Any project property straddling the limit of the zone of influence will be considered as located within.	
I.2	Desirable Activities	Up to 7 pts
I.2.1	General. Projects located within 500 meters of the following amenities will be awarded a point each, up to 5 points:	Up to 5 pts
	Town square of an urban center.	1
	Public park (must incorporate a passive non-sports area).	1
	Traditional town market (<i>plaza de mercado</i>).	1
	Public or licensed elementary, middle or high school.	1
	Shopping center (100,000 square feet or more of net commercial space; no other listed use is eligible if located within a shopping mall).	1
	Grocery store or supermarket with meat, produce and dairy.	1
	Hospital, diagnostic and treatment center (CDT) or federally qualified health center.	1
	Pharmacy.	1
	Federal post office.	1
	Public transit terminal (bus, <i>públicos</i>).	1
	Documentation required: map certified by a licensed land surveyor attesting to location of the facilities and the distance along a walkable public pathway or roadway between the project's main pedestrian entrance and the closest point of a town square or park facility or a public entrance to any target facility (in case of a shopping mall, to the commercial concourse or a big box-type facility entrance). If close to more than one installation belonging to the same type, only one point will be awarded. In case of a scattered-site project, distance will have to be certified from the nearest point of the closest building in the project. Amenities must also be referenced by the market study.	
I.2.2	Targeted. Projects targeted to the following special needs populations located within 500 meters of the following amenities will be awarded a point for each one, up to 2 points:	Up to 2 pts
	Single headed household:	
	Grocery store with WIC contract.	1
	Licensed or chartered child-care facility.	1

Annual Action Plan

30

2019

Annual Action Plan
2019

243

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	Documentation required: name and physical address of facilities; verification of inclusion in the WIC Vendor Registry published at wicpuertorico.com; child care facility charter issued by ACUDEN.	
	Elderly household:	
	Physician or dental office.	1
	Civic center or voluntary work facility.	1
	Documentation required: name and physical address of facilities.	
	Homeless (as defined under HEARTH Act):	
	Certified WIOA training center.	1
	ASSMCA licensed public or private institution for the ambulatory treatment of mental disabilities, drug addiction or substance dependency.	1
	Documentation required: name and physical address of facilities; authorization for WIOA training center issued by Local Workforce Development Area; copy of license issued by ASSMCA.	
	Documentation required: map certified by a licensed land surveyor attesting to location of facilities and distance along a walkable public pathway or a roadway between the project's main pedestrian entrance and the public entrance to any target facility. If close to more than one installation belonging to the same type, only one point will be awarded. In case of a scattered-site project, distance will have to be certified from the nearest point of the closest building in the project. Amenities must also be referenced by the market study.	
I.3	Undesirable Activities. Even if compliant with required environmental review, projects will be discounted one point for each one of the listed undesirable activities, up to 5 points, if located:	Down by as many as 5
	Within one-eighth mile of a:	
	Junkyard.	-1
	Landfill or dumpsite.	-1
	Industrial site.	-1
	Airport.	-1
	Wastewater treatment plant.	-1
	Adjoining a property which is or contains a:	
	Gas station.	-1
	Auto repair, paint or tire repair shop.	-1
	Woodworking shop.	-1
	Unabated nuisance, as declared by a Municipality.	-1
	Documentation required: map prepared by a licensed land surveyor certifying due diligence by identifying any of the listed nuisances within the established distance measured along the shortest straight line between the project lot and the nuisance property. In case of a scattered-site project, the distance will have to be certified from the closest point of the project's lot closest to the identified nuisance.	
II	Project Characteristics	Up to 52 pts

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
II.1	Infill or nuisance. Projects will be awarded one point if proposed to develop an infill site or a site expropriated as part of a nuisance abatement process; and one additional point, up to 5 points, for each non-contiguous infill site or expropriated as part of a nuisance abatement process that is incorporated into a scattered-site project, located within an area with a radius no larger than one-quarter mile. An infill site shall be defined as a site that is bound on all except one of its sides, or two of its sides in case of a corner-type property, by adjoining built-up properties, and that has immediate access to existing public infrastructure of roads, water, sewer, and power.	Up to 5 pts
	Documentation required: aerial photograph for each infill site showing adjoining properties; cadastral numbers of properties; nuisance abatement completed by Municipality supported by property deed and certification provided by Municipality.	
II.2	Historic property. A substantial rehabilitation project site is located in or incorporates a state designated historic property, federally designated historic place or a contributing resource to a federally designated Historic District.	3
	Documentation required: Act citation or Planning Board's Resolution number and date in case of state designated properties; listing in the National Register of Historic Places, in case of federally designated properties; State Historic Preservation Office's (SHPO) certification of contributing resource.	
II.3	Adaptive reuse. The residential use is an adaptive reuse of an existing non-residential property.	1
	Documentation required: appraisal certifying present land use of the property.	
II.4	Site Characteristics.	Up to 9 pts
II.4.1	Mobility. Projects (or the totality of the building sites, in the case of scattered-site projects), that incorporate improvements aimed at facilitating the mobility of its residents and promoting public transportation will be awarded up to 4 points, as follows:	Up to 4 pts
	The project provides an accessible and dedicated pedestrian network within the project site to connect the building(s) main pedestrian entrance(s) with egress points on all property sides adjoining a public street.	1
	Documentation required: site plan certified by the project's designer identifying the proposed improvements.	
	Provided it is not required by a competent authority as an off-site improvement, the project includes the construction or rehabilitation of all non-conforming sidewalks in the perimeter of the project site adjoining a public roadway, in compliance with applicable accessibility standards and local codes.	1
	Documentation required: a separate plan drawing certified by the project's designer identifying any segments of the existing pedestrian pathways requiring accessibility improvements or in need of repair, and proposed improvements or new construction required to comply with applicable accessibility standards and local codes; approval from Municipality and competent transit authority, if applicable; letter from competent authority attesting the improvement is not a required off-site.	

Annual Action Plan

32

2019

Annual Action Plan
2019

245

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	Provided it is not required by a competent authority as an off-site improvement, the project includes the construction or rehabilitation of transit pull-offs or public transit stops and required signage in any point of the roadway perimeter of the project site; or the provision or improvement of the sidewalks, crosswalks, refuge islands, and required signage to connect an off-site existing public transit stop with the project site, in compliance with applicable accessibility standards and local codes.	1
	Documentation required: a separate architectural drawing certified by the project's designer identifying any segments of the existing pedestrian pathways requiring accessibility improvements or in need of repair, and proposed improvements or new construction required to comply with applicable accessibility standards and local codes; approval from Municipality and competent transit authority, if applicable; letter from competent authority attesting the improvement is not a required off-site.	
	The project provides an enclosed (covered, secured room within the building limits) bicycle storage facility for residents on the ground floor with at least one bicycle rack space for every two units; and an unenclosed bicycle storage facility accessible to visitors with at least one bicycle rack space for every 10 vehicle-parking spaces.	1
	Documentation required: ground floor plan certified by the project's designer showing location and capacity of facilities.	
II.4. 2	Urban Considerations. A proposed development that strengthens and improves the neighborhood's general urban character may be awarded one point for each one of the following criteria, up to 5 points, as follows:	Up to 5 pts
	The project achieves the maximum allowable gross floor area, housing density and/or height under applicable code provisions.	1
	Documentation required: table with applicable code provisions, maximum parameters and project parameters certified by the project's designer.	
	The parking spaces and service areas are screened from any public sidewalk or roadway by green hedges, fences or walls with a void-to-solid area ratio of 1 or less.	1
	Documentation required: site plan and elevation details certified by the project's designer identifying visual barriers and certifying compliance.	
	The building(s) main entrance(s) open(s) to the sidewalk of an adjoining public roadway.	1
	Documentation required: site plan certified by the project's designer showing the location of the building's main entrance(s).	
	The commercial spaces offered to the project tenants serve the general public and can be directly accessed from a public space.	1
	Documentation required: entry-level floor plan certified by the project's designer identifying commercial spaces and access from a public space; deed identifying commercial use.	
	The project dedicates an open garden or plaza to public use connected to or adjoining a sidewalk or roadway.	1

Annual Action Plan

33

2019

Annual Action Plan
2019

246

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	Documentation required: site plan certified by the project's designer identifying public space, area and relation to a sidewalk or roadway; documentation supporting property dedication to public use.	
II.5	Building Characteristics.	Up to 10 pts
II.5.1	Unit Mix. Projects might earn up to 2 points for a unit mix preferring 2-bedroom units as follows:	Up to 2 pts
	75% or more non elderly 2-bedroom units	2
	50% or more non elderly 2-bedroom units	1
	Documentation required: floor plans certified by the project's designer; project pro-forma.	
II.5.2	Accessibility. Exceeding the allocation required under 24 CFR 8.22(b), projects could earn up to 3 points for the amount of fully accessible units for mobility disabilities (compliant with requirements applicable to Type A dwellings as defined under section 1003 of ICC ANSI A117.1 (2009)), as follows:	Up to 3 pts
	At least 20% of total units are fully accessible units for mobility disabilities.	3
	At least 15% of total units are fully accessible units for mobility disabilities.	2
	At least 10% of total units are fully accessible units for mobility disabilities.	1
	Documentation required: floor plans and elevations certified by the project's designer showing accessibility features; designer's certification of compliance; designer's opinion letter specifying compliance; affirmative marketing plan in provided Fair Housing format.	
II.5.3	Building Amenities. Projects will be awarded one point, up to 5 points, for each one of the following building or unit features benefiting all units and, if applicable, not required by code or a permit authority:	Up to 5 pts
	Centrally located courtyard or patio with an area of no less than 30 sq. ft. per unit directly accessible from the main entrance(s) of the building(s).	1
	Community or meeting center with an area of no less than 15 sq. ft. per unit, with kitchen and public bathrooms.	1
	Open balcony in each unit with an area of no less than 24 sq. ft.	1
	Equipped exercise room or rooms with an aggregate area of no less than 300 sq. ft.	1
	Common laundry or laundries equipped with at least a washer-dryer pair per 15 units or washer/dryer combo provided in each unit.	1
	Equipped playground outdoor area with visual control from the main entrance.	1
	Night shift security guard.	1
	Trash chutes (for mid or high rise facilities).	1
	Storm windows or shutters in all units.	1
	Ceiling fans for all bedrooms and living room areas.	1

Annual Action Plan

34

2019

Annual Action Plan
2019

247

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	Documentation required: floor plans and elevations certified by the project's designer showing designated spaces and floor area; designer's certification of compliance.	
II.6	Innovative Design. The Authority favors projects that advance the State Housing Plan's policy that seeks to identify, adopt and implement design, construction and rehabilitation standards and technologies that are appropriate for the Island's climate, aimed at reducing construction costs and promoting energy efficiency.	Up to 14 pts
II.6.1	Cost Containment. The Authority's total development cost for new construction averages close to \$232,504 for non-elderly units and \$180,632 for elderly; substantial rehabilitation averages close to \$167,552 and \$130,771, respectively. Projects that demonstrate the capacity to effectively curb costs while complying with applicable standards, threshold requirements and minimum scoring, might earn up to 5 points, as follows:	Up to 5 pts
	Total development cost per unit more than 20% below the applicable benchmark.	5
	Total development cost per unit more than 15% below the applicable benchmark.	3
	Total development cost per unit more than 10% below the applicable benchmark.	1
	Documentation required: construction cost breakdown (itemized schedule of values) that substantially conforms to form HUD 2328, certified by the proposed general contractor or project designer; project development costs; construction cost estimate prepared and certified by a third-party (licensed architect or engineer, Professional Cost Estimator or a Certified Cost Professional); Sources and Uses of Funds; required fees to cover the Authority's third-party assessment of proposed cost estimates.	
II.6.2	Energy Efficiency. Projects might earn up to 9 points by advancing energy efficiency and green design best-practices and protocols, as follows:	Up to 9 pts
	A point each will be awarded for any project that specifies and factors-in the initial costs of any the following:	Up to 5 pts
	All appliances initially placed in common areas and apartments, and/or building envelope products (specifically: refrigerators, bath fans, clothes washers-dryers, and/or windows, doors, and skylights), as well as their replacement are specified to be Energy Star-qualified.	1
	Kitchen range directly vents to exterior and all hoods vent to the exterior tampered; Energy Star qualified bath fan where required with timer or humidistat.	1
	Energy Star qualified light fixtures throughout.	1
	All initial water conserving appliances and fixtures and their on-going replacements conform to or exceed the EPA's Water Sense standards for toilets, kitchen faucets, bathroom faucets, and showerheads.	1
	Recycling space and equipment, including recycling bins for each apartment.	1
	Documentation required: architectural drawings specifying spaces, equipment and/or systems required; designer's certification of compliance; construction cost estimates identifying initial cost of equipment; proposed covenant provision for on-going replacements adopting most current program standard.	

Annual Action Plan

35

2019

Annual Action Plan
2019

248

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	Construction permit is a Green Construction Permit (<i>Permiso de Construcción Verde</i>) from OGPe.	3
	Documentation required: Copy of Green Construction Permit from OGPe.	
	An Enterprise Green Communities' pre-build or a LEED Neighborhood Development Plan certification completed at date of application.	1
	Documentation required: Copy of certification.	
II.7	Construction Readiness. Project has one of the following:	Up to 10 pts
	Unexpired construction permit or notification of approval of the construction permit.	10
	Documentation required: Document issued by the Permits Management Office (OGPe), an Autonomous Municipality or a <i>Profesional Autorizado</i> .	
III	Housing Needs Characteristics	Up to 9 pts
III.1	Income Targeting. A project might earn 3 points if at least 50% of the units in the project are targeted for households with incomes at 50% AMI.	3
	Documentation required: Restrictive covenant agreement provision; tenant selection procedures.	
III.2	Targeted Units. A project will be awarded up to 3 points if it sets-aside the applicable percentage of units for any of the following special populations categories identified in both the State Housing Plan and the Consolidated Plan: elderly households (62 years and older); homeless persons or families as defined under the HEARTH Act; single headed households; persons with HIV/AIDS:	Up to 3 pts
	At least 75% of total project unit's set-aside for the targeted group during the length of the HOME compliance period.	3
	At least 50% of total project unit's set-aside for the targeted group during the length of the HOME compliance period.	2
	At least 25% of total project unit's set-aside for the targeted group during the length of the HOME compliance period.	1
	Documentation required: restrictive covenant agreement provision recording the targeted set-aside for the length of the compliance period; for permissible target populations under the applicable provisions of the programs subsidizing the project, an affirmative marketing plan in the provided Fair Housing format and tenant selection procedures.	
III.3	Preservation. To strengthen the State Housing Plan policies that seek to maintain the stock of affordable rental housing, a substantial rehabilitation project that meets the threshold expenditure level established under IRC 42(c)(3)(A)(ii), might earn up to 3 points, if:	Up to 3 pts
	The project curbs the risk of loss due to physical condition by replacing more than one major building component, which includes roof, bearing wall, floor or foundation structures; plumbing system; electrical system; fire prevention and safety system; vertical transportation; or building envelope.	2
	Documentation required: Comprehensive capital needs assessment certified by a licensed architect or civil engineer including the identification of the condition of major building systems and the extent of required code compliance retrofitting.	

Annual Action Plan

36

2019

Annual Action Plan
2019

249

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	The project curbs a significant risk for market conversion of a tax credit or otherwise rent-assisted property; or preserves a comparable level of existing project-based rental subsidies that will expire within two years of the application date.	1
	Documentation required: Housing market study must demonstrate the capacity of the project to compete for market rate tenants; copy of existing HAP, if applicable.	
IV	Project Developer Characteristics	Up to 9 pts
IV.1	Experience. Developer, General Partner or Managing Partner can demonstrate successful record and full compliance participating in same capacity in the development of Tax Credit projects in Puerto Rico. Up to 6 points, a point will be awarded for each documented project, up to a maximum of 3 projects, for each one of the following comparable characteristics:	Up to 6 pts
	If proposing to use only HOME, project demonstrating utilization of HOME program or in combination with other programs; if proposing to use HOME in combination with any other federal or state program, project utilization of HOME combined with Tax Credits, project-based rental assistance or another federal or state program subsidizing development costs, long-term operations or providing long-term rental assistance.	Up to 3 pts
	Similar or deeper share of income targeted populations.	Up to 3 pts
	Documentation required: Copy of IRS form 8609 for LIHTC projects; relevant project documentation; letter certifying compliance issued by the Authority or the Department of Housing.	
IV.2	Financial Strength. Developer, general partner and manager partner have:	Up to 3 pts
	Combined current liquid assets equivalent to the greater of one million dollars (\$1,000,000) or 5% of the total development costs.	2
	Documentation required: Compiled or revised financial statements certified by a licensed accountant; sources and uses of funds.	
	Combined net worth equivalent to the greater of three million dollars (\$3,000,000) or 15% of total development costs.	1
	Documentation required: Compiled or revised financial statements certified by a licensed accountant; sources and uses of funds.	
V	Financing Characteristics	Up to 13 pts
V.1	Funds Leveraging. The leveraging of capital funding from public grants or non-financing sources, other than those being managed by the Authority, the Department of Housing or the Municipalities is encouraged by awarding a project up to 5 points as follows:	Up to 5 pts
	At least 15% of the total development cost covered by other sources of public funding.	5
	At least 10% of the total development cost covered by other sources of public funding.	3
	Documentation required: Sources and uses of funds; binding commitment, agreement or award documentation.	

Annual Action Plan

37

2019

Annual Action Plan
2019

250

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
V.2	Local Government Funding. Up to 5 points are awarded for projects that leverage local government capital funding through cash contributions, land donated or discounted, site or off-site improvements, grants, or a municipal construction tax abatement which is granted to the project and is not available under a local or state statute of general application, with a total value of:	Up to 5 pts
	At least 5% of the total development cost.	5
	At least 3% of the total development cost.	3
	At least 1% of the total development cost.	1
	Documentation required: sources and uses of funds; binding commitment, agreement, contract, award or documentation supporting property transaction or construction tax abatement.	
V.3	Operating Expenses. Project might be awarded 1 point if it meets the corresponding operating expense requirement on a per-unit per-annum (PUPA) basis in the first year:	1
	For developments with 79 units or less, a PUPA not less than \$3,000 but not more than \$3,600.	
	For developments with 80 to 120 units, a PUPA not less than \$2,900 but not more than \$3,400.	
	For developments with 121 units or more, a PUPA not less than \$2,800 but not more than \$3,400.	
	Documentation required: Certification provided by the management agent.	
V.4	State Funding. Projects which have been contributed federal or State-owned land for redevelopment will be awarded 2 points.	2 pts
	Documentation required: Copy of long-term lease agreement, deed, or letter of commitment.	
VI	Supportive Services	Up to 5 pts
VI.1	Supportive Services. To advance the public policy of the State Housing Plan to increase the provision supporting services by integrating agencies that provide these services and coordinate their actions to support permanent housing for populations with special needs, any project might earn up to 5 points for sustaining a funding allocation for the provision of supportive services of the type: 1) authorized under a federally subsidized program and that can be funded with resources obtained directly as a grantee in competitive or demonstrative grants, or as a recipient of any admissible operational assistance (i.e., CoC, VASH, GPD, SSVF, Veteran Per Diem, CDBG, HOPWA, FSS Program, etc.), or indirectly as sub-grantee or provider, or by contracting the services of a sub-grantee or provider, of any state or municipally managed program (i.e., ADFAN's CSGB, VRA's Independent Living, ASSMCA's Homeless and Chronic Mental Health, ADFAN's Adult and Person with Disabilities Services, Medicaid's Home and Community-Based Service Waivers, among other); or 2) contracted for a certified Assisted Living facility under Act 244-2003, as follows:	
	Up to 5% of the project's annual operational cost for the length of the compliance period of affordability.	5
	Up to 3% of the project's annual operational cost for the length of the compliance period of affordability.	3

Annual Action Plan

38

2019

Annual Action Plan
2019

251

Additional Information Annual Action Plan

	Point Ranking Evaluation	Score
	Up to 1% of the project's annual operational cost for the length of the compliance period of affordability.	1
	Documentation required: Pro-forma; agreement provisions specifying operational budget commitment; if available, binding commitment, agreement or award documentation. On-going compliance will have to be demonstrated through: financial reporting evidencing compliance with funding commitment; and supporting documentation of managed, contracted or purchased services funded or authorized by any federally subsidized program; relevant reporting under Act 224-2003.	
	Maximum Score	100
VII	Tie-Breaking Criteria	
	Will favor the project that is the readiest to proceed.	
	Will favor the project that is located in an urban area as defined in I.1.	
	Will favor the project with highest average debt service coverage ratio (ADSCR).	
	Will favor the project that is located in a QCT and contributes to a concerted Community Revitalization Plan consistent with the policies of the Commonwealth or of a Municipality. Endorsement from competent entity must be provided, if case arises.	
	Will favor the project that is located in a non-metropolitan Municipality with the least amount of HOME funds allocated from the Authority's HOME program for Construction and Rehabilitation of Rental Housing.	

An applicant may submit a written petition for reconsideration to the Executive Director of the Puerto Rico Department of Housing (PRDOH) within ten (10) calendar days after the notification by mail of the letter denying the application. A copy of the petition for reconsideration must be filed with the PRDOH HOME Program.

The PRDOH shall consider the petition for reconsideration within ten (10) calendar days of filing. If the PRDOH makes a determination upon the merits of the petition for reconsideration, the term to petition for judicial review shall commence as of the date of the notification by mail of the final determination. If the PRDOH takes no action with respect to the petition for reconsideration within ten (10) calendar days of filing, the petition for reconsideration shall be deemed to have been denied outright and the term for judicial review shall commence to run as of that date.

An applicant adversely affected by a decision of the PRDOH, may present a petition for review before the Court of Appeals within ten (10) calendar days after the notification by mail of the letter denying the application, or within ten (10) calendar days after the expiration of the term provided to the PRDOH to consider the petition for reconsideration.

The filing of a petition for reconsideration or a petition for judicial review shall not stop the PRDOH allocation of HOME Funds to successful applicant. The reconsideration and judicial review procedure provided herein shall be the exclusive proceeding to review the merits of a decision of the PRDOH regarding the allocation of HOME Funds pursuant to this Action Plan. Other regulations regarding formal or informal adjudicatory proceedings before the PRDOH are not applicable to HOME Funds allocation decisions.

Annual Action Plan

39

2019

Additional Information Annual Action Plan

Selection and notification (conditional): HOME will evaluate the projects according to their specifications, available funds, and their best use. A written notice will be sent to all proponents indicating whether they were selected or not, the results of the threshold evaluation and the score assigned to their proposals. The notice will not confirm the assistance amount and MUST be considered conditional in nature and pending the determinations of the subsidy layering and other reviews of the project.

3. IF ONLY SUMMARY CRITERIA WERE DESCRIBED, HOW CAN POTENTIAL APPLICANTS ACCESS APPLICATION MANUALS OR OTHER STATE PUBLICATIONS DESCRIBING THE APPLICATION CRITERIA? (CDBG ONLY)

Not applicable to the HOME Program- (see CDBG section Above)

4. DESCRIBE THE PROCESS FOR AWARDING FUNDS TO STATE RECIPIENTS AND HOW THE STATE WILL MAKE ITS ALLOCATION AVAILABLE TO UNITS OF GENERAL LOCAL GOVERNMENT, AND NON-PROFIT ORGANIZATIONS, INCLUDING COMMUNITY AND FAITH-BASED ORGANIZATIONS. (ESG ONLY)

Not applicable to the HOME Program- see ESG section Above.

5. IDENTIFY THE METHOD OF SELECTING PROJECT SPONSORS (INCLUDING PROVIDING FULL ACCESS TO GRASSROOTS FAITH-BASED AND OTHER COMMUNITY-BASED ORGANIZATIONS). (HOPWA ONLY)

Not applicable to the HOME Program - See HOPWA Section.

6. DESCRIBE HOW RESOURCES WILL BE ALLOCATED AMONG FUNDING CATEGORIES.

The information that follows presents a description of the HOME Program activities and the criteria used for the distribution of funds addressing the priority needs, specific objectives, and performance measurements mentioned above. The minimum investment required by HOME activity is \$1,000 per unit.

ACTIVITY NAME: HOMEBUYERS ASSISTANCE
HOME Allocation: \$5,000,000

Description: The scope of this activity is to promote the acquisition of existing affordable housing for homeownership tenure; increasing the supply of safe, sound and sanitary dwellings available to low income families and helping them to improve their quality of life.

HOME funds will be used to subsidized part of the down payment and closing costs to prospective homebuyers in order to reduce the monthly mortgage payments. The dwelling should met

Annual Action Plan

40

2019

Additional Information Annual Action Plan

property standards set forth in CFR 92.251 and the homebuyer should meet income targeting requirements set forth in sections 24 CFR 92.203 (income determination) and 24 CFR 92.217 (income targeting: Homeownership).

Permanent financing would be secure through a private financial institution or the Puerto Rico Department of Housing. The subsidy per family is up to \$45,000.00.

Nevertheless, the amount of the subsidy to be awarded could be higher if the subsidy layering analysis done to the family in compliance with 24 CFR 92.250(b), justify a higher subsidy.

On this basis, the Government Program will be able to consider the approval of individual homebuyer activity with a sale price up to the Homeownership Sales Price Limits published by HUD for every Municipality yearly. This value varies in each publication and depending of the property's location.

In order to qualify as homebuyer, the applicant should meet the criteria mentioned below:

- a. To qualify as a low income family in the municipality where he/she is interested in purchasing the housing unit. Eligible families are Section 8, public housing, private tenants and married or unmarried couples looking to relocate because of marriage or job replacement. We encourage single parents, handicapped and elderly looking for secure housing opportunities. Income eligibility will be determined using Annual Gross Income as defined in 24 CFR Part 5. We also encourage occupation in Projects financed by the Puerto Rico Department of Housing if of any interest by the solicitants of the Home Program.
- b. To look into the housing market and request a sale offering from the owner seller once the family has decided on a property.
- c. To request a pre-qualification from a mortgage bank, calculating the equity available for down payment, the amount of Home funds needed for down payment assistance and the monthly mortgage.
- d. To obtain the final eligibility and subsidy analysis form the Commonwealth Home Program, in order to obtain the final program commitment. Individualized analysis and criteria per family will take place in this step.
- e. To qualify in the Home Program solicitants must be living in Puerto Rico for at least one year and the head of household and co-head must be American Citizens.
- f. The homebuyer will execute a lien through covenants running with the property and deed restrictions for the affordable period, calculated for funds invested in the unit. The share will be secure in compliance with section 24 CFR 92.254 (affordability terms). HOME assistance could be matched with any other state, federal or municipal subsidy.

ACTIVITY NAME: REHAB OR NEW CONSTRUCTION BY OWNER (TECHO DORADO)

HOME Allocation: \$997,708

Annual Action Plan

41

2019

Annual Action Plan
2019

254

Additional Information Annual Action Plan

Description: The scope of this activity is to promote the rehabilitation of a substandard Homeowner unit, or the replacement of such unit if it is unsound or represents an environmental hazard, in compliance with the housing rehabilitation standards. This would maintain the existing housing stock for Homeownership tenure, increase the supply of safe, sound, and sanitary dwellings available to low and very-low income families, and help them improve their quality of life. In order to meet the activity objective, the Commonwealth **HOME** Program will receive applications that comply with the Housing Rehabilitation Standards and under the following criteria:

- a. Very Low and Low income families
- b. In the case of minor or specialty repair if they are required to bring units up to applicable codes and standards and comply with minimum investment thresholds per HOME-assisted unit in a project;
- c. Moderate and substantial rehabilitation, which include rehabilitating all items that do not meet code or may involve substantial repairs throughout the home in order to bring it up to code and to improve the overall livability and functionality of the unit, given that subsidy limits established by Home are not exceeded {221 (d) (3)}.
- d. Non compliance of Section 8- Housing Quality Standards;
- e. Structural deterioration of the dwelling, for instance: current rehabilitation will exceed 25% cost of the unit;
- f. Architectural barrier removal for persons with physical impediments that need reasonable accommodation;
- g. Construction of additional bedrooms to clear overcrowding.
- h. The homebuyer will execute a lien through covenants running with the property and deed restrictions for the affordable period, calculated for funds invested in the unit. The share will be secure in compliance with section 24 CFR 92.254 (affordability terms). HOME assistance could be matched with any other state, federal or municipal subsidy.
- i. To qualify in the HOME Program, solicitants must be living in Puerto Rico for at least one year and the head of household and co-head must be American Citizens.
- j. Any reconstruction may not be greater than the Homeownership Sales Price Limits under 1 unit new construction values per Municipality.
- k. All Properties to be eligible must be 1 unit.

Very Low and Low-income families will receive a grant from the Commonwealth **HOME** Program depending of the number of bedrooms for the rehabilitation of the dwelling.

The property may not have any lien on the title. The title must be under the name of the Home program participant(s).

Any additional cost beyond the subsidy limit needed to complete the rehabilitation of the **HOME** would be obtained by the participant.

ACTIVITY NAME: REHAB OR NEW CONSTRUCTION FOR MULTIFAMILY RENTAL DEVELOPMENT
HOME Allocation: \$5,000,000

Annual Action Plan

42

2019

Description: HOME funds will be distributed as a grant to provide incentives or a direct loan to developers in order to reduce financing expenses in the construction loan.

The rental construction, rehabilitation, or conversion will be carried out in compliance with sections 24 CFR 92.205 (eligible activities), 92.206 (eligible project costs), 24 CFR 92.251, HOME Program property standards, and Commonwealth construction requirements. Eligible project costs will be evaluated by the HOME staff, with the Reasonable Cost Certification issued by the HOME Program.

The amount of the subsidy to be awarded will be granted after the subsidy layering analysis is done to the project in compliance with 24 CFR 92.250 (b).

For rental housing, 90 percent of the occupants of HOME-assisted rental units must have incomes that are 60 percent or less of the area median; and 20 percent of the units in each rental housing project of five or more units must be occupied by tenant families with incomes at or below 50 percent of median income.

Enforcement of the affordability period, rent and occupancy requirements will be secured through covenants running with the property and deed restrictions. Covenants and deed restrictions may be suspended upon transfer by foreclosure or deed-in-lieu of foreclosure.

Every HOME-assisted unit is subject to rent limits designed to help make rents affordable to low income households. These maximum rents are referred to as "HOME Rents."

The PRDOH will annually announce the maximum monthly rents approved by HUD, as well as disclose the utilities allowances for HOME-assisted rental projects.

There are two HOME rents applicable to the HOME program:

High HOME Rents: Maximum HOME rents are the lesser of: the Section 8 Fair Market Rents (FMRs) (or area-wide exception rents) for existing housing; OR thirty (30) percent of the adjusted income of a family whose annual income equals 65 percent of median income.

Low HOME Rents: For properties with five or more HOME assisted units, at least 20 percent of HOME-assisted units must have rents which are no greater than:

- Thirty (30) percent of the tenant's monthly adjusted income, or thirty (30) percent of the annual income of a family, whose income equals 50 % of median income (Low HOME Rent), or if a project has a Federal or Commonwealth project-based rental subsidy and the tenant pays no more than 30 percent of his or her adjusted income toward rent, the maximum rent may be the rent allowable under the project-based rental subsidy program.
- Rental developers are advised that the payment standard applicable to the HOME Program is the High or Low HOME rent established by HUD for the market areas defined in Puerto Rico. The payment standard includes the utilities that should be paid by the landlord. In case the tenant pays any of these utilities, the contract

Additional Information Annual Action Plan

rent executed by the tenant should discount the amount paid for such utilities. The **HOME** Program will use the utilities adopted by the PRDOH Section 8 Program.

- This activity significantly boosts the housing construction industry by developing new rental housing Island-wide.

ACTIVITY NAME: HOME PROGRAM PLANNING AND ADMINISTRATION

HOME Allocation: \$1,221,967

Description: The scope of this activity is to provide the framework to support planning and administrative roles exclusively for the HOME Program.

10% of the total allocation of HOME Program funds for PY 2019 will be used to cover reasonable administrative and planning costs for general management and coordination of the program, and other eligible costs in accordance with 24 CFR Part 92.207

7. DESCRIBE THRESHOLD FACTORS AND GRANT SIZE LIMITS.

No grants size limits will be applied to proposed housing development projects. For Homebuyer Financial Assistance activities the cap are a minimum of \$1,000 and a maximum of \$45,000 will be available for eligible homebuyers.

8. WHAT ARE THE OUTCOME MEASURES EXPECTED AS A RESULT OF THE METHOD OF DISTRIBUTION?

The following are the HOME Program Outcome Measures:

GRANT FUNDS BY ACTIVITY ALLOCATION FOR PY 2019			
Activity	Allocation	Percentage	Expected Goal
STATE ADMINISTRATION:	\$1,221,967	10.00%	N/A
HOMEBUYERS ASSISTANCE:	\$5,000,000	40.92%	111
REHAB OR NEW CONSTRUCTION FOR MULTIFAMILY RENTAL DEVELOPMENT:	\$5,000,000	40.92%	33

Additional Information Annual Action Plan

REHAB OR NEW CONSTRUCTION BY OWNER (TECHO DORADO):	\$997,708	8.16%	13
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CDBG PROGRAM

1. DESCRIBE THE STATE PROGRAM (CDBG) ADDRESSED BY THE METHOD OF DISTRIBUTION.

The State CDBG allocation for PY 2019 amounts to \$23,715,075.00. This program provides funding for housing, community, and economic development, as well as assistance for special populations across the 51 non-entitlement municipalities of Puerto Rico.

The allocation for non-entitlement municipalities will be equally distributed among the municipalities, with the exception of the islands of Vieques and Culebra, which both will receive an additional 15% above the Equal Allocation Grant. This method follows the distribution established via the enactment of local Law 137-2014, as amended. The following is the proposed allocation:

<i>Allocation for 49 Municipalities</i>	
Administration	\$ 76,209.90
Public Service	\$ 67,243.00
Other Eligible Project (Housing, Community Development, Economic Development, Etc.)	\$ 304,837.00
TOTAL	\$ 448,289.00

<i>Vieques and Culebra</i>	
Administration	\$ 88,181.00
Public Service	\$ 77,806.00
Other Eligible Project (Housing, Community Development, Economic Development, Etc.)	\$ 352,721.00
TOTAL	\$ 518,709.00

<i>PRDOH</i>	
Administration	\$ 711,452

As in previous years, the municipalities will continue to define the specific activities for such funds. Therefore, the ultimate allocation of CDBG funds will be made by non-entitlement municipalities themselves as long as they complete their own citizen and consultation process and comply with federal, state and PRDOH's regulations. Moreover, for the

Additional Information Annual Action Plan

purposes of determining eligibility of each activity, the State CDBG rules and requirements should be observed in full compliance.

PRDOH will evaluate the proposed activities on each proposal on a case-by-case basis. In determining a final amount, PRDOH reserves the right to adjust requested funds, based on review of compliance with the following requirements:

1. Compliance with the State CDBG requirements (Fair Housing and Citizen Participation);
2. Compliance with the College of Engineers and Land Surveyors of Puerto Rico Guidelines, including the project breakdown detailing: cost of material, labor, equipment, insurance, administrative overhead, and other costs related to the project in order to determine reasonable project cost;
3. Inadequate or incomplete description of activities to be developed;
4. Past performance of the non-entitled municipality; and,
5. Timely expenditure of funds.

Municipalities which are not in compliance with Section 108 Loan payments, may be subject to a reduction of their CDBG allocation.

Release of CDBG Funding:

The Department of Housing may condition the release of a proposal, in the following instances:

- Non-compliance with return of funds for questioned costs.
- Non-compliance with the filing, within the indicated term, of the Corrective Action Plan (PAC) for monitoring signals.
- File of the Single Audit, in the Federal Clearing House.

In these instances, the proposal will not be released and the Municipality will not be able to request funds with respect to it, until the situation has been corrected or remedied.

Criteria for recapture and repayment of funds

The non-entitlement municipalities are subjected to PRDOH recapture policy concerning those funds which have not been used for a period of five (5) years or longer.

PRDOH could recapture allocations with neither unexpended nor disbursed balances from program year earlier than 2013. Any funds recaptured under this condition will be reallocated to the existing Emergency Fund.

Municipalities must prepare proposals in accordance with Circular Memorandum 2013-09 "*Procedimiento Enmendado Para Determinar Elegibilidad De Los Proyectos Bajo la Categoría Del Fondo De Emergencias De CDBG*". Proposals evaluations are subject to the content of the same Circular Memorandum. Municipal Governments can present projects under the Emergency funds for projects that do not exceed \$100,000.

Additional Information Annual Action Plan

Proposal Requirements

In order to request the 2019 CDBG assistance, non-entitlement municipalities are required to prepare and submit to PRDOH an application that complies with the requirements of this plan. The 2019 CDBG allocation is distributed among the following categories:

Allocation to Municipalities	\$23,003,623
State Administration	\$711,452.00
Total	\$23,715,075

The maximum amount to be provided to the municipalities (without any recaptured amount) is the following:

Maximum allocation per municipality	\$448,289.90
Maximum allocation for Vieques and Culebra	\$518,709.00

Projects and activities presented by Municipalities will need to comply with the established caps of the program (Administration 17% and 15% Public Services (optional)). Each municipality will be required to describe each project to be undertaken during the program and to establish its eligibility. Municipalities are not required to fund administration or public services activities.

Municipalities need to comply with the following citizen participation requirements:

- Certify that followed the Citizen Participation Plan as approved by PRDOH. The application must include a certification signed by the Mayor indicating that it has fully complied with its Citizen Participation Plan. If the Citizen Participation Plan was revised, the Municipality must include its current plan with the application.
- The municipality should celebrate two (2) public hearings; with at least ten days apart from each other. During the first public hearing the Municipality will gather information on housing and community development needs as expressed by the community.
- During the second public hearing the municipality must respond to the needs of the community by describing the proposed project to be included on the proposal to be presented to PRDOH. The description of the project must include how it is consistent with the CDBG eligible categories included on this plan, how the project complies with one of the three CDBG national objectives, the funding allocation, and expected performance measurement.

The invitation to the two (2) hearings can be included in the same public notice. The notice should be published on a newspaper of general or regional circulation within ten (10) days from the day of the hearing. A ten-day period should be allowed between first and second hearing.

Additional Information Annual Action Plan

A copy of the public notice must be included with the proposal. The copy of the notice will be printed on a 3.5" x 11" page, with the date of publication and the name of the newspaper clearly visible. The municipality should address, in writing, the efforts made to foster citizen participation with such evidence included.

Fair Housing Certification

As required by 24 CFR 570.904, each municipality must identify and certify the efforts to provide fair housing. The proposal shall include a Statement of Actions to affirmatively foster Fair Housing, certified by the mayor, which includes the actions to be taken by the municipality to assure ongoing compliance with federal fair housing laws.

Proposal evaluation (All dates were adjusted after the allocation date)

The Municipalities are required to submit its 2019 proposal, and all the supporting documentation, by July 15, 2019. If the Municipality fails to provide such documentation, the proposal will not be evaluated and will not receive its 2019-20 allocation. The corresponding allocation will be via de Emergency Funds activity.

National Objectives

The CDBG funds described herein are allocated to assist non-entitlement municipalities in Puerto Rico in order to carry out housing and community development activities that comply with Section 105 of the Housing and Community Development Act of 1974, as amended. Each activity must meet the eligibility requirements, plus the national objectives, in order to benefit low- and moderate-income families, aid in the prevention or elimination of slums or blighted areas and address an urgent need designated as such by the Government of Puerto Rico or the Federal Government.

Consistent with the above, each non-entitlement municipality under the State CDBG Program must be able to prove that activities financed with CDBG funds meet one of the three national objectives as described above. Furthermore, the criteria for determining whether an activity addresses one or more of these objectives are contained in 24 CFR 570.483 (b), (c) or (d).

2. DESCRIBE ALL OF THE CRITERIA THAT WILL BE USED TO SELECT APPLICATIONS AND THE RELATIVE IMPORTANCE OF THESE CRITERIA.

Under Act 137 of 2014 (as amended) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution, municipalities will receive the same share of CDBG funds with no need for a competitive round.

3. IF ONLY SUMMARY CRITERIA WERE DESCRIBED, HOW CAN POTENTIAL APPLICANTS ACCESS APPLICATION MANUALS OR OTHER STATE PUBLICATIONS DESCRIBING THE APPLICATION CRITERIA? (CDBG ONLY)

Annual Action Plan

48

2019

Additional Information Annual Action Plan

The Application manuals and other materials will be distributed by the PRDOH.

4. DESCRIBE THE PROCESS FOR AWARDING FUNDS TO STATE RECIPIENTS AND HOW THE STATE WILL MAKE ITS ALLOCATION AVAILABLE TO UNITS OF GENERAL LOCAL GOVERNMENT, AND NON-PROFIT ORGANIZATIONS, INCLUDING COMMUNITY AND FAITH-BASED ORGANIZATIONS. (ESG ONLY)

Not applicable- Please refer to ESG Program

5. IDENTIFY THE METHOD OF SELECTING PROJECT SPONSORS (INCLUDING PROVIDING FULL ACCESS TO GRASSROOTS FAITH BASED AND OTHER COMMUNITY-BASED ORGANIZATIONS). (HOPWA ONLY)

Not Applicable - See HOPWA Section.

6. DESCRIBE HOW RESOURCES WILL BE ALLOCATED AMONG FUNDING CATEGORIES.

The State CDBG allocation for PY 2019 amounts to \$23,715,075 will be distributed among eligible categories of the program.

No more than 20% of the CDBG funds will be allocated for eligible Administrative and Planning Activities (3% by PRDOH and 17% by the Municipalities); up to 15% of the CDBG funds can be allocated for Public Service purposes and the remaining of the funds can be allocated for housing, community development and economic development related activities.

All CDBG eligible activities. Eligible activities under the State CDBG Program are listed on Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. Each activity must meet one of the national objectives as to benefit low and moderate-income persons (24 CFR 570.483 (b)), pursue the elimination of slums and blighted areas (24 CFR 570.483 (c)), or activities designed to address a particular urgency that poses an imminent threat to the health and safety of the community (24 CFR 570.483 (d)). Each activity should correlate with a matrix code, national objective and CDBG citation.

All applications for Program Year 2019 State CDBG funds must establish that no less than 70% of State CDBG funds will benefit LMI persons. Projects which do not meet eligibility requirements under Section 105(a) of Title I of the Housing Development Act of 1974, as amended, will not be considered.

The following is a description of each CDBG category eligible to obtain funds under this plan. All eligible activities of the CDBG program will be considered for funding. PRDOH will allow non-entitlement municipalities to request funds for any of the eligible activities illustrated in the next section:

Annual Action Plan

49

2019

COMMUNITY DEVELOPMENT

Community development activities are divided in two Major Categories: (1) Public Facilities and Improvements, and (2) Improvement to the Municipal Infrastructure. All Community Development projects must comply with the following requirements:

- Complete the forms provided by PRDOH
- Provide a detailed cost estimate "breakdown", according to the Information on the Circulars of July 6 and 9 of 2001 and the Informative Circular 2007-23 of November 26, 2007, related to resurfacing projects.
- Certification of substantial control or ownership (deed or lease).
- Certification that the project is located on an eligible block group or census tract (where 51% or more of the population is within the low-income limit).
- Detailed description of the origin and use of other funds.

1. Public Facilities and Improvements

The non-entitlement municipalities may request CDBG funds for public facilities and improvements, including the construction or rehabilitation of:

- Abused and Neglected Children's Facilities: this activity refers to the construction or rehabilitation of buildings that serve as daycare centers, treatment centers, or temporary housing for abused and neglected children.
- Asbestos Removal: this activity refers to the removal of asbestos material or asbestos remaining in order to improve any public facility.
- Centers for the Disabled/Handicapped: this activity refers to the construction or rehabilitation of group homes or centers for the disabled.
- Child Care Centers/Facilities for Children: this activity refers to the construction or rehabilitation of daycare centers and Head Start pre-school centers.
- Facilities for AIDS Patients: this activity refers to the construction or rehabilitation of buildings for treatment or temporary housing for people who are HIV positive or have AIDS.
- Fire Station/Equipment: this activity refers to the construction or rehabilitation of fire stations, including the purchase of fire trucks, ambulances, and rescue equipment.
- Health Facilities: this activity refers to the construction or rehabilitation of physical and mental health facilities.
- Homeless Facilities: this activity refers to the construction, conversion, renovation, or rehabilitation of shelters for the homeless and battered spouses, and including transitional housing and SROs (single room occupancy units) for the homeless.

Additional Information Annual Action Plan

- **Neighborhood Facilities/Community Centers:** this activity refers to the construction or rehabilitation of structures that will be used for social services or for multiple purposes such as recreation, and are mainly designed to serve a neighborhood. Such facilities may include libraries and public schools,
- **Parking Facilities:** this activity refers to the construction or rehabilitation of off-street parking lots and parking garages.
- **Parks, Recreational Facilities:** this activity refers to the construction or rehabilitation of an open space area or a facility to be mainly used for recreational purposes.
- **Senior centers:** this category refers to the construction or rehabilitation of senior citizen centers. This type of facility is described as serving "senior citizens and the disabled".
- **Youth Centers/Facilities:** this activity refers to the construction or rehabilitation of facilities that will be primarily used to provide day care services for teenage youth (ages 13 to 19), including after-school activities. These include playground and recreational facilities that are part of youth centers/facilities,
- The construction of centers for free-internet access for professional, educational and research purposes.
- The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements as outlined in Section 105(a)(2) of the Housing and Community Development Act of 1974 (HCDA). i.e. Installation of fixed solar waste collection cans and depositories for the managing of waste in public sites.

2. Improvement to the Municipal Infrastructure

The non-entitlement municipalities may request CDBG funds for improvement of the municipal infrastructure qualified as right of way construction or rehabilitation of:

- **Flood and Drainage Facilities:** This activity refers to the construction or rehabilitation of flood controls or irrigation projects (e.g., retention ponds or catch basins).
- **Sidewalks:** this activity refers to the construction or rehabilitation of sidewalks. Sidewalk improvements include the installation of trash receptacles, trees, benches, and lighting.
- **Street Improvements:** this activity refers to the construction or rehabilitation of street projects that may include street drains, storm drains, curb and gutter work, tunnels, bridges, and the installation of street lights and signs.
- **Water/Sewer Improvements:** this category refers to the construction or rehabilitation of water and sewer installation, or replacement of water lines, sanitary sewers, storm sewers, or fire hydrants.
- The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements as outlined in Section 105(a)(2) of the Housing and Community

Annual Action Plan

51

2019

Additional Information Annual Action Plan

Development Act of 1974 (HCDA). i.e. Installation of solar panels in waste landfills and other waste depositories for the generation of renewable energy.

NON-HOUSING COMMUNITY DEVELOPMENT

1. Public Service

The non-entitlement municipalities could use funds under the category of Public Service to complement any activity that assists homeless persons, including drug and alcohol counseling, meals-on-wheels, daycare, and to provide additional funding to ESG-funded essential services and HOPWA-funded supportive services in their jurisdiction. These include the operating costs of Homeless/AIDS Patients Programs and the cost of operating homeless/AIDS services.

This category is limited to a 15% cap, and includes the following activities:

- Senior services that will be provided to elderly persons (e.g., meals-on-wheels, dial-a-ride, homecare assistance) and services provided for victims of Alzheimer's disease or persons with disabilities, regardless of age.
- Legal aid to low and moderate-income individuals including tenant/landlord counseling provided to help prevent or settle disputes between tenants and landlords, and preparation of affidavits.
- Youth Services for teenagers (ages 13 to 19) that include, for example, recreational services limited to teenagers or a teen counseling program, including transportation services and substance abuse recovery programs, as well as preventive/educational activities.
- Services for battered and abused spouses for programs that serve adults or families.
- Counseling for employment training and placement that increases self-sufficiency. These include literacy, independent living skills, job training, and employment services activities.
- Crime prevention and educational programs.
- Fair housing services (e.g., counseling on housing discrimination) when the non-entitlement municipality indicates that a national objective will be met. In order to request funds for this activity, the municipality should have a Fair Housing Plan approved by PRDOH.
- Child Care Services that benefit children (generally under age 13), including parenting courses.
- Health Services activities include operating neighborhood clinics, post-rape counseling, vermin abatement services (also known as "vector control"), and other activities designed to serve the health needs of residents.
- Daycare or other services exclusively for abused and neglected children.
- Mental Health Services provided by specialized organizations to address the mental health needs of the community.
- Screening for Lead-Based Paint/Lead Hazards Poisoning for activities primarily designed to provide screening for (not removal of) lead-based paint and other lead poisoning hazards in housing units built before 1978 that will be occupied by children under 6 years of age.

Annual Action Plan

52

2019

Additional Information Annual Action Plan

- Energy conservation projects Specific requirements for this activity:
 - Complete the forms outlined in PRDOH's RFP
 - It must be a new activity or reflect increased level of service for people of low and moderate income
 - Municipality must submit the Operational Guide for each of these projects,
 - Detailed description of the origin and use of other funds.

HOUSING ACTIVITIES

1. Moderate Housing Rehabilitation

The applications for the housing rehabilitation category must clearly indicate how they will eliminate the specific conditions detrimental to the health and safety of the household (this could include households under rent agreements). Municipalities must follow PRDOH's specific application rules and procedures. (It is important to note that under the housing rehabilitation activity, municipalities may submit rehabilitation projects where the works are carried out by municipal crews, and therefore, a substantial proportion of the project is directed to the purchase of construction materials.)

The municipality is expected to be able to start the housing rehabilitation immediately once the date of the release of funds is issued to them by PRDOH, if applicable.

An amount up to \$25,000 (maximum) is the thresholds established for housing rehabilitation activities. Exception of this rule will be evaluated by PRDOH, on a case by case, basis. Each municipality will be required to assure completion of the rehabilitation of every housing unit.

The municipality must follow the Moderate Housing Rehabilitation Guideline adopted by PRDOH, which requires conducting two inspections on the property: one at the filing of the application and a second inspection upon completion of the activity. These two inspections will document (via photographs) the improvements made to the housing unit. 55% of costs is the maximum allocation for materials and 45% for labor.

At the closing of the Program Year, PRDOH should be able to report the following performance measurements:

- Dollars Leveraged per CDBG funds invested;
- Number of households assisted;
- Number of households by income limit;
- Number of units occupied by race, ethnicity, and disability;
- Number of units occupied by elderly households;
- Number of units brought from substandard to standard condition;
- Number of units meeting Energy Star standards;
- Number of units brought into compliance with the lead-safe housing rule;

Additional Information Annual Action Plan

- Number of units made accessible (compliant with Section 504 for persons with disabilities). PRDOH will reserve the right to adjust the funds requested for Moderate Housing Rehabilitation if the municipality keeps any unexpended balances from previous program years.

ECONOMIC DEVELOPMENT ACTIVITIES:

1. Public Facility for Business or Commercial Use

Economic development is a priority of the Government of Puerto Rico. The objective of this category is to provide funding for the construction, rehabilitation or installation of publicly-owned property to create commercial space to be used to foster the development of microenterprises as per Section 105(a)(2). Applicants are cautioned to carefully consider their project needs. PRDOH will evaluate project implementation based on the development program submitted by the municipality.

The activity to be developed by the Municipality shall comply with either one of the following:

- The rehabilitated property must create or retain jobs, of which 51% must go to individuals who, prior to employment in the assisted business, were classified as having low or moderate income (L/M Income Jobs); or
- The limited clientele category is used as a way to qualify specific activities when the person owning or developing the microenterprise is LMI
- An area benefit activity is one that benefits all residents in a particular service area, where at least 51 percent of the residents are LMI persons. If this criterion is used, area of service must be documented.

The Municipality shall select one of those standards in order to document its compliance with the National Objective.

Program income resulting from the rental of commercial spaces in the Public Facility for commercial use is subjected to the applicable CDBG regulations in 24 CFR 570.489(e). PRDOH will issue further compliance guidance on this subject.

2. Microenterprise Assistance Program

The Program is targeted to promote the development of new and existing microenterprises; and to incentivize self-employment among individuals in the jurisdictions covered by non-entitlement municipalities as stated in Section 105(a)(22).

Eligible microenterprise activities include the provision of:

1. Grants to qualified microenterprises.

Additional Information Annual Action Plan

2. Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises;

3. General support to owners of microenterprises and persons developing microenterprises including child care, transportation, counseling and peer support groups. The Program is targeted to promote the retention or the development of new and existing microenterprises. To qualify as a microenterprise, the business must be a commercial enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise. Economic activity must be held in the Municipality's jurisdiction.

Proposals of participating municipalities must comply with each of the following basic requirements:

4. Compliance with the State CDBG requirements; and,

5. The financing assistance must promote the startup of new microenterprises as well as retention and expansion of existing microenterprises in non-entitlement municipalities.

3. Special Economic Development Program

This activity has been designed to provide assistance to small businesses via special economic development activities (Section 105(a)(17) & 105(a)(14)). A "small business" is usually defined by the number of employees or overall sales level. For purposes of the CDBG program, small businesses have more than five (5) employees, a business with fewer than 5 employees, including the owner, is designated as a "microenterprise." The CDBG regulation makes reference to Section 3(a) of the Small Business Act of 1958, which establishes specific employment or sales standards for each industry. For most business categories, businesses with 500 or fewer employees are considered small, although in some industry categories business can have up to 1,500 employees and still be considered a small business.

These activities include:

- Acquiring; constructing; reconstructing; rehabilitating or installing commercial or industrial buildings; structures and other real property; equipment and improvements.
- Assisting a private, for-profit business through recoverable grants and technical assistance. The activity to be developed by the Municipality shall comply with either one of the following:
- The rehabilitated property must create or retain jobs, of which 51% must go to individuals who, prior to employment in the assisted business, were classified as having low or moderate income (L/M Income Jobs); or
- An area benefit activity is one that benefits all residents in a particular service area, where at least 51 percent of the residents are LMI persons.

CDBG assistance to a for-profit business under Section 105 (a)(14) - (17) and 24 CFR part 570.203 Special Economic Development triggers the requirements for the optional underwriting guidelines and mandatory Public Benefit standards as set forth in 24 CFR 570.482(f) & (g). States and units of Local General Government are responsible for ensuring that a minimum level of public benefit is obtained

Additional Information Annual Action Plan

when CDBG funds are used for special economic development projects, and public facilities projects undertaken for economic development purposes.

PAYMENT OF NON-FEDERAL SHARE

In compliance with the Housing and Community Development Act and the CDBG regulation, PRDOH will allow Municipalities to use CDBG funds to pay the non-Federal share required in connection with another Federal grant-in-aid program under certain conditions.

The use of CDBG funds for this activity is conditioned by the fact that the project to be supported is eligible under the CDBG regulations. All of the CDBG program CAPS (Public Services, Jobs per investment, etc.) and conditions (eligibility, national objectives, etc.) apply to the use of the funds.

PROGRAM ADMINISTRATION AT THE MUNICIPALITY LEVEL

This line item budget covers eligible planning and administration activities approved under each proposal and should be arranged by the title of the account, number of the account, and allocated budget up to the maximum of 17% per grant. If the project is fully completed, the Municipality may transfer remaining funds to the administration activity, but no greater than 17% of the total allocation. The municipalities must use PRDOH's chart of accounts.

EMERGENCY FUND

The activities designed to meet urgent community development need to follow the same criteria established in 24 CFR 570.483 (d). Funds to assist the municipalities in attending sudden emergencies with CDBG funds will be provided with a limit per Municipality of up to \$100,000, depending on the damages quantified per occurrence within the municipal jurisdiction. There is no specific allocation for emergency funds. The emergency fund activity will be available only if a recapture occurs during the PY. The objective of this category is to provide a temporary solution to alleviate urgent problems that occur during the regular grant application process.

Emergency Fund applications must document a serious threat to public health or safety, of recent origin or which recently became urgent. A certification from the Municipal Emergency Management Office should be accompanied with a corroborating and valid certification from the State Emergency and Disaster Management Agency, alternatively a signed Executive Order, indicating the nature and date of such emergency. It is the responsibility of the State to validate the nature of the emergency.

As long as funds are available (only if a recapture is undertaken), a municipality may request emergency funds anytime during the year. Applications under this category are submitted only when an emergency arises and qualifies as an urgent need.

Non-entitlement municipalities are eligible to submit an emergency application that will be evaluated on a case by case basis. Emergencies must be recognized independently of the area of occurrence. Emergencies in

Annual Action Plan

56

2019

Additional Information Annual Action Plan

non-low and moderate-income areas could be financed up to 30% of the funds available in the Emergency Fund, in compliance with Section 24 CFR 570.483 (d).

The non-entitlement municipality Finance Director will certify that the Treasury of the Municipality does not have any funds available to pay for the emergency work, and no other resources from the State or Federal Government are available to the municipality to attend such emergency.

Applications for emergency funds may be submitted anytime during PY 2019. The Mayor can submit the petition for Emergency Funds no later than fifteen (15) days after the event has occurred, except under extraordinary circumstances or another valid cause, properly filed and accepted by PRDOH as an exception. Then the Municipality will have fifteen (15) additional days to submit a detailed proposal.

Projects must be able to start immediately, and applicants have one hundred eighty (180) days to complete the activity and satisfy the Identified need. Those activities that require federal or state studies, permits, and/or consultation processes with any regulatory agency and cannot be completed within the regulatory period of time, will be evaluated on a case by case basis. If funds are not used in the term provided, they will be recaptured by PRDOH.

If the project is not commenced within a period of 60 days from the date of the registration of the contract with the Comptroller Office, the funds will be subject to a potential recapture by PRDOH.

The application must be properly completed and submitted by the Mayor to PRDOH, either hand-delivered or by certified mail, with return receipt and including the original certifications issued by the State and Municipal Agencies for Emergency Management.

The evaluation process will be conducted by an evaluating committee designated by the agency head. The committee will use the criteria and procedures established by PRDOH for this category and available upon request. The committee may conduct a field inspection of the impacted area to assess the damages claimed in the request. All projects under this category must meet one of the national objectives contained in 24 CFR 570.483 (b) (1) or (d).

As soon as the petition from the affected municipalities is received, the committee will analyze the application for emergency funds that has been received. The evaluation/recommendation will be considered for final decision by the head of the agency or other designated person.

7. DESCRIBE THRESHOLD FACTORS AND GRANT SIZE LIMITS.

Under Act 137 of 2014 (as amended by Law 10, 2017) the Commonwealth of Puerto Rico established that all non-entitlement municipalities will receive the same amount of CDBG funds, with the exceptions of Vieques and Culebra, which will receive an additional 15%. Thus, under this method of distribution municipalities will receive the same share of CDBG funds with no need for a competitive round.

8. WHAT ARE THE OUTCOME MEASURES EXPECTED AS A RESULT OF THE METHOD OF DISTRIBUTION?

The following are the Outcome Measures by Program Activity Category:

Annual Action Plan

57

2019

Additional Information Annual Action Plan

Goal Name	Needs Addressed	Goal Outcome Indicator	%
Create Suitable Living Environments	Non-housing Community Development-Public Services	555 Persons	12%
Create Suitable Living Environments (B)	Non-housing Community Development- Public Facilities	195,008 Persons	77%
Provide Decent Housing (D)	Housing	242 Household/House unit	9%
Expand Economic Opportunity	Non-housing Community Development- Economic Development	Jobs created/retained: 4 Jobs	1%
		Businesses assisted: 12 Businesses Assisted	
Create Suitable Living Environments (C)	Non-housing Community Development- Public improvements	Other: 293 Other	1%

HOPWA PROGRAM

I. DESCRIBE THE STATE PROGRAM (HOPWA) ADDRESSED BY THE METHOD OF DISTRIBUTION.

The Housing Opportunities for Persons with AIDS (HOPWA) Program provides housing assistance and supportive services for low-income persons living with HIV/AIDS and their families. HOPWA funds are received by the Puerto Rico Department of Health to be distributed to Eligible Project Sponsors that include Municipal Governments and Non-Profit Organizations.

Funds for PY 2019 will continue to be administered by the Municipality of San Juan. The Municipality will be responsible for its management, and distribution to sub recipients. The distribution of the funds to potential sub recipients will be conducted using a competitive Request for Proposal process. Due to the law restrictions, administrative funds will not be distributed to sub recipients. The competition will distribute funds for the provision of housing and other activities. If remainder funds are available after distribution, distribution of funds will not require a new competitive process, but will be distributed among organizations and municipalities that previously submitted their proposals.

The availability of the RFP guide was announced during the public hearing (documents were available on February 28, 2019. Proposals were due on March 15, 2019. The Municipality of San Juan will select sub recipients from Municipalities, Faith-Based, and other Community Based Organizations that provide services to the HIV/AIDS populations. Interested sub recipients will submit proposals to be evaluated on a competitive basis, in compliance with the RFP and Application Guidelines.

For the purpose of this Plan the Puerto Rico EMSA will include the 78 municipalities for unobligated funds and the PR-EMSA Municipalities for the HOPWA grant.

2. DESCRIBE ALL OF THE CRITERIA THAT WILL BE USED TO SELECT APPLICATIONS AND THE RELATIVE IMPORTANCE OF THESE CRITERIA

Additional Information Annual Action Plan

The following evaluations factors will be used to evaluate the proposals presented by potential sub recipients. An evaluation committee selected by the Municipality of San Juan will evaluate the applications with a standard Instrument that will take into consideration: HIV/AIDS population within the proposed service area, level of experience of the proponent party, use of funds history by the proponent party and performance history of the proponent party. All criteria have the same weight in the evaluation process. The maximum value for a proposal is one hundred (100) points

The following table shows the criteria to be used for the evaluation of the proposals:

NON Profit subrecipients

- Transmittal Letter -3 Points
- Description organization - 8 Point
- Financial and Programmatic Background - 4 Point
- Action Plan - 35 Points
- Budget - 36 Points
- Required Documents - 4 Points
- Performance -10 Points
- Total 100

Municipal subrecipients

- Transmittal Letter - 2 Points
- General Information Municipality -3 Points
- Financial and Programmatic Background - 15 Points
- Proposed Project Description - 25 Points
- Budget -35 Points
- Performance -20 Points

Total 100

3. IF ONLY SUMMARY CRITERIA WERE DESCRIBED, HOW CAN POTENTIAL APPLICANTS ACCESS APPLICATION MANUALS OR OTHER STATE PUBLICATIONS DESCRIBING THE APPLICATION CRITERIA? (CDBG ONLY)

Not applicable to the HOPWA Program. (see CDBG section Above)

4. DESCRIBE THE PROCESS FOR AWARDING FUNDS TO STATE RECIPIENTS AND HOW THE STATE WILL MAKE ITS ALLOCATION AVAILABLE TO UNITS OF GENERAL LOCAL

Annual Action Plan

59

2019

Additional Information Annual Action Plan

GOVERNMENT, AND NON-PROFIT ORGANIZATIONS, INCLUDING COMMUNITY AND FAITH-BASED ORGANIZATIONS. (ESG ONLY)

Not applicable to the HOPWA Program- see ESG section Above.

5. IDENTIFY THE METHOD OF SELECTING PROJECT SPONSORS (INCLUDING PROVIDING FULL ACCESS TO GRASSROOTS FAITH-BASED AND OTHER COMMUNITY-BASED ORGANIZATIONS). (HOPWA ONLY)

For PY 2019 the Municipality of San Juan will accept island-wide applications, including potential sub recipients from the San Juan Eligible Metropolitan Statistical Area (SJ-EMSA). Priority will be given to potential sub recipients that are not included in the SJ-EMSA. Applicants located in the San Juan EMSA that are currently receiving HOPWA funds from the Municipality of San Juan cannot receive State HOPWA funds for the same purpose and uses.

All the applications will be evaluated by the same standards and criteria.

No proposals that combine housing and support services will be accepted during the PY 2019. If the organization wishes to provide support services in a housing project it must submit one proposal for the support service and another for the housing.

Support services eligible costs include:

- Nutritional Services
- Day care
- Case Management
- Mental Health
- Medical services
- Any supportive service combined with housing

All sub-recipients are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so. In addition, they need to be registered on the System for Award Management (SAM)

6. DESCRIBE HOW RESOURCES WILL BE ALLOCATED AMONG FUNDING CATEGORIES.

Activity	Allocation	Percentage
Administration Puerto Rico Department of Health	\$65,055	3%
Administration (City of San Juan)	\$147,241	7%

Annual Action Plan

60

2019

Additional Information Annual Action Plan

Tenant Based Rental Assistance	\$725,947	33%
"Delivery Cost TBRA"	\$29,100	1%
Community Residences and + STRMU (Emergency Assistance)	\$780,750	36%
Supportive services and Rent Deposits	\$420,402	19%
Total	\$2,168,495.00	

7. DESCRIBE THRESHOLD FACTORS AND GRANT SIZE LIMITS,

No grant size limits are established for the HOPWA Program funds distribution.

8. WHAT ARE THE OUTCOME MEASURES EXPECTED AS A RESULT OF THE METHOD OF DISTRIBUTION?

The following are the HOPWA Program Outcome Measures:

- Short-term rent, mortgage, and utility assistance to prevent homelessness of the Individual or family-75
- Tenant-based rental assistance- 120
- Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds- 100
- Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds -350

ESG

6	State Program Name:	Emergency Solutions Grant Program
	Funding Sources:	ESG

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The Emergency Solutions Grant Program is administered by the Puerto Rico Department of the Family (PRDF). The Department of the Family uses a method of distribution of funds that includes, presenting a request for a competitive proposal the first year, and the second year the funds are distributed according to the level of performance of the projects and availability of the funds by part of HUD. This year constitutes the first year of a cycle. The PRDF will be receiving proposals from active entities, as well as new or inactive entities.</p> <p>If there are funds available during the Program Year, product of recapture processes or surplus funds, they will be distributed according to the needs identified by the PRDF. The criteria for distribution will be notified by invitation.</p> <p>In case of a declared disaster the PRDF reserves the right to implement the disaster recovery policy included as an appendix.</p> <p>The ESG allocation for Program Year 2019 is \$3,576,230.00. Funding is intended to serve the seventy-eight (78) Municipalities across the island within the 12 regions established by the Department of Family. PRDF's Regions are located in Aguadilla, Arecibo, Bayamón, San Juan-Carolina, Caguas, Loíza, Humacao, Guayama, Morovis, Ponce, Yauco y Mayagüez. Non-profit Organizations and Municipalities that comply with the requirements and evaluation criteria established on this plan will be eligible to receive funds under the following activities:</p> <ul style="list-style-type: none"> • Outreach and Shelter \$2,145,738.00 (60.0%) • Prevention \$ 553,793.46 (15.49%) • Rapid Re-Housing \$535,929.14 (14.99%) • Data Collection (HMIS) \$72,552.15 (2.03%) • Administration \$268,217.25 (7.5%) • Total \$3,576,230.00 <p>The Department of the Family may be allocating indirect costs to eligible activities.</p> <p>As described in the following sections, proposals will be evaluated according to two set of criteria: (1)criteria of strict compliance; and (2)competitive criteria. Proposals are due on May 24, 2019, and should be submitted physically at the facilities of the PRDF, at 185 Edif. Roosevelt Plaza, Ave. Roosevelt, Hato Rey, Piso 1.</p>
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>For purposes of carrying out the process of awarding contracts, a committee is appointed in charge of evaluating proposals. The Committee will evaluate proposals based on two sets of criteria: (1)strict compliance in order for proposals to be considered; and (2)competitive criteria which help determine the amount to be received by the applicants.</p> <p>Strict Compliance Criteria for Proposal Consideration</p> <ul style="list-style-type: none"> • Complete the proposal in all its parts and submit the required documentation, as applicable. • Be a municipality or nonprofit entity properly incorporated and in Good Standing, as applicable. • To have financial management systems that meet the minimum standards of accounting. • At least two years of experience serving homeless persons or in risk of homelessness. • Attend the Proposal Application orientation held on April 21, 2019 and which was publicly announced (see attachments). • No open findings of questioned costs, if applicable. • In the case of shelters, have the municipal endorsement. • Sources of matching available. • No open allocations of funds (original allocations) from Program Year 2016 or before. • In case of active subrecipients, the following criteria will be considered: • In the case of shelters, bed utilization rate of 65% or more • Have spent at least 80% of the 2017 allocation or more recent allocation on the component requested, if the subrecipient's funds are from a previous year. • Participation in the Coordinated Entry System (CES). • Compliance with Data Entry in the Homeless Management Information System (HMIS). • Compliance with previous allocations case closing in HMIS. <p>Competitive Criteria for the Final Granting of Funds:</p> <p><u>Active Organizations:</u></p> <p><u>Need</u></p>
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Additional Information Annual Action Plan

		<ul style="list-style-type: none"> Number of homeless persons identified in the geographic region of service (10 points) <p><i>Experience and capacity of impact</i></p> <ul style="list-style-type: none"> Project Execution Evaluation, by project type (20 points) Provide services in more than one component (10 points) Provide services to at least one of the following priority populations (10 points) <ul style="list-style-type: none"> Chronic homeless Domestic violence Families with children Youth Veterans Mental Health and Problem Substance Use Older age Women Years providing services to homeless population (5 points) The entity has case managers and specialized personnel (5 points) <p><i>Management and Financial Capacity</i></p> <ul style="list-style-type: none"> No monitoring findings or if any, there is a corrective action plan (5 points) Experience managing federal funds (5 points) Requests refunds, at least every two (2) months (10 points) <p>Bonus: Availability of credit lines or financing mechanisms (5 points)</p> <p><u>Inactive and New Organizations:</u></p> <p><i>Need</i></p> <ul style="list-style-type: none"> Number of homeless persons identified in the geographic region of service (10 points) <p><i>Experience and capacity of impact</i></p> <ul style="list-style-type: none"> Provide services in more than one component (15 points) Provide services to at least one of the following priority populations (15 points) <ul style="list-style-type: none"> Chronic homeless Domestic violence
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Annual Action Plan

64

2019

Annual Action Plan
2019

277

Additional Information Annual Action Plan

	<ul style="list-style-type: none"> Families with children Youth Veterans Mental Health and Problem Substance Use Older age Women Years providing services to homeless population (10 points) The entity has case managers and specialized personnel (10 points) <p><i>Management and Financial Capacity</i></p> <ul style="list-style-type: none"> Experience managing federal funds (20 points) Bonus: Availability of credit lines or financing mechanisms
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable to the ESG Program- (see CDBG section)</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Since program year 2011, the Puerto Rico Department of the Family uses a distribution method in which an award that is granted for two (2) year period, subject to an evaluation of the first year and the availability of funds. During PY 2019, eligible organizations and units of local governments will be initiating their first program year of the two-program year cycle. While, unused funds available during the Program Year will be distributed according to the needs identified by the Department of the Family, by invitation.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not Applicable- See HOPWA Section</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>The following are the ESG Program distribution by funding categories:</p> <ul style="list-style-type: none"> • Outreach and Shelter \$2,145,738 (60.0%) • Prevention \$ 553,793.46 (15.49%) • Rapid Re-Housing \$535,929.14 (14.99%) • Data Collection (HMIS) \$72,552.15 (2.03%) • Administration \$268,217.25 (7.5%) • Total \$3,576,230.00 <p>The Department of the Family may be allocating indirect costs to eligible activities.</p>

Additional Information Annual Action Plan

	Describe threshold factors and grant size limits.	No grant size limits are established for the ESG Program funds distribution.
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<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Non-profit organizations and units of local government that are awarded ESG funds, are expected to comply with the following outcome measures, depending in the different types of projects:</p> <p>Outcome Measures</p> <p>OUTREACH</p> <ul style="list-style-type: none"> • Number of people receiving services • Number of people who left the program • Percentage of people who committed (engaged) to receive services • Percentage of people who fulfilled their service plan • Percentage of people who increased their income from any source • Percentage of people located in emergency shelter • Percentage of people located in temporary shelter • Percentage of people placed in permanent housing <p>EMERGENCY SHELTER</p> <ul style="list-style-type: none"> • Number of people who entered emergency shelter • Number of people who left the program • Percentage of people who fulfilled their service plan • Percentage of people who increased their income from any source • Percentage of people who entered transitional housing • Percentage of people who stayed in the shelter for less than three months • Percentage of people who stayed in the shelter for more than three months • Percentage of people placed in permanent housing <p>PREVENTION</p> <ul style="list-style-type: none"> • Number of people receiving prevention services. • Number of people who left the program
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Additional Information Annual Action Plan

		<ul style="list-style-type: none"> • Number of people receiving economic assistance • Percentage of people who received housing relocation services and stabilization services during the service period • Percentage of people who met their service plan • Percentage of people who increased their income from any source • Percentage of people placed in permanent housing <p>RAPID RE- HOUSING</p> <ul style="list-style-type: none"> • Number of people receiving RRH services. • Number of people who left the program • Number of people receiving economic assistance • Percentage of people who received housing relocation services and stabilization services during the service period • Percentage of people who fulfilled their service plan • Percentage of people who increased their income • Percentage of people placed in permanent housing
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ESG Disaster Funding Policy

The Department of the Family seeks to be a strong partner to local geographies affected by natural disasters. In these situations, the DF will leverage all resources under its purview to provide support to vulnerable homeless clients. The ESG funding awarded to Puerto Rico is one of the resources that the DF may use to support homeless people impacted by natural disasters.

In order to provide flexible and meaningful support, the DF reserves the right to focus funding awarded under previous years grants and corresponding eligible component types to the most impacted areas. In these situations, the DF may make targeted grant sub awards to subrecipients that are governments and/or nonprofits. These awards may be used to address direct deficits to existing programs, comply with local preparedness needs and requirements, provide temporary support to expand shelter/program occupancy or fund a new activity such as street outreach or case management that can be utilized to move new and existing clients into permanent housing. The DF may also make strategic awards to renovate shelters damaged by the disaster.

Annual Action Plan

69

2019

Additional Information Annual Action Plan

All activity that may be funded must still align with regulations that govern the Emergency Solutions Grant and with the local policies and procedures.

The DF will temporarily modify its traditional rating and ranking process to award funding to areas of the Commonwealth experiencing disasters. The modification of the traditional rating and ranking process serves two purposes. First, it acknowledges that areas affected by disasters may not have the bandwidth to put forward applications. Second, it allows funding to be focused on the areas where it is most needed and will have the greatest impact.

AP-50 Geographic distribution

Discussion

The overarching goal of the Department of Housing and Urban Development's Community Planning and Development (CPD) programs covered by the Consolidated Plan is "to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities," principally for low- and moderate-income persons. In order to achieve the provision of suitable living environments within the low- and moderate-income communities, the PRDOH encourages non-entitlement municipalities to undertake non-housing community development activities.

These activities are designed to create, expand and/or improve the physical conditions of community's public facilities located within the benefited low- and moderate-income communities. As previously stated, an eligible low-income community is a geographic area where, at least fifty-one percent of the population, are members of families whose incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

The following Communities Municipalities has been identified by the states as priority areas with disproportionately greater need and minority concentration:

Suárez comunidad, Loíza Municipio
Loíza zona urbana, Loíza Municipio
Vieques comunidad, Loíza Municipio
Yaurel comunidad, Arroyo Municipio
Buena Vista comunidad (Arroyo Municipio), Arroyo Municipio
Palo Seco comunidad, Maunabo Municipio
Playa Fortuna comunidad, Luquillo Municipio
Emajagua comunidad, Maunabo Municipio
Lamboglia comunidad, Patillas Municipio
Culebra zona urbana, Culebra Municipio
Esperanza comunidad, Vieques Municipio
Arroyo zona urbana, Arroyo Municipio
Vieques zona urbana, Vieques Municipio
Maunabo zona urbana, Maunabo Municipio
Daguao comunidad, Naguabo Municipio
Comunas comunidad, Yabucoa Municipio
Playita comunidad (Salinas Municipio), Salinas Municipio
Luquillo zona urbana, Luquillo Municipio
Las Ochenta comunidad, Salinas Municipio
Gurabo zona urbana, Gurabo Municipio
Ramos comunidad, Luquillo Municipio

Annual Action Plan

71

2019

Additional Information Annual Action Plan

Coquí comunidad, Salinas Municipio
Duque comunidad, Naguabo Municipio
Naguabo zona urbana, Naguabo Municipio
San Antonio comunidad (Dorado Municipio), Dorado Municipio
Patillas zona urbana, Patillas Municipio
Aguas Claras comunidad, Ceiba Municipio
Playita comunidad (Yabucoa Municipio), Yabucoa Municipio
Ceiba zona urbana, Ceiba Municipio
Celada comunidad, Gurabo Municipio
Capitanejo comunidad
Santa Clara comunidad, Aguas Buenas Municipio
Central Aguirre comunidad, Salinas Municipio
Parcelas de Navarro comunidad, Gurabo Municipio
Río Blanco comunidad, Naguabo Municipio
Breñas comunidad, Vega Alta Municipio
Tallaboa comunidad, Peñuelas Municipio
Salinas zona urbana, Salinas Municipio
Coco comunidad, Salinas Municipio
Mariano Colón comunidad
La Fermina comunidad
Santo Domingo comunidad, Peñuelas Municipio
Vega Alta zona urbana, Vega Alta Municipio
Yabucoa zona urbana, Yabucoa Municipio
Dorado zona urbana, Dorado Municipio
Cataño zona urbana, Cataño Municipio
Coamo Municipio (part)
Río Lajas comunidad, Dorado Municipio
Juncos zona urbana, Juncos Municipio
Indios comunidad, Guayanilla Municipio
Martorell comunidad, Yabucoa Municipio
Monserate comunidad
Ceiba comunidad
Vega Alta Municipio (part)
El Negro comunidad, Yabucoa Municipio
Aceitunas comunidad, Moca Municipio

Municipalities and subgrantees shall provide priority to the above areas when undertaking the eligible activities.

AP-65 Homeless and Other Special Needs Activities

Discussion

The provision of housing and supportive services to the homeless population is one of the main goals among the housing and community development strategies of the PR-State Government during this consolidated period. In leading this effort, the PR Department of Family administers the ESG Program allocation, which is used to make grants to Municipalities and Nonprofit Organizations for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance. Through this initiative, the Department leads the role toward the goal of ending homelessness in the State jurisdiction.

The Current Homelessness Strategy to end chronic homelessness in Puerto Rico includes strategies directed towards persons who are currently homeless, as well as that in risk of becoming homeless. These include:

- Expansion of stakeholders involved in collaborative planning and service development within targeted areas with high prevalence of chronic homeless persons, in full compliance with PR Law 130-2007.
- Efforts to implement existing, and obtain new, commitments from Mayors to participate in 10-year planning processes to end chronic homeless
- Development and implementation of specific action steps with state and municipal governments that have established the elimination of chronic homelessness as a priority, such as supportive housing development, providing homeless family's public housing in municipalities that administer their own public housing projects, providing vouchers for permanent housing in those municipalities that administer voucher programs, coordinating supportive services to promote retention in permanent and supportive housing, including the development of mini-enterprises for homeless self-employment, etc.
- Implementation of specific action steps to improve access to services, reduce stigma and combat the criminalization of homelessness, based on the awareness that has been developed in policy and decision-makers, resulting in policy changes to reduce the time for elimination of criminal records, give priority to homeless populations applying for mainstream services, and others.
- Education and advocacy to increase the number of public and private funding sources for housing and supportive services for chronic homeless, emphasizing those with SA/MH conditions.
- Increased capacity building of municipal government representatives to partner with community-based organizations in the development, financing and delivery of services to chronic homeless.
- Emphasis on continuing education to professionals working with homeless individuals to improve

Additional Information Annual Action Plan

sensitivity and humane treatment as well as the level of intensity and quality of services needed by the chronic homeless to achieve their recovery and promote self-sufficiency over time, including the inclusion of curricular content related to homelessness in pre-service training of Police Cadets and in courses of public and private high schools.

- Continue with the implementation of the HMIS - currently under San Juan's Coalition and the Coalition of Coalitions.
- Continue with the implementation of the Coordinated Entry System.
- Collaborate with the HMIS administrators San Juan's Coalition, the Coalition of Coalitions, and the entities that comprise the CoC in order to strengthen homelessness data gathering processes, and the consistency of information provided by organizations.
- Identification and work with public and private housing developers to target homeless in the development of permanent supportive housing to improve housing accessibility and service infrastructures for the chronic homeless.
- Provision of Rapid Rehousing assistance.

AP-90 Program Specific Requirements

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds. The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

Bedrooms Non-Elevator Elevator HCP Maximum Per Unit Subsidy

Bedrooms	Non-Elevator	Elevator	HCP	Maximum Per Unit Subsidy
0	\$55,474	\$58,378	240%	\$140,107.20
1	\$63,962	\$66,923	240%	\$160,615.20
2	\$77,140	\$81,377	240%	\$195,304.80
3	\$98,742	\$105,276	240%	\$252,662.40
4+	\$110,002	\$115,560	240%	\$277,344.00

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

This section provides the minimum acceptable standards for existing multi-family household dwelling units rehabilitated in whole or in part with National Housing Trust Fund (HTF) program funds in Puerto Rico. These standards are not intended to reduce or exclude the requirements of any local or state building or housing codes, standards or ordinances that may apply. In the event of any conflicting code(s), the more restrictive code(s) will apply. These standards were designed to assist in achieving consistency

Additional Information Annual Action Plan

for all rehabilitation activities funded with HTF funds. The goal of the Puerto Rico Housing and Finance Authority HTF program is to provide functional, safe, affordable and durable housing that meets the needs of the tenants and communities in which the housing is located. The purpose of the HTF Standards is to ensure that property rehabilitation puts each building in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.

The project developer will formally contract licensed architectural and engineering design professionals to provide appropriate professional services for each project. It is the responsibility of each licensed professional to assure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable Federal, State and local codes.

In addition, the architect or engineer will provide contract specifications which stipulate quality standards, materials choices and installation methods and standards. By meeting the various code requirements as a minimum standard, each building rehabilitation project is assured to be brought up to an acceptable level of rehabilitation. Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

This Standard ensures that HTF assisted projects are completed in a thorough and workmanlike manner in accordance with industry practice and contractually agreed upon plans and specifications as well as subsequent mutually agreed upon change orders during the construction process. HTF assisted projects and developers will employ best practice industry standards relating to quality assurance to verify all work completed.

I. Health and Safety

If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. These items include:

- 1 Air Quality -Propane/Natural Gas/Methane Gas Detected
- 2 Blocked Egress/Ladders
- 3 Electrical Hazards -Exposed Wires/Open Panels
- 4 Electrical Hazards -Water Leaks on/near Electrical Equipment
- 5 Emergency Fire Exits -Emergency/Fire Exits Blocked/Unusable
- 6 Missing Outlet Covers
- 7 Missing/Damaged/Expired Extinguishers
- 8 Blocked Ventilation System
- 9 Outlets/Switches/Cover Plates -Missing/Broken
- 10 Smoke Detector -Missing/Inoperable
- 11 Windows -Security Bars Prevent Egress

See Appendix B (UPCS) for a list of Inspectable Items and Observable Deficiencies, including the identification of life threatening deficiencies for the property site, building exterior, building systems, common areas, and units.

Annual Action Plan

76

2019

II. Expected Useful Life (Capital Needs Assessment)

All PRDOH HTF assisted projects and developers will consider the remaining expected useful life of all building components with regard to building long term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable HTF period of affordability (10, 20 or 30 years, depending on amount of HTF assistance provided) shall be considered for replacement, repair or otherwise updated. Additionally, new building components with an expected useful life of less than the period of affordability shall be considered for future replacement.

A Capital Needs Assessment (CAN) is necessary for all HTF assisted multifamily housing with 26 or more total units that determines the useful life of systems, the long terms physical needs of the project and the work to be performed. Specifications for the assessment are listed below:

1. The industry standard period for CNAs is 20 years; however, project CNAs must be updated every five years during the life of the project to ensure projected capital needs through the HTF affordability period are anticipated and planned for.
 - a. If the projects affordability period is 30 years (\$50,000 or more in assistance provided).The initial CNA will cover years 1-20. The first 5-year update will be done in year 5 and cover years 6-25. The second 5-year update will be done in year 10 and will cover years 11-30.
 - b. If a project's affordability period is 20 years (\$30,000 to \$50,000 in assistance provided). The initial CNA will cover years 1-20. The first 5-year update will be done in year 5 and cover years 6-20. The second 5-year update will be done in year 10 and will cover years 11-20
 - c. If a project's affordability period is 10 years (Under \$30,000 in assistance provided). The initial CNA will cover years 1-10. The first 5-year update will be done in year 5 and cover years 6-10.
- 1 HTF assisted projects and their development teams should ensure that all building components are analyzed in the CNA as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way which maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available.
- 2 The CNA will take into account any extraordinary circumstances of the prospective occupants of the dwelling (i.e. physical, sensory, developmental disabilities) and reflect a means to address such circumstances in their inspection and in the preparation of a work write-up/project specifications for that dwelling.
- 3 The CNA report must be prepared by a qualified professional (architect or engineer) who has no financial

interest in the project and no identity of interest with the developer. For purposes of this document, a "qualified professional" is a licensed professional architect or engineer, who can substantiate a minimum of five (5) years' experience providing CNA reports in accordance with PRDOH standards and who performs the assessment and supplies the PRDOH with their professional opinion of the

Additional Information Annual Action Plan

property's current overall physical condition. The CNA must include the identification of significant deferred maintenance, existing deficiencies, and material building code violations that affect the property's use and its structural or mechanical integrity. Furthermore, the CNA must examine and analyze the following building components:

- a. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, storm drainage, gas and electric utilities and lines.
 - b. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage.
 - c. Interiors, including unit and common area finishes (carpeting, vinyl tile, interior walls, paint condition, etc.), unit kitchen finishes and appliances, unit bathroom finishes and fixtures and common area lobbies and corridors.
 - d. Mechanical systems, including plumbing and domestic hot water, Air Conditioning, electrical and fire protection.
 - e. Elevators (if applicable).
 - f. Provide building life cycle study that lists each building component, the base cost and opinions of probable cost immediately (critical repair item), along with an analysis of the reserves for replacement needed to fund long-term physical needs of the project, accounting for inflation, the existing reserves for replacement balance and the expected useful life of major building systems.
- 1 Provide written cost estimates in order that the PRDOH may and determine that costs are reasonable.
 - 2 The assessment will consider the presence of environmental hazards such as asbestos, lead paint and mold on the site. The assessment will include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives.
 - 3 If the remaining useful life of any component is less than fifty percent (50%) of the expected useful life, immediate rehabilitation will be required unless capitalized. If the remaining useful life of a component is less than the term of the affordability period, the application package must provide for a practical way to finance the future replacement of the component.
 8. The professional preparing the CNA report must:
 - a. The assessment must include a site visit and physical inspection of the interior and exterior of all units and structures, as well as an interview with available on-site property management and maintenance personnel, to inquire about past repairs, improvements and an examination of invoices, contracts or work orders relating to the repairs/improvements over the last twenty-four (24) months, pending repairs and existing or chronic physical deficiencies. Any information from the interview must be included in the CNA. The assessment must also consider the presence of hazardous materials on the site.
 - b. Identify physical deficiencies, including critical repair items, immediate physical needs and long

term physical needs. These must include repair items that represent an immediate threat to health and safety and all other significant defects, deficiencies, items of deferred

Annual Action Plan

78

2019

Additional Information Annual Action Plan

maintenance and material building code violations that would limit the expected useful life of major components or systems.

- c. Explain how the project will meet the requirements for accessibility to persons with disabilities. Identify the physical obstacles and describe methods to make the project more accessible and list needed repair items in the rehabilitation plan.
- d. Prepare a rehabilitation plan, addressing separately all immediate and long-term physical needs.
- e. Work Specifications and Scope of Repairs
- f. Work specifications should include enough detail to specify each item to be repaired, the quantity of materials to be used and the exact location of each repair.
- g. Repairs needed to correct basic safety, durability, mechanical and efficiency deficiencies.

- 1 All materials used must meet the Puerto Rico Building Code standard material specifications. All work must be done with skilled craftsmen and accomplished with care.

10. Upon completion of repairs, the contractor will:

- a. Remove all construction debris from the site.
- b. Clean all floors impacted by the work.
- c. Clean all new and existing paint from other finished surfaces including window glass and mirrors.
- d. Leave all newly installed items in operating condition.
- e. Start all other electrical and mechanical systems.
- f. Put all hardware in operating condition.
- g. Deliver new keys to homeowners for any newly installed hardware.

III. Major Systems

HTF Rehabilitation assisted projects must comply with the requirements indicated in this document and the HOME Program Rehabilitation and new Construction Standards, 2015 "*Estandares de rehabilitación y nueva construcción, 2015*".

1. Site Standards

- a. The HTF assisted project must assure that the site is safe, clean and usable, and designed with details, assemblies and materials to provide ongoing durability without undue

Annual Action Plan

79

2019

future maintenance.

b. Site design and engineering shall be by a qualified professional.

c. The access to a building shall be safe, logical, readily identifiable, sheltered from the weather, and meeting the exit requirements to a public way. Pathways of circulation within a building shall also be safe and logical.

d. Design and systems shall conform to the "Reglamento Conjunto" 2015 and the Puerto Rico Building code, 2011.

e. Sprinkler water service - Underground water service as required for building sprinkler system shall be in accordance with NFPA 24.

f. Sewer connections to municipal sewage systems and on-site sewage disposal must have a minimum useful life same as the affordability period.

g. Means of egress components shall be in conformance with Chapter 10 of the International Building Code

h. Vehicular access to public way - site design shall conform to local zoning code ("Reglamento Conjunto") and the "Departamento de Transportación y Obras Públicas" regulations, as well as be sensible in its layout to maximize vehicular and pedestrian safety.

i. On-site Parking - parking shall be adequate for project type, meet local codes, and be designed to drain well, with a durable appropriate surface material. Handicapped parking shall be provided as required. Designers may utilize the "Reglamento Conjunto" to determine the guidelines in the design.

j. Pedestrian access and hardscape - In general, paved walkways within the site will be designed to provide sensible pedestrian access from the public way into the site, from parking areas, and provide access to buildings. All walkways should generally conform to applicable codes for width and slopes, and fall protection. Site stairs shall be safe and sound, constructed of durable materials, with proper rise and run, and with code approved railings as required. Accessible routes into buildings shall be provided as required by code.

k. Site amenities - site amenities may be provided which enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, and fencing, etc.

l. Mailboxes -Provision will be made for USPS-approved cluster mailbox units if required by the USPS.

m. Landscaping - lawns, ground cover, planting beds, perennial plants, shrubs and trees may be provided to enhance the livability, and to provide a positive aesthetic

Annual Action Plan

80

2019

sense. Planting choices specified should be low maintenance, non-invasive species, of an appropriate size and scale and located, when adjacent to building structures, with regard to their size at maturity.

n. Solid waste collection & storage – if necessary, provision shall be made for the outdoor storage and collection of solid waste and recycling materials in receptacles (dumpsters, wheeled trash cans, totes). Enclosures may be provided and should be accessible as required by code.

o. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning code. Energy efficient lighting shall conform to the International Energy Conservation Code of Puerto Rico, 2011.

p. The lot or defined site must be free of debris, garbage or other accumulations of site stored items that create possibilities of infestations. The site should be generally level, well drained and accessible.

q. All exterior property and premises must be maintained in a clean, safe and sanitary condition.

r. Drainage – assure that the grading surrounding the building will slope away from the building and drain properly, without ponding or erosion. Replacement landscaping and grading must direct water away from structures.

s. Fencing and gates must not be damaged; missing sections or has holes per UPCS.

t. Grounds must be erosion and rut free, not overgrown or penetrating vegetation and have functional ponding and site drainage per UPCS.

u. Hazardous and substandard conditions include any condition that threatens the health and or safety of the occupants. Substandard conditions include any condition that threatens, defeats or will lead to the

lack of functional viability of a single feature of a home. These conditions must include but not be limited to:

- i. Accumulated debris, waste or garbage, either in enclosed areas such as storage buildings or in yard areas.
- ii. Environmental conditions such as flooding, mudslides, abnormal air pollution, smoke or dust, gas smells, sewer odor.
- iii. Eroding soil and accumulation of stagnant water
 - iv. Excessive noise, vibration or vehicular traffic.
 - v. Excessive accumulations of trash.

Additional Information Annual Action Plan

- vi. Excessive weeds or plant growth.
- vii. Fire hazards.
- viii. Deteriorated and/or irreparable outbuildings, sheds, or other structures that are no longer in use or are made unusable by their condition.
- ix. Holes, ditches, exposed meter boxes or other conditions that create a tripping hazard, excluding drainage ditches that are part of a designed drainage system.
- x. Rodents, insects or other infestations.
- xi. Grading that directs water toward any structure.
- xii. Sewer odor. Standing water or depressions that hold water during wet weather, leaking water supply, percolating or leaking sewage.
- xiii. Exposed pipes, railings or other installations creating tripping hazards.
- xiv. Damaged, missing or deteriorated walkways, steps and decks that create tripping hazards or are otherwise unsafe.
- xv. Stairways or steps with four (4) or more risers and without a functional handrail. Stairways, decks, porches, balconies and all appurtenances without proper anchorage or capable of supporting the imposed loads.
- xvi. Handrails and guards in poor condition or not properly fastened or capable of supporting normally imposed loads.
- xvii. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

2. Interior Spaces

- a. Means of egress components shall be in conformance with Chapter 10 of the IBC "*Means of Egress*" and Chapter 7 of NFPA 101, including complete layout of the exits, corridor and stair dimensional requirements and arrangement, doors sizes and swings, door hardware, panic exit devices, door self-closers, interior finishes, walking surfaces, fire separations, stair enclosures, guards and railings, ramps, occupant load calculations, illumination, and signage.
- b. Minimum Space and Use Standards
 - i. The dwelling unit must have a living room, a kitchen area and a bathroom.
 - ii. Dwelling units shall not be occupied above the maximum occupant load of space requirements according to the PRBC 1021.2.
- c. Minimum Standards for Ceilings
 - i. Habitable spaces including hallways, corridors, shall have a ceiling height of no less than eight feet (8'), laundry areas, bathrooms, toilet rooms and kitchens may have a ceiling height of not less than seven feet six inches (7'-6") according to the PRBC 1208.2, unless the following exceptions:
 - o Where beams or girders are spaced not less than four (4) feet on center and project not more than six (6") inches below the required ceiling height.
 - o If any room in a building has a slope ceiling, the prescribed ceiling height for the room is required at the lower level of the ceiling. Any portion of the room measuring less than five feet (5') from the

Annual Action Plan

82

2019

Additional Information Annual Action Plan

finished floor to the ceiling shall not be included in any computation of the minimum area thereof.

d. Minimum Room Widths

i. Habitable rooms, other than kitchens, shall not be less than seven feet (7') wide in any plan dimension according to the IBC 1208.1.

ii. Kitchens shall have a minimum floor area of fifty square feet and shall provide clear passageways of not less than three feet (3') between counter fronts, counter fronts and appliances or counter fronts and walls according to the IBC 1208.1

iii. All kitchens must have a working refrigerator, cook-top and oven. All equipment must be in proper operating condition.

iv. The kitchen must have a sink in proper operating condition, with a sink trap and hot and cold running water connected, to an approvable water supply system and an approvable sewer disposal system.

v. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (i.e. garbage cans).

e. Minimum Standards for Bathrooms

i. Each dwelling unit will have a functional and code compliant bathroom in accordance with IBC 1210

ii. The bathroom must be located in a separate private room with lockable doors.

iii. The bathroom must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water. The kitchen sink cannot be used as the required lavatory or basin.

iv. The bathroom must have a tub or shower in proper operating condition with hot and cold running water.

v. A flush toilet in proper operating condition is required.

vi. The bathtub and or shower may be in the same room as the flush toilet, water closet and lavatory or basin or said bathtub or shower may be in a separate room. The facilities must utilize an approvable water supply system and an approvable waste water disposal system.

f. Minimum Standards for Bedrooms

i. Every bedroom shall have a minimum area of 120 square feet according to the IBC 1208.3.

ii. Efficiency Units minimum area is 220 square feet plus 100 square feet for every additional occupant according to the IBC 1208.4.

iii. Every bedroom shall have access to at least one (1) water closet and one (1) lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one (1) water closet and lavatory located within one (1) story (floor) from the story in which the bedroom is located.

iv. Bedrooms must not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces, except when the unit contains fewer than two (2) bedrooms.

g. Minimum Standards for Living Rooms

i. Living rooms shall have a minimum area of 120 square feet

h. Storage -adequate clothes closets, pantry and general storage shall be provided.

i. Amenity Spaces -provision for laundry facilities, bike storage, trash & recycling, and other utility or common spaces may be made in accordance with the goals of the project program. The project developers are encouraged to consider adding such amenities as may be appropriate to enhance the livability of the housing for the tenants.

3. Structure

Annual Action Plan

83

2019

Additional Information Annual Action Plan

- a. A qualified professional shall examine each building's load-bearing structure, and assess its existing condition to determine suitability of continued use.
- b. In general, structure evaluation and design shall be in conformance with IBC Chapter 16 and the American Society of Civil Engineers Minimum Design Loads for Buildings and Other Structures (ASCE 10), 2013.
- c. In most residential rehabilitation projects where there is no change in use, it is not expected that the structure will be brought up to new construction standards. Consideration shall be given if there are any proposed changes in use which would impact the occupancy load.
- d. Deficiencies identified shall be addressed and repairs will be designed and specified as determined necessary to correct such conditions:
 - i. Repairs shall be made to any deteriorated load-bearing structural elements.
 - ii. Reinforce, install supplemental or replace structural members determined not to be adequate for use.
 - iii. The minimum life expectancy of repairs to the structural elements must be same as the affordability period.

4. Foundations

- a. Existing foundations shall be examined by qualified professionals
- b. All foundation walls shall be maintained free from open cracks, broken components or deterioration which may compromise the load bearing structural integrity.
- c. New below-grade structures to conform to Chapter 18 of IBC *"Soils and Foundation"* as appropriate.
- d. All newly installed foundations should be designed and constructed in accordance with the Puerto Rico Building Code.
- e. The minimum life expectancy of repairs to the foundation must be same as the affordability period.
- f. Basement floors
- i. Mechanical rooms -Provide sound concrete floors with raised housekeeping pads for equipment.
- ii. Tenant accessed utility spaces (storage, laundry rooms, etc.) – provide sound concrete floors.
- iii. Where earthen floors are to remain, provide wear layer of peastone (or similar suitable material) over vapor barriers.
- g. Moisture mitigation
 - i. Provide waterproofing or damp proofing as appropriate where possible and as may be required by existing conditions of groundwater and stormwater intrusion into subsurface portions of buildings.
 - ii. Provide vapor barriers covered with a wear layer of peastone over earthen basement or crawl space floors to remain.
 - iii. Ventilation of basements and crawl spaces per IBC, Chapter 1203.

Annual Action Plan

84

2019

Annual Action Plan
2019

297

5. Floors

- a. Minimum Floor System Standards
 - i. All flooring must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts or other serious damage.
 - ii. All sub-floors should be solid and continuous, without liberal movement or bounce, free from deterioration.
 - iii. All flooring must be free from tripping hazards with a minimum of seams spaced at logical locations, such as doorways and matched to the existing floor.
- iv. All flooring must be sealed and tight at the edges.
- v. All floors shall be covered with water resistant flooring.
- vi. Basement floors should be continuous concrete. If not, certain appliances located in this area will be properly elevated above grade with concrete blocks.
- vii. The minimum life expectancy of repairs to flooring must be same as the affordability period.

6. Walls

- a. Minimum Wall System Standards
 - i. The minimum life expectancy of repairs to structural walls, interior walls, interior surfaces, exterior surfaces and firewalls, must be same as the affordability period
 - ii. All walls including doors and windows should be maintained in good, sanitary condition and free from any serious defects such as severe bulging or leaning, holes, cracks, breaks, loose surface materials, severe buckling, missing parts, rotting materials, chipped, cracked or peeling paint, falling cement plaster or other serious damage.
 - iii. Exterior wall surfaces should be free from chipped, cracking or peeling paint. All such loose paint should be properly prepared, primed, properly painted and maintained weatherproof and properly surface coated where required to prevent deterioration.
 - iv. Interior wall surfaces, including doors and windows, shall be maintained in good, sanitary condition and free from chipping, cracking or peeling paint with no loose, cracked or falling cement plaster.
 - v. All such loose paint should be completely removed and surfaces primed. All primed surfaces should be properly painted.

7. Roofs

Additional Information Annual Action Plan

a. Minimum Roof Systems Standards

- i. The roof and cap flashings must be structurally sound and weather tight.
- ii. Roof surfaces should be free from defects. No indication of excessive wear or potential failure will be acceptable.
- iii. Roof drainage must be adequate to prevent dampness or deterioration in the walls and interior portion of the structure.
- iv. Roof drains, gutters and downspouts must be in good repair and free from obstructions.
- v. Roof water discharge shall not be directed toward foundations, splash blocks must be included where necessary.
- vi. The minimum life expectancy of repairs must be same as the affordability period.

8. Windows and Doors

a. Minimum Window and Door Standards

- i. Every window and door must meet egress requirements (IBC Chapter 10) for dimensions, swing and clearances, and be accessibility (ADA) compliant as required.
- ii. Every window, exterior door and basement or cellar hatchway must be substantially tight, water and rodent proof and be kept in a state of maintenance and repair.
- iii. All exterior doors to the outside or to a common public hall must be solid core and be equipped with adequate security locks. All windows accessible from ground level must be lockable.
- iv. Every exterior and interior door, when closed, must fit tightly within its frame.
- v. Every exterior and interior door, door hinge and door latch and/or lock must be maintained in good working condition.
- vi. Every exterior window, door and frame must be constructed and maintained in such a manner as to be weather tight with adequate weather stripping.
- vii. All doors and windows must be capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project.
- viii. Every basement or cellar hatchway must be constructed and maintained as to prevent the entrance of rodents, vermin, rain and surface drainage water into the dwelling or structure.
- ix. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants.
- x. A kitchen and or bathroom may pass without a window area provided there is a mechanical means of ventilation which is maintained in working order.
- xi. The requirements for emergency egress from sleeping rooms must be per the Puerto Rico Building Code 1018.1.

Annual Action Plan

86

2019

- xii. Every window or other opening to outdoor space which is used or intended to be used for ventilation must likewise be supplied with screens covering the entire window areas required for ventilation. The material used for all such screens (doors and windows) must be not less than sixteen (16) mesh per twenty-five (25) mm and must be properly installed, maintained and repaired to prevent the entrance of flies, mosquitoes or other insects. Half screens on windows may be allowed provided they are properly installed and are bug and insect tight.
 - b. Existing doors and windows
 - i. Doors and windows to remain should be examined and determined to be suitable for reuse with a minimum remaining useful life the same as affordability period and repaired if necessary
 - ii. Repaired doors and windows shall be tested and modified as necessary to operate properly. Hardware shall be intact and operational, or be replaced with new hardware as required
 - iii. Where existing doors or windows do not meet the standards for egress, condition, and/or energy efficiency deemed appropriate to the project, they shall be replaced by new windows.
 - b. New doors and windows
 - i. New doors and windows shall be code compliant, and conform with the IBC Chapter 10 *"Means of Egress"*, Puerto Rico Building Code 2011, and the International Energy Conservation Code of Puerto Rico, 2011.
 - ii. All doors and windows shall be installed per manufacturer's installation guidelines and specifications, and shall incorporate appropriate detail, flashings, joint sealers, and air sealing techniques.
 - iii. Replacement of doors (both interior and exterior) and windows must have a minimum life expectancy the same as the affordability period.

9. Electrical

- a. Project electrical design should be done by a licensed electrical engineer, or other qualified professional.
- b. Project electrical must be installed by a licensed electrician
- c. Design shall be comply with Fire Code of Puerto Rico, 2011, the International electrical Code, 2011 and the International Energy Conservation Code of Puerto Rico, 2011 and the National Fire Protection Association codes.
- d. In general, the electrical system should be new throughout a building:
 - i. Where existing service entrances, disconnects, meters, distribution wiring, panels, and devices are proposed to remain, they will be examined and determined to be in good condition, code compliant and have a minimum remaining useful life of the affordability

Additional Information Annual Action Plan

period. The designer, in concert with the electrical inspector, shall examine the system and equipment. Existing components of the electrical system may be reused as appropriate. Substandard or critical non-code compliant components shall be replaced.

- e. Electrical service and metering:
 - i. The service entrance size shall be calculated to handle the proposed electrical loads.
 - ii. Metering and disconnects shall be per code and mounted at approved locations.
- f. Electrical distribution system:
 - i. Lighting and receptacle circuits shall be designed per code.
 - ii. Locations and layout of devices and lighting to be logical and accessibility compliant where required.
 - iii. Provision shall be made for the wiring of dedicated equipment circuits and connections for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.
 - g. Developers are encouraged to upgrade to Energy Star® Category.
 - h. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.
 - i. Emergency and exit lighting/illuminated signage shall be per the NFPA 101, Life Safety Code.
- j. Fire detection and alarms:
 - i. Shall be installed as required by code: NFPA 101, Chapters 9.6, 30.3.4 and/or 31.3.4, and comply with NFPA 72, and NFPA 1.
 - ii. Smoke detectors shall be installed per NFPA 30.3.4.5 and 9.6.2.10.
 - iii. Each dwelling unit must have at least one (1) hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, including basements but excepting crawl spaces and unfinished attics.
 - iv. Smoke detectors must be installed in each room used for sleeping purposes.
 - v. If the dwelling unit is occupied by any hearing impaired person, smoke detectors must have an alarm system, designed for hearing impaired persons as specified in the National Fire Protection Standard.
 - vi. CO detectors shall be installed per Fire Code of Puerto Rico, 2011 and NFPA 101, Chapter 30.3.4.6 and NFPA 720.
 - vii. Where required – system annunciation shall be in accordance with NFPA 1.
 - k. Communication low-voltage wiring – provisions for TV, telephone, internet data, security, and intercoms should be considered and installed as appropriate to the project's use and livability.
 - l. Optional solar powered photovoltaic panel system may be installed in accordance with the International Energy Conservation Code of Puerto Rico, 2011.

10. Mechanical

- a. All mechanical systems shall be designed by a mechanical engineer or other qualified professional.
- b. All mechanical systems shall meet all applicable codes such as International Plumbing Code of Puerto Rico, 2011, Mechanical Code of Puerto Rico, 2011, Fuel and Gas Code of Puerto Rico, 2011, International Energy Conservation Code of Puerto Rico, 2011,

Additional Information Annual Action Plan

- Fire Code of Puerto Rico, 2011, and the National Fire Protection Association codes.
- c. Fire protection
 - i. In general, all buildings assisted with HTF funds shall have fire suppression as required by the Puerto Rico Fire Department with approved sprinkler systems installed as required by NFPA 101
 - ii. System design to conform to applicable NFPA standard 13 or 13R
 - iii. Underground water services for sprinkler system shall meet NFPA 24
 - iv. Provide fire pumps, standpipes, and fire department connection as required per NFPA 13, 14 & 25.
 - v. Where possible, piping for the sprinkler system shall be concealed.
 - d. Plumbing
 - i. Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code compliant and with the International Plumbing Code of Puerto Rico, 2011, have a remaining useful life of the applicable affordability period. Critical non-code compliant components shall be replaced.
 - ii. All fixtures, piping fittings and equipment shall be lead-free.
 - iii. Kitchen fixtures – When existing kitchen fixtures are not in good condition, new sinks and faucets, and associated plumbing shall be installed in each apartment.
 - iv. Bath fixtures – When existing bath fixtures are not in good condition, new water saving toilets, tubs and tub surrounds, lavatory sinks, and faucets shall be installed in each apartment.
 - v. Three and four-bedroom apartments are encouraged to be designed to include 1½ baths minimum where adequate space is available.
 - vi. Provision for laundry rooms or laundry hook-ups may be made per project's program requirements.
 - vii. Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.
 - e. Ventilation
 - i. Indoor air quality will be addressed by the installation of either exhaust only or balanced ventilation systems as required by the Mechanical Code of Puerto Rico, 2011, Fuel and International Energy Conservation Code of Puerto Rico, 2011, Fire Code of Puerto Rico, 2011, and the National Fire Protection Association codes.
 - ii. Air Conditioning systems must be designed per the Mechanical Code of Puerto Rico, 2011 and the International Mechanical Code. Energy Conservation measures are recommended.
 - iii. Dwelling units must have access to natural ventilation. Bedrooms must have the provision for the installation of an air conditioning unit if applicable.
 - iv. Balanced mechanical ventilation systems are encouraged.
 - v. Ventilation controls shall be per applicable codes.
 - f. Domestic Hot Water:
 - i. Hot water system shall be designed as required by the Puerto Rico Building Code P2801.
 - ii. Water heating facilities shall be properly installed in accordance with manufacturer's installation and per code requirements, be maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110 degrees Fahrenheit.
 - iii. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appliances in sufficient volume and at pressures adequate to enable

Annual Action Plan

89

2019

Additional Information Annual Action Plan

the fixtures to function properly, safely and free from defects and leaks. Each unit should be equipped with a functioning pressure release valve and temperature release valve.

g. Water supply and Waste Water

- i. A potable water supply system shall be installed so as to prevent contamination. Every dwelling unit must have an accessible and properly functioning main shut-off valve with a provision for discharge near the water service entrance point.
- ii. Supply lines and fittings for every plumbing fixture shall be installed to prevent backflow.
- iii. All galvanized piping is to be replaced. Deteriorated, rotted, broken or otherwise worn water supply, vent pipes or waste water pipes must be replaced.
- iv. All deteriorated, blocked, inoperable or leaky equipment shall be repaired or replaced.
- v. Every dwelling unit must contain a bathtub or shower that is properly connected to both hot and cold running water lines under pressure and must be maintained in working order. Faucets shut off valves and plumbing lines should be maintained free from leaks or drips and should be capable of shutting off completely. New tub and shower valves must have balanced pressure thermostatic valves.
- vi. Existing plumbing equipment and fixtures and repairs must be inspected for durable condition. Replacement fixtures must have a life expectancy of a minimum of twenty (20) years.
- vii. Connection to a continuously functioning sanitary wastewater disposal system.

h. Elevators

- i. If a HTF assisted multifamily project has 4 floors or more, a minimum of two elevators must be installed.
- ii. Elevators must be installed per code NFPA 101, Chapter 9.4 and must comply with the International Building Code Chapter 30 "Elevators and Conveying Systems" and Chapter 10 "Means of Egress" as indicated in the Puerto Rico Building Code, 2011.
- iii. Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with a minimum expected useful life of the affordability period.

11. Furnishing, Fixtures and Appliances

a. Signage and Identification

- i. Building signage shall be provided. Including building address, apartments' identification, building directory, exits, stairways, common and utility spaces, etc. shall be in conformance with NFPA 101 Life Safety Code, and be accessibility compliant.
- ii. Exit signage will be provided as required by code and be accessibility (ADA) compliant as required.

b. Fire protection specialties

- i. Provide fire extinguishers in buildings, and in apartments as required by Fire Code of Puerto Rico, 2011 and as directed by the Puerto Rico Fire Department.

c. Equipment

- i. All new equipment to be ENERGY STAR® rated.
- ii. Existing equipment to be retained and continued to be used shall be in serviceable condition with a minimum expected lifetime as the affordability period.

Annual Action Plan

90

2019

Additional Information Annual Action Plan

- iii. Equipment shall conform to the International Energy Conservation Code of Puerto Rico, 2011
- d. Toilet accessories
 - i. Each bath will have appropriate accessories such as towel bars, robe hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories shall be located per accessibility requirements (ADA) where necessary.
 - ii. Medicine cabinets and mirrors – install in each apartment bath as appropriate.
- e. Shelving must be durable and cleanable. Include shelving for pantries, linen closets, clothes closets and other storage as appropriate, securely fastened in place.
 - f. Kitchen appliances
 - i. Provide new, full-size (30", 4 burner) stove and refrigerator in each apartment.
 - ii. Existing appliances to be reused shall be in good and serviceable condition.
 - iii. Provide other appliances (such as microwaves) as may be appropriate to the project.
 - iv. All appliances in accessible (ADA) apartment units shall be accessibility compliant, and located in an arrangement providing required clear floor spaces.
- g. Laundries may be included where adequate space is available and when appropriate to meet the project goals. Washers and dryers may be provided in laundry rooms or in apartments.
- h. Playground equipment, if applicable, must be safe and code-approved.
- i. Existing Kitchen cabinetry or countertops proposed to remain shall be in good condition with a minimum remaining useful life same as the affordability period.
- j. New Kitchen cabinetry and counters shall be of good quality and be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL).
- k. Shop fabricated as one piece assembly where possible. Seal field joints.
- l. Installed level and securely fastened to cabinetry
- m. Bath cabinetry and vanity lavatory tops, when used, should be one piece integral bowl with integral backsplash

12. Finishes

- a. Interior Finishes
 - i. In general, all interior finishes will be new and installed per manufacturer's recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade, and per Chapter 8 of the IBC "Interior Finishes" as instructed by the Puerto Rico Building Code, 2011.
 - ii. Walls & ceilings -Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than the affordability period.
 - iii. Flooring -All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) shall be installed over suitable substrates per manufacturer's

Annual Action Plan

91

2019

Additional Information Annual Action Plan

specs and the trade association practices.

iv. Paint -In general, all interior ceiling, wall, and trim surfaces shall receive renewed coatings of paint (or other clear/stain) finishes. Painting shall be done in a workmanlike manner, and in accordance with the manufacturer's recommendations. All painting including preparation of existing surfaces shall be done in a lead-safe manner.

v. Acoustical Treatments - Dwelling units separated acoustically using Section 1207 of the IBC as a guideline minimum standard.

b. Exterior Finishes

- i. All exterior finishes must comply with Chapter 14 of the IBC "Exterior Walls" as instructed by the Puerto Rico Building Code, 2011.

ii. Paint

o In general, all existing exterior concrete or wood surfaces shall receive new paint coatings, except as appropriate due to the recent application of paint or the sound condition of existing coatings

o Examine surfaces and apply paint only to sound acceptable materials and surfaces.

o Prepare surfaces properly, removing loose or peeling previous paint.

o Paint prep shall be done in accordance with applicable lead safe standards.

o Before painting, assure that any moisture issues which may compromise the life expectancy of the paint system are remedied.

o Exterior paint systems shall be compatible, and installed in accordance with manufacturers' specifications.

i. Porches, decks, balconies and steps

o Existing porches, decks, balconies, steps and railings proposed to remain shall be examined and repaired as necessary. Repair and reconstruction shall be carried out to assure that they will have a continued useful life of the remaining affordability period.

o Inspect structure for soundness and reconstruct any deteriorated members as required.

o Install new support piers as may be required.

o Patch existing decking with matching materials, or install new durable decking.

o Railings shall be sound and adequately fastened to meet code requirements for structural loading. Repair or replace in-kind as appropriate. Railings shall meet code requirements for height of protective guards, or have supplemental guards installed.

o Steps shall be safe and sound and meet applicable codes, with railings as necessary.

o All balconies and porch elements shall be able to withstand the weather elements to prevent premature deterioration.

12. Construction Materials

Please refer to the HOME Program Rehabilitation and new Construction Standards, 2015 "*Estándares de rehabilitación y Nueva Construcción, 2015*", for particular requirements in multifamily housing and the Technical

Specifications, 2006 of the HOME Program Rehabilitation and New Construction division for structural and material specifications regarding particular construction methodologies in Puerto Rico.

IV. Lead Based Paint

All HTF funded projects must conform to all applicable provisions of 24 CFR Part 35 regarding lead-based paint. HTF assisted projects must also conform to all Puerto Rico laws and regulations, as well as EPA requirements regarding lead-based paint, including protection of workers who may be exposed to lead paint during the construction process. Some provisions include:

- 1 All homes constructed before January 1, 1978 will be evaluated for lead based paint hazards. Evaluation will be done by a qualified, certified or licensed person as required under the regulations at 24 CFR 35. A qualified lead based paint inspector or risk assessor is certified or regulated by a state or local health or housing agency or an organization recognized by HUD.
- 2 As required under 24 CFR 35, 24 CFR 570.608, 24 CFR 982.401 all lead based hazards will be identified and reduced through paint stabilization, interim controls or abatement as required.
- 3 Safe work practices will be followed at all times in a manner which insures the health and safety of workers and residents, especially children
- 4 During lead hazard reduction efforts, the work area will be sealed and the family will be protected or relocated as required by the regulations.
- 5 Final Clearance will be achieved on all lead hazard reduction activities as required under the regulations.
6. Applicable Federal Regulations must be employed, such as:
 - a. HUD Lead Safe Housing Rule (Title 24, Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing.
 - b. EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in target housing or child occupied facilities to be licensed by EPA and use lead safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed.
 - c. HUD/EPA Disclosure Regulations (Title 24, Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential buyers and/or tenants.
 - d. OSHA Lead in Construction Rule (29 CFR Part 1926.62) -Proscribes personal protection measures to be taken when workers are exposed to any lead during construction projects.

V. Accessibility

Housing that is rehabilitated with HTF funds must meet all applicable federal and state regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.

General Requirements:

- 1 Projects shall meet applicable Federal and Local Regulations and Rules
- 2 The number of accessible apartment units shall be determined by the code requirements
- 3 Projects shall comply with the American's with Disabilities Act (ADA), Title II (for public entities) and Title III (for places of public accommodations) implemented at 24 CFR parts 35 and 36, and 2010 ADA Standard for Accessible Design and attendant Design Guide (DOJ), as applicable

Additional Information Annual Action Plan

4 Projects, if applicable, shall comply with the Fair Housing Act, which states in part that covered multifamily dwellings as defined by HUD's implementing regulations at 24 CFR 100.201 must meet the design requirements at 24 CFR 100.205.

5 Projects, if applicable, shall comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8.

6. For "substantial" rehabilitation (projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost):

a. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS).

b. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments.

c. Common spaces must be made accessible to the greatest extent feasible

6 For projects with "less-than-substantial" rehabilitation (anything less than "substantial"), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.

VI. Disaster Mitigation

To the extent applicable or relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires, extended power outages) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.

1 Projects shall meet FEMA federal regulation, and HUDs' floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.

2 Projects shall meet the Puerto Rico Building Code regulations Section 1613 for Earthquake Loads protection; and the American Society of Civil Engineers Minimum Design Loads for Buildings and Other Structures ASCE 10 Section 9.0.

3 Projects shall meet the American Society of Civil Engineers Minimum Design Loads for Buildings and Other Structures ASCE 10 Section 9.13.6.2.3 for Hurricane (Wind Force) protection.

VII. State and Local Codes, Ordinances, and Zoning Requirements.

Eligible Projects must meet all applicable international and local codes, ordinances and requirements. In the absence of state or local building codes, the housing must meet the International Building Code of the International Code Council.

All work shall comply with all applicable international and Puerto Rico local codes, ordinances, regulations and zoning requirements.

Applicable state codes include but are not limited to:

1 Reglamento Conjunto para la Evaluación y Expedición de Permisos Relacionados al Desarrollo u uso De Terreno, 2015

2 Puerto Rico Building Code, 2011

3 International Building Code (IBC), 2015

4 Residential Code for One and Two Family Dwellings of Puerto Rico, 2011

5 Fire Code of Puerto Rico, 2011

Annual Action Plan

94

2019

Additional Information Annual Action Plan

- 6 National Fire Protection Association (NFPA), 2015
- 7 Mechanical Code of Puerto Rico, 2011
- 8 International Plumbing Code of Puerto Rico, 2011
- 9 Fuel and Gas Code of Puerto Rico, 2011
- 10 International Energy Conservation Code of Puerto Rico, 2011
- 11 Existing Puerto Rico Building Code, 2011
- 12 Private Sewage Disposal Code of Puerto Rico, 2011
- 13 American Society of Civil Engineers Minimum Design Loads for Buildings and Other Structures (ASCE 10), 2013.
- 14 Fair Housing Act Design Manual, 1998
- 15 Section 504 of the Rehabilitation Act
- 16 Americans with Disabilities Act Design Standards, 2010
- 17 29 CFR Part 1910 Occupational Safety and Health Administration (OSHA)

Please note that the PRDOH HTF assisted project must demonstrate compliance with all local codes. The HTF Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion the HTF assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See Appendix B (UPCS) for a list of Inspectable Items and Observable Deficiencies, including descriptions of the type and degree of deficiency for each item that any HTF assisted project must address, at a minimum.

VIII. Uniform Physical Condition Standards (UPCS)

Housing assisted with HTF funds and which are placed in service must follow property standards which include all inspectable items and inspectable areas specified by the US Department of Housing and Urban Development (HUD) based on the HUD physical inspection procedures, known as the Uniform Physical Condition Standards (UPCS) prescribed by HUD pursuant to 24 CFR Part 5.703. These standards address the major areas of the HUD housing: the site, the building exterior, the building systems, the dwelling units, the common areas, and health and safety considerations. The Uniform Physical Condition Standard (UPCS) responds to inspectable items and observable deficiencies for the site, building exterior, building systems (multifamily housing only), and common areas (multifamily housing only).

All HTF assisted projects must ensure that the housing will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. The PRDOH will adopt and create a specific variation of the Uniform Physical Condition Standard (UPCS) incorporating the specific construction methodologies and materials utilized in Puerto Rico. Each performance requirement has an established acceptability criteria for determining the minimum acceptable conditions. The inspection staff of the PRDOH will be qualified to perform the assessment of the UPCS

Variation and employ "good judgment" when an evaluation criteria may be open for interpretation.

Please refer to the HOME Program Rehabilitation and new Construction Standards, 2015 "*Estándares de rehabilitación y Nueva Construcción, 2015*", for particular requirements in multifamily housing and the Technical Specifications, 2006 of the HOME Program Rehabilitation and New Construction division for structural and material specifications regarding particular construction methodologies in Puerto Rico.

Additional Information Annual Action Plan

See appendix B for a complete list of items regarding the Uniform Physical Condition Standard for Multifamily Rehabilitation, and Appendix B for the Uniform Physical Condition Standard for Single Family Rehabilitation.

IX. Energy Efficiency

1 All additions, alterations or renovations shall comply with latest local building and the International Energy Conservation Code of Puerto Rico, 2011

1 Comply with Energy Star standards and above code where feasible and contributing to significant energy savings.

1 If possible, avoid or minimize air-conditioning with natural ventilation or other passive cooling strategy. Ensure that adequate cooling and ventilation is included in all elderly developments.

1 Consider renewable energy sources such as solar thermal collectors, photovoltaics (or pre-wire and provide adequate roof structure so that systems can be added when feasible), using research grants and rebates when possible.

X. Historic Buildings

Any building or structure that is listed in the State or National Register of Historic Places, designated as a historic property under local or state designation law or survey, certified as a contributing resource with a National Register listed or locally designated historic district and is considered a Historic Building by the State Historic Preservation Office; shall be rehabilitated in a manner consistent with the requirements of Section 106 of the National Historic Preservation Act and any imposed guidelines by the Institute of Puerto Rican Culture and the State Historic Preservation Office. It shall comply with Existing Puerto Rico Building Code, 2011 and with NFPA 101, Chapter 43.10.4

Additional Information Annual Action Plan

Appendix B- Resale or Recapture guidelines

Annual Action Plan

97

2019

Annual Action Plan
2019

310

Puerto Rico Housing Finance Authority - Recapture Provisions

The affordability restriction running with the deed will ensure that all of the HTF assistance to the homebuyer is recuperated. Recapture provisions will ensure that the property remains the beneficiary's principal residence for the term of the affordability. Thus, in case the recapture restriction is triggered, the PRHFA will recapture the entire amount of the HTF investment (net proceeds available from sale). Net Proceeds are defined as the sales price minus superior loan repayment and any closing costs. The PRHFA will not recapture more that is available from the net proceeds of the sale.

In the case of an investment from the homebuyer, in the form of additional funds for down payment and the amount of mortgage principal repaid, such amount could be recovered by the homebuyer if net proceeds are enough to cover the HTF assistance. Thus, net proceeds will first cover the HTF assistance, secondly, any initial investments from the homebuyer and finally any surplus will be shared between the PRHFA and the beneficiary. The PRHFA will not considers any additional capital improvements made to the housing unit.

The PRHFA will share any appreciation in the value of the HTF-assisted unit with the homebuyer. Any amount in excess of net proceeds (surplus) will be shared on equal basis between the PJ and the program beneficiary (50% retained by the PJ and 50% to beneficiary). Such surplus will be treated as Program Income. If net proceeds are not enough to cover HTF assistance then the homebuyer will not recuperate their investment.

The affordability restrictions will not run against the developer's subsidy, hence, only direct subsidy is subject to recapture. Direct subsidy is the amount of HTF assistance- including any program income- that enabled the homebuyer to buy the unit (down payment, closing costs, interest subsidies, or other HTF-assistance). The direct subsidy also includes any assistance that reduced the purchase price from fair market value to an affordable price. Recaptured funds will be used in HTF eligible activities.

The HTF-assisted units must meet the affordability requirements for no less than the applicable period specified below, beginning after project completion or occupancy, whichever is last. Particularly, for rehabilitation and construction projects completion will be evidenced by the use and occupancy permit. For rental projects completion will be evidenced when the construction is finished. For homebuyer sales projects completion will be evidenced when the last unit is sold. If the homebuyer transfers the property, either voluntary or involuntarily, during the period of affordability, the PRHFA will recover all the HTF assistance from the net proceeds.

TIME RESTRICTIONS ON AFFORDABILITY LIMITATIONS

HTF Investment per unit	Length of Affordability
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000	15 years

79

The aforementioned affordability period requirements are enforced through a written agreement executed by the homebuyer and the PRHFA, and will be enforced via deed restrictions separately recorded, and a soft second mortgage over the property. The time limit for such lien will be determined by the amount of the subsidy granted by the State HTF Program, as shown in the above table.

The PRHFA will only approve refinancing for better rate and terms of the first mortgage, and immediate property repairs or improvements. Such approval requires the expressed written consent of PRHFA. The PRHFA will not approve debt consolidations or 'cash-out' refinance (other than for a nominal cash remainder that may be result from the adjustment of a closing date, etc.). Assisted households wishing to do a cash-out refinance during the affordability period should expect to repay the HTF-assistance.

Description of the Resale Guidelines for the Homebuyer Activity:

Provisions follow the requirements established in 24 CFR (a) (5) (i) to ensure affordability in compliance with 24 CFR 92.254 titled **Qualification as Affordable Housing: homeownership**.

In order to assure the maintenance of the affordable housing stock, the HTF program provides a set affordability periods that relate to the resale of the property. These periods are based on the amount of HTF funds provided for the property, in compliance with the Table below.

TIME RESTRICTIONS ON AFFORDABILITY LIMITATIONS

HTF Investment per unit	Length of Affordability
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000	15 years

The period of affordability will be based on the total amount of HTF funds invested in the housing, including any program income expended in the unit.

The resale requirements must ensure, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. The resale requirement must also ensure that the price at resale provides the original HTF-assisted owner a fair return on investment (including, the value of the original down payment, and the amount of mortgage principal repaid) and ensure that the housing will remain affordable to a reasonable range of low-income Homebuyers. The PRHFA will not considers any additional capital improvements made to the housing unit.

The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. The PRHFA would announce in the restrictive covenants that may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the

80

original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

The term of affordability shall be secured in the written agreements executed by the homebuyer and the PRHFA and enforced via deed restrictions separately recorded, and a soft second mortgage over the property. The restrictive deed of trust would be presented at the corresponding office of the Department of Justice Property Register for presentation, qualification and inscription.

The recorded restricted deed of trust would include the following covenants on the land in two instances: in the fee title simple and in the PRHFA direct mortgage that will secure the affordability period of the assisted housing.

- (1) The housing must be the principal residence of the family throughout the affordability period established in the recorded deed. The Homebuyer would not rent the dwelling or use it in any other manner than the principal residence of the family.
- (2) The Homebuyer must meet the affordability requirements for not less than the applicable period specified in the previous table, beginning after project completion.
- (3) Refinancing of the first mortgage would be allowed if two of the following conditions are met:
 - (a) That the dwelling unit has been continuously occupied by the Homebuyer;
 - (b) That the funding raised by the mortgage refinancing would be used for HTF improvements, approved by the HTF Program and that no cash will be used for other means;
 - (c) That the refinancing would improve the current mortgage payment, either lowering the monthly installments, interest rate or maturity term.
- (4) The PRHFA would conduct periodic inspections on the HTF assisted housing during the affordability period to verify program compliance.
- (5) Resale of the property should be authorized in advanced by the PRHFA, and such offering should be made only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. The resale price at resale should provide the original HTF- assisted owner a fair return on investment. The homebuyer's fair return on investment will be based in the percentage change of Puerto Rico's Consumer Price Index (CPI), as published by the Puerto Rico Department of Labor and Human Resources) over the period of ownership. Capital improvements will be valued based on actual costs of the improvements as documented by receipts. The housing will remain affordable to a reasonable range of low-income Homebuyers.
- (6) The HTF equity, other than homeowner's investment and any capital improvement, and any increase in the appraised value of the property should be kept in the property, to help meet the affordability criteria for the new Homebuyer.
- (7) The property must be sold to a homebuyer complying with the following criteria: A price that is affordable to a family at 75 percent 80 percent of the median income of Puerto Rico at the time of

81

Additional Information Annual Action Plan

the transaction that will pay no more in PITI (the sum of loan payments of principal and interest, taxes and insurance) than 28-30 percent of annual (gross) income.

- (8) The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD.
- (9) PRHFA may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

82

Annual Action Plan

101

2019

Annual Action Plan
2019

314

Additional Information Annual Action Plan

Appendix C – Other standards for Housing

Annual Action Plan

102

2019

Annual Action Plan
2019

315

UNIFORM PHYSICAL CONDITION STANDARDS FOR MULTIFAMILY HOUSING REHABILITATION

Requirements for Site	
Inspectable Item	Observable Deficiency
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Slow Drainage
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
Mailboxes/Project Signs	Infestation - Rats/Mice/Vermin
	Mailbox Missing/Damaged
	Signs Damaged
Parking Lots/Driveways/Roads	Cracks
	Ponding
	Potholes/Loose Material
	Settlement/Heaving
Play Areas and Equipment	Damaged/Broken Equipment
	Deteriorated Play Area Surface
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling/Exposed rebar

84

Annual Action Plan

103

2019

Annual Action Plan
2019

316

Additional Information Annual Action Plan

Requirements for Building Exterior	
Inspectable Item	Observable Deficiency
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screens/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
	Missing Door
Fire Escapes	Blocked Egress/Ladders
	Visibly Missing Components
Foundations	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermis
Lighting	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
Walls	Ponding
	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
Windows	Stained/Peeling/Needs Paint
	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

85

Annual Action Plan

104

2019

Annual Action Plan

317

2019

Additional Information Annual Action Plan

Requirements for Building Systems	
Inspectable Item	Observable Deficiency
Domestic Water	Leaking Central Water Supply
	Missing Pressure Relief Valve
	Rust/Corrosion on Heater Chimney
	Water Supply Inoperable
Electrical System	Blocked Access/Improper Storage
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	Missing Breakers/Fuses
	Missing Outlet Covers
	Not Operable
Emergency Power	Auxiliary Lighting Inoperable (if applicable)
Fire Protection	Missing Sprinkler Head
	Missing/Damaged/Expired Extinguishers
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Elevator - Tripping
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping Hazards
	Infestation - Insects
HVAC	Infestation - Rats/Mice/Vermin
	Boiler/Pump Leaks
	Fuel Supply Leaks
	General Rust/Corrosion
Roof Exhaust System	Misaligned Chimney/Ventilation System
	Roof Exhaust Fan(s) Inoperable
Sanitary System	Broken/Leaking/Clogged Pipes or Drains
	Missing Drain/Cleanout/Manhole Covers

86

Annual Action Plan

105

2019

Annual Action Plan
2019

318

Additional Information Annual Action Plan

Requirements for Common Areas	
Inspectable Item Location	Observable Deficiency
Basement/Garage/Carport	Baluster/Side Railings - Damaged
Closet/Utility/Mechanical	Cabinets - Missing/Damaged
Community Room	Call for Aid - Inoperable
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks
Kitchen	Ceiling - Peeling/Needs Paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew
Lobby	Countertops - Missing/Damaged
Office	Dishwasher/Garbage Disposal - Inoperable
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)
Storage	Doors - Damaged/Missing Screen/Storm/Security Door
	Doors - Deteriorated/Missing Seals (Entry Only)
	Doors - Missing Door
	Dryer Vent - Missing/Damaged/Inoperable
	Electrical - Blocked Access to Electrical Panel
	Electrical - Burnt Breakers
	Electrical - Evidence of Leaks/Corrosion
	Electrical - Frayed Wiring
	Electrical - Missing Breakers
	Electrical - Missing Covers
	Floors - Bulging/Buckling
	Floors - Floor Covering Damaged
	Floors - Missing Floor/Tiles
	Floors - Peeling/Needs Paint
	Floors - Rot/Deteriorated Subfloor
	Floors - Water Stains/Water Damage/Mold/Mildew
	GFI - Inoperable
	Graffiti
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged
	HVAC - General Rust/Corrosion
	HVAC - Inoperable
	HVAC - Misaligned Chimney/Ventilation System
	HVAC - Noisy/Vibrating/Leaking
	Lavatory Sink - Damaged/Missing
	Lighting - Missing/Damaged/Inoperable Fixture
	Mailbox - Missing/Damaged
	Outlets/Switches/Cover Plates - Missing/Broken
	Pedestrian/Wheelchair Ramp
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator - Damaged/Inoperable
	Restroom Cabinet - Damaged/Missing
	Shower/Tub - Damaged/Missing

87

Annual Action Plan

106

2019

Annual Action Plan

319

2019

Additional Information Annual Action Plan

Inspectable Item Location	Observable Deficiency
	Sink - Missing/Damaged
	Smoke Detector - Missing/Inoperable
	Stairs - Broken/Damaged/Missing Steps
	Stairs - Broken/Missing Hand Railing
	Ventilation/Exhaust System - Inoperable
	Walls - Bulging/Buckling
	Walls - Damaged
	Walls - Damaged/Deteriorated Trim
	Walls - Peeling/Needs Paint
	Walls - Water Stains/Water Damage/Mold/Mildew
	Water Closet/Toilet - Damaged/Clogged/Missing
	Windows - Cracked/Broken/Missing Panes
	Windows - Damaged Window Sill
	Windows - Inoperable/Not Lockable
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound
	Windows - Peeling/Needs Paint
	Windows - Security Bars Prevent Egress
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Air Quality - Sewer Odor Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Pools and Related Structures	Fencing - Damaged/Not Intact
Trash Collection Areas	Chutes - Damaged/Missing Components

88

Annual Action Plan

107

2019

Annual Action Plan
2019

320

Additional Information Annual Action Plan

Requirements for Unit	
Inspectable Item	Observable Deficiency
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains, Faucets
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System - Absent/Inoperable
	Water Closet/Toilet - Damaged/Clogged/Missing
Call-for-Aid (if applicable)	Inoperable
Ceiling	Bulging/Buckling/Leaking
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting
	Deteriorated/Missing Seals (Entry Only)
	Missing Door
Electrical System	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
	Missing Breakers/Fuses
	Missing Covers
Floors	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
Health & Safety	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable
	Emergency Fire Exits - Missing Exit Signs
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping

89

Annual Action Plan

108

2019

Annual Action Plan

321

2019

Additional Information Annual Action Plan

Inspectable Item	Observable Deficiency
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Misaligned Chimney/Ventilation System
	Inoperable Unit/Components
	Leaking Valves/Tanks/Pipes
	Pressure Relief Valve Missing
	Rust/Corrosion
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged
	Inoperable
	Misaligned Chimney/Ventilation System
	Noisy/Vibrating/Leaking
	Rust/Corrosion
Kitchen	Cabinets - Missing/Damaged
	Countertops - Missing/Damaged
	Dishwasher/Garbage Disposal - Inoperable
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable
	Range/Stove - Missing/Damaged/Inoperable
	Refrigerator-Missing/Damaged/Inoperable
	Sink - Damaged/Missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable
Lighting	Missing/Inoperable Fixture
Outlets/Switches	Missing
	Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged
Smoke Detector	Missing/Inoperable
Stairs	Broken/Damaged/Missing Steps
	Broken/Missing Hand Railing
Walls	Bulging/Buckling
	Damaged
	Damaged/Deteriorated Trim
	Peeling/Needs Paint
	Water Stains/Water Damage/Mold/Mildew
Windows	Cracked/Broken/Missing Panes
	Damaged Window Sill
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Inoperable/Not Lockable
	Peeling/Needs Paint
	Security Bars Prevent Egress

90

Annual Action Plan

109

2019

Annual Action Plan
2019

322

Additional Information Annual Action Plan

Requirements for Site	
Inspectable Item	Observable Deficiency
Fencing and Gates	Damaged/Falling/Leaning
	Holes
	Missing Sections
Grounds	Erosion/Rutting Areas
	Overgrown/Penetrating Vegetation
	Ponding/Site Drainage (affecting unit)
Health & Safety	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Play Equipment - Broken or Damaged
	Hazards - Other (e.g., outbuildings)
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	Mailbox Missing/Damaged
	Signs Damaged
Driveways	Cracks
	Potholes/Loose Material
	Settlement/Heaving
Retaining Walls	Damaged/Falling/Leaning
Storm Drainage	Damaged/Obstructed
Walkways/Steps	Broken/Missing Hand Railing
	Cracks/Settlement/Heaving
	Spalling

91

Annual Action Plan

110

2019

Annual Action Plan
2019

323

**UNIFORM PHYSICAL CONDITION STANDARDS FOR SINGLE FAMILY
HOUSING REHABILITATION**

92

Annual Action Plan

111

2019

Annual Action Plan
2019

324

Additional Information Annual Action Plan

Requirements for Building Exterior	
Inspectable Item	Observable Deficiency
Doors	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged Surface (Holes/Paint/Rusting/Glass)
	Damaged/Missing Screen/Storm/Security Door
	Deteriorated/Missing Caulking/Seals
Foundations	Missing Door
	Cracks/Gaps
	Spalling/Exposed Rebar
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable/Combustible Materials - Improperly Stored
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
Lighting	Infestation - Rats/Mice/Vermis
	Broken Fixtures/Bulbs
Roofs	Damaged Soffits/Fascia
	Damaged Vents
	Damaged/Clogged Drains
	Damaged/Torn Membrane/Missing Ballast
	Missing/Damaged Components from Downspout/Gutter
	Missing/Damaged Shingles
Walls	Ponding
	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
Windows	Stained/Peeling/Needs Paint
	Broken/Missing/Cracked Panes
	Damaged Sills/Frames/Lintels/Trim
	Damaged/Missing Screens
	Missing/Deteriorated Caulking/Seals/Glazing Compound
	Peeling/Needs Paint
	Security Bars Prevent Egress

93

Annual Action Plan

112

2019

Annual Action Plan

325

2019

Additional Information Annual Action Plan

Requirements for Unit	
Inspectable Item	Observable Deficiency
Bathroom	Bathroom Cabinets - Damaged/Missing
	Lavatory Sink - Damaged/Missing
	Plumbing - Clogged Drains
	Plumbing - Leaking Faucet/Pipes
	Shower/Tub - Damaged/Missing
	Ventilation/Exhaust System - Inoperable (if applicable)
Ceiling	Water Closet/Toilet - Damaged/Clogged/Missing
	Bulging/Buckling
	Holes/Missing Tiles/Panels/Cracks
	Peeling/Needs Paint
Doors	Water Stains/Water Damage/Mold/Mildew
	Damaged Frames/Threshold/Lintels/Trim
	Damaged Hardware/Locks
	Damaged/Missing Screen/Storm/Security Door
	Damaged Surface - Holes/Paint/Rusting/Glass
	Deteriorated/Missing Seals (Entry Only)
Electrical System	Missing Door
	Blocked Access to Electrical Panel
	Burnt Breakers
	Evidence of Leaks/Corrosion
	Frayed Wiring
	GFI - Inoperable
Floors	Missing Breakers/Fuses
	Missing Covers
	Bulging/Buckling
	Floor Covering Damage
	Missing Flooring Tiles
	Peeling/Needs Paint
Health & Safety	Rot/Deteriorated Subfloor
	Water Stains/Water Damage/Mold/Mildew
	Air Quality - Mold and/or Mildew Observed
	Air Quality - Sewer Odor Detected
	Air Quality - Propane/Natural Gas/Methane Gas Detected
	Electrical Hazards - Exposed Wires/Open Panels
	Electrical Hazards - Water Leaks on/near Electrical Equipment
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
Hot Water Heater	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Inoperable Unit/Components
	Leaking Valves/Tanks/Pipes

94

Annual Action Plan

113

2019

Annual Action Plan
2019

326

Additional Information Annual Action Plan

Appendix D – ESG Written Standards

Annual Action Plan

114

2019

Annual Action Plan
2019

327



GOBIERNO DE PUERTO RICO

Departamento de la Familia

Manual de Estándares para la Administración de los Fondos ESG



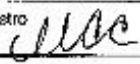
MAYO 2017

**MANUAL DE ESTÁNDARES PARA LA
ADMINISTRACIÓN DE LOS FONDOS ESG**

TABLA DE CONTENIDO

	Página
I. INTRODUCCIÓN	1
II. TRASFONDO	2
III. PROPÓSITO	4
IV. APLICABILIDAD	4
V. DEFINICIONES	4
VI. ESTÁNDARES GENERALES	5
A. Población Elegible	5
B. Admisión y Evaluación Inicial	9
C. Coordinación de Servicios	14
D. Políticas para Eliminar Barreras	16
E. Actividades Religiosas	20
F. Plan de Servicios Individualizado	21
G. Manejo de Expedientes	21
H. Revisión Ambiental	25
I. Medidas de Desempeño Establecidas por HUD	25
J. Política de Terminación de Asistencia	26
K. Sistema de Querellas	29
L. Conflicto de Intereses	31
VII. ESTÁNDARES POR COMPONENTE	33
A. Alcance en la Calle	33
B. Albergue de Emergencia	38
C. Prevención y <i>Rapid Re-Housing</i>	58
D. <i>Homeless Management Information System (HMIS)</i>	77
E. Administrativo	81
VIII. ENMIENDA	83
IX. APROBACIÓN Y VIGENCIA	83

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: <i>Mañá de Camino Castro</i> Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 1 de 83
<p>I. INTRODUCCIÓN</p> <p>El Departamento de la Familia de Puerto Rico recibe anualmente fondos de Programa <i>Emergency Solutions Grant (ESG)</i> del <i>Department of Housing and Urban Development (HUD)</i>, como parte del Plan Consolidado y el Plan de Acción Anual. Estos planes prescriben los requisitos legales de planificación y aplicación para los siguientes programas de subeldios: <i>Community Development Block Grant (CDBG)</i>; <i>HOME Investment Partnership (HOME)</i>; <i>Housing Opportunities for Persons with AIDS (HOPWA)</i> y <i>Emergency Solutions Grant (ESG)</i>. El Título 24 del Código de Regulaciones Federales <u>24 CFR 91.220 (l) (4) (i)</u> y <u>24 CFR 576.400 (e) (1)</u> establece como requisito que los recipientes de fondos del Programa ESG, también conocido en español como el Programa de Soluciones de Emergencia para Personas sin Hogar, implanten un mínimo de estándares escritos para proveer asistencia utilizando estos fondos.</p> <p>Cónsono con la reglamentación de HUD, el Departamento de la Familia de Puerto Rico (DF), como recipiente de los fondos ESG, desarrolló un conjunto de estándares para la administración del Programa. A su vez, las entidades sin fines de lucro y municipios, que son subrecipientes de fondos ESG, deben cumplir consistentemente con los estándares aplicables a todos sus componentes de servicio.</p> <p>Los estándares deben incluir como mínimo:</p> <ul style="list-style-type: none"> A. Políticas y procedimientos para evaluar la elegibilidad de los individuos y familias que pueden recibir asistencia bajo ESG B. Normas para proveer servicios esenciales relacionados con el "alcance en la calle" C. Políticas y procedimientos para la admisión, referidos y alta por albergues de emergencia atendidos bajo ESG, incluyendo estándares sobre la duración del servicio, si los hay, y políticas para garantizar la seguridad de poblaciones especiales en albergues 		

<p>Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)</p>		
<p>MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG</p>		
<p>Validado por: María de Camino Castro Secretaría Auxiliar </p>	<p>Revisado por: Oficina de Sistemas y Procedimientos</p>	<p>Página 2 de 83</p>
<p>D. Políticas y procedimientos para evaluar, priorizar y reevaluar las necesidades individuales y familiares para proveerles servicios esenciales relacionados con albergues de emergencia</p> <p>E. Políticas y procedimientos para la coordinación entre los diferentes proveedores de servicios relacionados con vivienda</p> <p>F. Políticas y procedimientos para determinar elegibilidad de los individuos o familias sin hogar para recibir ayuda de prevención y <i>rapid re-housing</i></p> <p>G. Mecanismos para determinar el porcentaje de alquiler de vivienda que cada participante del programa debe pagar, y asistencia para pagar el alquiler de vivienda y gastos de servicios de agua y electricidad bajo prevención y <i>rapid re-housing</i></p> <p>H. Criterios para determinar cuánto tiempo se proporcionará asistencia de alquiler a un participante, y si se ajustará la cantidad a lo largo del tiempo</p> <p>I. Criterios para determinar el tipo, la cantidad y la duración de los servicios de estabilización y/o reubicación de viviendas a ser proporcionados a un participante del componente de prevención y <i>rapid re-housing</i>.</p> <p>Estos estándares se establecen como normas básicas o mínimas para la implementación del Programa ESG. Estos ayudarán a asegurar que el Programa ESG sea administrado de manera justa y metódica.</p>		
<p>II. TRASFONDO</p> <p>En el año 2009, la ley para atender asuntos de vivienda relacionada con personas sin hogar conocida como <i>McKinney-Vento Homeless Assistance Act</i> fue enmendada por la ley <i>Homeless Emergency Assistance and Rapid Transition to Housing Act</i> del 2009 (<i>HEARTH Act</i>). Con la nueva ley, se enmendó significativamente el <i>Emergency Shelter Grant</i>, que ahora se conoce</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María del Carmen Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 3 de 83
<p>como <i>Emergency Solution Grant</i> (ESG); y además, se integró una nueva definición de personas sin hogar consistente y aplicable a todos los programas del Departamento de Vivienda y Desarrollo Urbano (HUD, por sus siglas en inglés).</p> <p>En Puerto Rico, el Departamento de la Familia (DF) es la entidad designada por el Gobernador para la administración de este Programa. Los fondos de ESG se reciben anualmente a través de HUD, como parte del proceso del Plan de Acción Anual. El DF se rige por la Ley Núm.171 del 30 de junio de 1968, según enmendada y por el Plan de Reorganización Núm. 1 del 28 de julio de 1995, según enmendado. El Programa ESG está diseñado para identificar a individuos y familias sin hogar, así como aquellos en riesgo de perder su hogar, y proporcionar los servicios necesarios para ayudarles a recuperar rápidamente su estabilidad en vivienda permanente después de experimentar una crisis de vivienda.</p> <p>La reglamentación del Programa ESG permite al DF delegar los fondos a entidades sin fines de lucro de base comunitaria y base de fe, y a municipios para que estos lleven a cabo actividades elegibles. Es responsabilidad de las entidades y los municipios administrar, coordinar, desarrollar y operar el proyecto subvencionado con fondos del Programa ESG cumpliendo en todo momento con los criterios de elegibilidad, normas y procedimientos establecidos por HUD y el DF. Las entidades podrán desarrollar sus protocolos para hacer cumplir las normas, siempre y cuando estos no violen los estándares mínimos aquí establecidos.</p> <p>Este documento contiene los estándares mínimos que deben cumplir las entidades que son subreceptores de fondos ESG. La reglamentación federal (CFR) aplicable a cada sección está colocada en forma de hipervínculo ("hyperlink"), en caso de que las entidades necesiten consultar la fuente original de la regulación o estándar. Los procedimientos detallados en torno a la implementación de estos estándares, así como los formularios a utilizarse, deberán ser</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Cerna Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 4 de 83
<p>consultados en el Manual Operacional de ESG. El personal de la entidad que labora en el Programa ESG debe utilizar, tanto los estándares, como el Manual Operacional del Programa.</p>		
<p>III. PROPÓSITO</p> <p>Este Manual tiene el propósito de establecer los estándares para la administración de los fondos ESG, por los cuales se regirán las entidades subreceptores y el personal del Departamento de la Familia responsable de la adjudicación y monitoreo de su buen uso.</p>		
<p>IV. APLICABILIDAD</p> <p>Los estándares mencionados en este Manual aplican a todas las entidades subreceptores de fondos del Programa ESG.</p>		
<p>V. DEFINICIONES</p> <ul style="list-style-type: none"> A. CoC (Conciliium of Care) -- Programa adscrito al <i>Department of Housing and Urban Development (HUD)</i>, el cual promueve el compromiso de la comunidad para poner fin a la falta de vivienda, provee financiamiento a entidades que ofrecen servicios para reintegrar a individuos y familias sin hogar, entre otras funciones. En Puerto Rico existen dos CoC, conocidos como Balance del Estado (<i>CoC Puerto Rico Balance of Commonwealth, CoC PR 502</i>) y Coalición de Coaliciones (<i>CoC South/Southeast Puerto Rico, CoC PR 503</i>). B. Entidad -- incluye a las organizaciones sin fines de lucro de base comunitaria y base de fe y a los municipios. C. HMIS (Homeless Management Information System) - Es un sistema local de tecnología de la información utilizado para recopilar datos sobre la provisión de vivienda y servicios a personas y familias sin hogar y personas en riesgo de falta de vivienda. D. Secretaría Auxiliar de Planificación e Informática -- Unidad de trabajo del Departamento de la Familia en donde se trabajan los asuntos relacionados a la administración de los fondos del Programa ESG. 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 5 de 83

VI. ESTÁNDARES GENERALES

Los siguientes estándares se establecen como normas básicas o mínimas aplicables a todos los componentes auspiciados por ESG. Estos estándares deben ser aplicados por todas las entidades que reciben fondos de ESG.

A. POBLACIÓN ELEGIBLE

Los individuos y familias elegibles para recibir asistencia a través de los componentes de servicios del programa ESG deben ser personas sin hogar o en riesgo de perder su hogar, según definido por HUD. La siguiente tabla describe las características de cada categoría de persona sin hogar según establecidas por HUD:

Tabla 1. Criterios para definir persona sin hogar

Categoría 1: Literalmente sin hogar

Individuo o familia que carece de un lugar fijo, regular, y adecuado para pernoctar (pasar la noche), significando que:

- Tiene como residencia nocturna principal un lugar público o privado no apto para la habitación humana¹
- Vive en un albergue público o privado designado para proveer ubicación temporal (incluyendo albergue de emergencia, vivienda transitoria, hoteles y moteles pagados por organizaciones caritativas o por programas federales, estatales o locales)
- Está saliendo de una institución donde ha residido durante los pasados 90 días o menos, y que residió en un albergue de emergencia o lugar no apto para la habitación humana inmediatamente antes de entrar a la institución.

¹ En términos generales, el término no apto para la habitación humana es una condición que hace imposible la vida en un lugar particular, residencia o sus alrededores. Algunos ejemplos incluyen, pero no se limitan a: carros, parques, aceras, edificios abandonados, estaciones de tren o guaguas, aeropuerto, áreas de acampar, etc. Por otro lado, también podría incluir una residencia que no tiene la capacidad para la habitación de utilidades (por ejemplo, tuberías de agua rotas, cables caídos, etc.).

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: Merle de Guzmán Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procesamiento

Página 6 de 63

Tabla 1. Criterios para definir persona sin hogar

Categoría 2: En inminente riesgo de deambulancia

Individuo o familia que se encuentra en inminente riesgo de perder su residencia nocturna principal, y que:

- a. perderá la residencia dentro de los próximos 14 días a partir de la fecha de solicitud de asistencia como persona sin hogar,
- b. otra alternativa de residencia no ha sido identificada y
- c. carece de recursos o redes de apoyo necesarios para obtener otra vivienda permanente.

Categoría 3: Persona sin hogar bajo otros estatutos federales

Persona sola menor de 25 años de edad, o familias con jóvenes y niños, que de otra manera no cualifican como personas sin hogar bajo esta definición, pero:

- a. Es definida como persona sin hogar bajo otra reglamentación federal
- b. No ha tenido arrendamiento, interés propietario o acuerdo de ocupación en vivienda permanente durante los pasados 60 días anteriores a la solicitud de asistencia
- c. Ha experimentado inestabilidad persistente, medida por dos mudanzas o más durante los pasados 60 días
- d. Se espera que continúe en esta situación por un periodo de tiempo indeterminado debido a una necesidad especial o barrera

Categoría 4: Huyendo / Intentando huir de violencia

Cualquier individuo o familia que:

- a. Está huyendo o intenta huir de una situación de violencia doméstica, violencia de pareja, agresión sexual o acoso
- b. No tiene otra residencia
- c. Carece de recursos o redes de apoyo para obtener otra vivienda permanente.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 7 de 88

La Tabla 2 describe los criterios para definir persona en riesgo de perder su vivienda según

HUD:

Tabla 2: Criterios para definir persona en riesgo de perder su hogar

Categoría 1: Individuos y familias

- a. Tiene ingreso anual por debajo del 30% de la mediana de ingreso familiar del área; y
- b. No tiene suficientes recursos o redes de apoyo inmediatamente disponibles para prevenir que tengan que moverse a un Albergue de Emergencia o cualquier otro lugar definido en la Categoría 1 de la definición de persona sin hogar; y
- c. Reúne una de las siguientes condiciones:
 1. Se ha movido por razones económicas en dos o más ocasiones durante los pasados 60 días anteriores a la solicitud de asistencia; o
 2. Está viviendo en la vivienda de otra persona debido a una situación económica; o
 3. Ha sido notificado de que su derecho a ocupar su vivienda actual o el lugar donde habita terminará dentro de los próximos 21 días a partir de la fecha de solicitud de asistencia; o
 4. Vive en un hotel o motel y cuyo costo no está siendo pagado por una organización caritativa o programa federal, estatal o municipal para personas de ingresos bajos; o
 5. Vive en un *Single Room Occupancy* (SRO) o apartamento eficiente, en el cual residen más de dos personas o viven en una unidad de vivienda más grande, en la cual viven más de una persona y media por habitación; o
 6. Está saliendo de una institución pública o sistema de cuidado; o
 7. Vive en una unidad de vivienda que tiene características asociadas con inestabilidad y en riesgo creciente de deambulación, como ha sido identificado en el Plan Consolidado aprobado.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 8 de 83

Tabla 2. Criterios para definir persona en riesgo de perder su hogar

Categoría 2: Jóvenes y Niños Solos

- a. Joven o niño que no cualifica como persona sin hogar bajo la definición de persona sin hogar, pero cualifica como persona sin hogar bajo otra reglamentación federal.

Categoría 3: Familias con Niños y Jóvenes

- a. Joven solo que no cualifica como persona sin hogar bajo la definición de persona sin hogar, pero cualifica como persona sin hogar bajo la sección 725(2) del McKinney-Vento Homeless Assistance Act², y cuyos padres o guardianes viven con él o ella.

Las entidades que reciben fondos de ESG deben asegurarse de que los individuos y familias que solicitan asistencia relacionada con vivienda cumplen con los criterios de elegibilidad y con la definición de persona sin hogar o en riesgo de perder su hogar. HUD requiere que la ubicación en alternativas de vivienda a través de ESG no esté condicionada a recibir servicios. Por lo tanto, individuos que han recibido órdenes del tribunal para ingresar a tratamiento bajo la Ley Núm. 408-2000 (Ley de Salud Mental) o la Ley Núm. 67-1993 (Ley de la Administración de Servicios de Salud Mental y Contra la Adicción) no son elegibles para recibir servicios financiados por ESG. Los fondos ESG deben ser utilizados para responder a situaciones de emergencia relacionadas exclusivamente con falta de vivienda y no como facilidades para tratamiento.

² Niños y jóvenes sin hogar significa: individuos que carecen de una residencia fija, regular y adecuada para pasar la noche; e incluye: (i) niños y jóvenes que comparten la vivienda de otras personas debido a la pérdida de vivienda, dificultades económicas o una razón similar; viven en moteles, hoteles, parques o áreas de acampar debido a la falta de una alternativa adecuada; viven en albergues de emergencia o transitorios; son abandonados en hospitales; o están esperando la ubicación en un hogar sustituto; (ii) niños y jóvenes que tienen como residencia nocturna principal un lugar público o privado no apto para la habitación humana; (iii) Niños y jóvenes que viven en calles, parques, espacios públicos, edificios abandonados, viviendas precarias, estaciones de autobuses o tren, o entornos similares; y (iv) niños migrantes que califican como personas sin hogar para los fines de este subtítulo, porque los niños viven en circunstancias descritas en las cláusulas (i) y (ii).

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: Marla de Cárdenas Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 9 de 83

B. ADMISIÓN Y EVALUACIÓN INICIAL

Conforme con la reglamentación de HUD, 24 CFR 576.401 (a), el proceso de admisión para recibir servicios subvencionados por ESG, como mínimo incluirá un compromiso (*screening*) inicial para determinar si el solicitante cumple o no con una de las definiciones categóricas de HUD de personas sin hogar o en riesgo de quedarse sin hogar. En caso afirmativo, el personal de la entidad realizará una evaluación del solicitante en persona para verificar su estatus como persona sin hogar, y determinar los componentes del servicio ESG para los que cualifica. Como estrategia para evaluar se utilizará la entrevista para verificar la elegibilidad y explorar las necesidades del solicitante, orientar sobre los procesos para la ubicación en un programa y los servicios que están disponibles. La ubicación de individuos y familias en un programa de vivienda estará contrada en la preferencia de la persona y sus necesidades.

Es importante aclarar que, siguiendo los requisitos establecidos en 24 CFR 576.400 (d-e), el proceso de admisión debe ser cónsono con el sistema coordinado de entrada (*Coordinated Entry System-CES*) adoptado por los CoCs). Una vez aprobado y adaptado el sistema coordinado de entrada, todas las entidades que reciben fondos de ESG deberán utilizarlo para hacer la entrada y evaluación inicial de sus participantes.

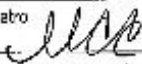
Los siguientes aspectos forman parte del proceso de admisión y evaluación inicial:

1. SISTEMA COORDINADO DE ENTRADA (COORDINATED ENTRY SYSTEM-CES)

El **sistema coordinado de entrada** es un proceso a ser diseñado por los CoC para facilitar el acceso de individuos y familias sin hogar a los servicios disponibles relacionados con vivienda. El objetivo principal de un sistema coordinado de entrada

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar



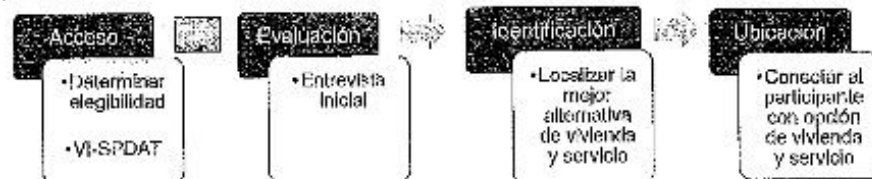
Revisado por: Oficina de Sistemas y
Procedimientos

Página 10 de 83

es que la asistencia se distribuya lo más eficazmente posible y que sea de fácil acceso, sin importar dónde o cómo las personas se presenten para solicitar servicios. Un sistema de entrada coordinado efectivo es un componente crítico para apoyar los esfuerzos de cualquier comunidad para lograr la meta de prevenir y reducir la cantidad de personas sin hogar. Este sistema debe estar centrado en la persona, sus preferencias, y necesidades; debe proveer cementillos estandarizados; utilizar herramientas de evaluación uniforme y; asegurar la ubicación del participante en el tipo de servicio que mejor responda a lo que desea y a sus necesidades.

De acuerdo con los requisitos de HUD [24 CFR 578.7 (a) (8)], una vez cada sistema de cuidado continuo – *Balance del Estado (CoC Puerto Rico Balance of Commonwealth, en adelante CoC PR 502)* y *Coalición de Coaliciones (CoC South/Southeast Puerto Rico, en adelante CoC PR 503)* – haya desarrollado y adoptado su sistema coordinado de entrada, todos los proveedores de servicios deberán participar y utilizar las herramientas diseñadas para llevar a cabo la entrada o admisión de participantes de servicios relacionados a vivienda que reciben fondos de los CoC y ESG [24 CFR 578.400 (d)].

De forma general, un sistema coordinado de entrada debe consistir de los siguientes pasos³:



³ Los pasos de un sistema coordinado de entrada puede variar según los acuerdos de los CoC. El *Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT)* es una herramienta de evaluación integral y universal. Esta herramienta de cementillo ofrece la oportunidad de tomar una decisión informada y objetiva basada en el nivel de necesidad de cada individuo o familia y agilizan las determinaciones de elegibilidad y ubicación de los participantes.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María del Carmen Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 11 de 83

Una vez aprobados estos sistemas por los CoCs, cada entidad que recibe fondos ESG o que tienen requerimientos reglamentarios de otros fondos de HUD para vivienda y servicios de apoyo para personas sin hogar deberá suscribirse y participar activamente en los procesos establecidos por el sistema coordinado de entrada, como medida de cumplimiento y ejecución. La falta de participación activa de un subreceptante de fondos ESG del sistema coordinado de entrada podrá ser razón para retirar o no otorgarle los fondos correspondientes del Programa ESG.

2. PRIORIDADES

Las entidades subvencionadas por ESG se acogerán a las prioridades del CoC al que pertenecen para la ubicación de individuos o familias con la opción de vivienda y servicio más apropiado. Según el plan estratégico a nivel federal - Opening Doors: Federal Strategic Plan to Prevent and End Homelessness, enmendado en el 2015, la meta es priorizar las siguientes poblaciones:

- a. Veteranos
- b. Personas sin hogar crónicas
- c. Jóvenes
- d. Familias con hijos

3. DOCUMENTACIÓN

En acuerdo con la reglamentación 24 CFR 576.500 (b), cuando un individuo o familia solicita servicios relacionados con vivienda, las entidades deben documentar el estatus de vivienda del solicitante. Los documentos que evidencien la determinación de elegibilidad deben ser incluidos en el expediente de los participantes. El orden de prioridad para la validación del estatus como persona sin hogar es el siguiente:

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmen Castro Secretaría Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 12 de 83

La determinación debe hacerse preferiblemente mediante certificaciones por terceros. Estas deben estar por escrito y pueden provenir de diversas fuentes. Por ejemplo: manejador de caso de otra entidad, trabajador de alanco en la calle, orden de protección, propietario de la vivienda donde reside el participante certificando fecha de desalojo, familiar o amigo que certifique que no podrá continuar ofreciendo alojamiento al participante, personal del municipio (no adscrito al Programa ESG) u oficial del orden público.

Las observaciones y certificación por parte del manejador de casos o la autocertificación de los participantes para determinar elegibilidad pueden utilizarse como documentación cuando la verificación por terceros no está disponible. Para quienes salen de una institución, además de solicitar la certificación como persona sin hogar, también debe mostrar:

- a. Evidencia de alta/salida o referido oral o escrito⁴; o
- b. Documentación en expediente que demuestre el esfuerzo del entrevistador para obtener el documento de evidencia de alta/salida y certificación del participante como que salió de una institución.

La siguiente tabla describe otros estatus de vivienda elegible y la evidencia requerida según el estatus:

⁴ Es importante que el documento de salida de una institución certifique el tiempo que la persona estuvo en la institución y que era persona sin hogar cuando se salió de la institución.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María del Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 13 de 83

Tabla 3. Evidencia requerida

Estatus de vivienda: En inminente riesgo de deambulación

Tipo de evidencia:

- Sentencia de desahucio por Tribunal; o
- Evidencia de que tiene que abandonar el motel u hotel porque no tiene los recursos económicos para permanecer allí; o
- Declaración oral verificada y documentada; y
- Certificación de que no se ha identificado otra residencia; y
- Declaración personal u otra documentación de que el individuo carece de los recursos financieros y el apoyo necesario para obtener vivienda permanente.

Estatus de vivienda: Persona sin hogar bajo otros estatutos federales


Tipo de evidencia:

- Certificación de la organización sin fines de lucro, estado o gobierno municipal que el individuo o jefe de familia que solicita asistencia reúne los criterios de deambulación bajo otras reglamentaciones federales; y
- Certificación de que no ha tenido vivienda permanente en los pasados 60 días; y
- Certificación de otro individuo o jefe de familia, y otra forma de documentación disponible, de que se ha mudado en dos o más ocasiones en los pasados 60 días; y
- Documentación de necesidades especiales o dos barreras o más.

Estatus de vivienda: Huyendo o intentando huir de violencia

Tipo de evidencia:

- Declaración oral de la persona o jefe de la familia buscando asistencia y razón por la que están huyendo. Esta declaración puede ser documentada por una auto-certificación o por el manejador de caso; y
- Certificación de la persona que no se ha identificado otra vivienda; y
- Certificación personal u otra documentación que evidencia que no cuenta con los recursos financieros y las redes de apoyo para obtener otra vivienda permanente.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Intervención Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María do Carmo Castro Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 14 de 83
<p>Sin embargo, bajo ninguna circunstancia se negará acceso inmediato a un individuo o familia a un albergue o se negarán otros servicios de vivienda por falta de documentación que certifique la elegibilidad de un participante al momento de ser atendido. Tampoco se pedirá documentación adicional como: identificación, evidencia que certifique residencia legal, ingresos o empleo, plan médico, certificado de salud, certificado de antecedentes penales, y certificado de servicios de desintoxicación como requisito inicial para que el solicitante pueda acceder y recibir servicios relacionados con vivienda.</p> <p>C. COORDINACIÓN DE SERVICIOS</p> <p>Los programas de asistencia dirigidos a personas sin hogar deben funcionar como redes de apoyo, cuyas responsabilidades incluyen la promoción del acceso y la utilización efectiva de los servicios por las personas sin hogar. Las entidades deben coordinar e integrar, en la medida de lo posible, sus recursos financiados por ESG con otros programas que sirven a personas sin hogar o en situación de riesgo de perder su hogar dentro de su área de servicio.</p> <p>Los estándares mínimos para la conexión y coordinación con otros recursos consisten en ayudar a cada participante a obtener, en el caso que aplique, servicios de apoyo adecuados incluyendo:</p> <ul style="list-style-type: none"> • Vivienda permanente • Tratamiento médico • Servicios de salud mental • Consejería 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 15 de 33

- Supervisión
- Otros servicios necesarios para una vida independiente.

Esto dependerá de la elegibilidad del participante y los componentes de servicio ESG para los cuales la entidad recibe fondos.


Otros tipos de asistencia gubernamental y/o privada disponibles con los que se debe conectar a los participantes para promover la estabilidad en vivienda incluyen:

- *Medicaid*
- Seguro médico del estado
- Programa de Asistencia Nutricional Suplementaria
- *Women, Infants and Children (WIC)*
- *Head Start*
- Programa de Seguro de Desempleo Federal-Estatal
- Seguro de Incapacidad del Seguro Social (SSDI)
- Programa de Alimentos para el Cuidado de Niños y Adultos
- Programas dirigidos a Veteranos
- Otras asistencias disponibles

De igual manera, las actividades financiadas por fondos ESG (principalmente Albergues de Emergencia) se deben coordinar o integrar con los servicios y actividades que ofrecen los gobiernos municipales. Además, se debe establecer coordinación con las agencias y sectores agrupados bajo el Concilio Multisectorial en Apoyo a la Población sin Hogar, según establecido mediante la Ley Núm. 130-2007, Ley para crear el Concilio Multisectorial en Apoyo a la Población sin Hogar. Las agencias y sectores representados son:

- Departamento de la Familia
- Departamento del Trabajo y Recursos Humanos
- Departamento de Educación
- Departamento de Corrección y Rehabilitación

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Cerna Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 16 de 83
<ul style="list-style-type: none"> • Departamento de Salud • Administración de Servicios de Salud Mental y Contra la Adicción (ASSMCA) • Policía de Puerto Rico • Oficina del Comisionado de Asuntos Municipales (OCAM) • Coalición de Servicios a las Personas sin Hogar • Empresas privadas representadas 		
<p>D. POLÍTICAS PARA ELIMINAR BARRERAS</p> <p>Las entidades deberán cumplir con requisitos de no discriminación, igualdad de acceso y alcance afirmativo, además de estándares para eliminar barreras en la entrada y provisión de servicios dirigidos a personas sin hogar. Los estándares mínimos incluyen:</p>		
<p>1. NO DISCRIMINACIÓN 24 CFR 6.4</p> <p>Las entidades deben asegurarse de que el uso de las instalaciones, la asistencia y los servicios están disponibles para todos, basados en la no discriminación. Ninguna persona será excluida de participar, se le negarán beneficios o estará sujeto a discriminación bajo cualquier programa o actividad financiada, en su totalidad o en parte, por fondos del gobierno federal por motivos de raza, color, religión, género, orientación sexual, edad, origen nacional, estatus migratorio, ascendencia, estado civil, discapacidad física o mental, porque la persona recibe asistencia pública estatal o federal o porque el individuo o familia es de un municipio diferente al que busca la asistencia.</p>		
<p>2. IGUALDAD DE ACCESO (<i>Equal Access Interim Rule</i>)</p> <p>La determinación de elegibilidad se realizará de acuerdo con los requisitos de elegibilidad provistos para cada programa por HUD. Las opciones de vivienda se pondrán a disposición sin importar la orientación sexual real o percibida, identidad de</p>		

<p>Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)</p>		
<p>MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG</p>		
Validado por: Miria de Campo Castro Secretaría Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página: 17 de 18
<p>género o estado civil. La ubicación de los participantes se determinará de acuerdo con la identidad de género con que se autoidentifique cada solicitante u ocupante, sin importar el sexo asignado al nacer u otros factores. Ningún dueño o administrador de una propiedad financiada con asistencia de HUD o entidad que reciba fondos de HUD puede indagar sobre la orientación o identidad de género de un solicitante o participante con el propósito de determinar la elegibilidad para recibir el servicio de vivienda. Ninguna agencia será eximida de esta reglamentación de HUD; no hay excepción para organizaciones de base de fe que reciben fondos de ESG.</p> <p>Un albergue podrá preguntar por la orientación sexual o identidad de género de un participante solo cuando se refiere directamente a las áreas para dormir y/o baños compartidos, o para determinar el número de habitaciones que una familia pudiera utilizar.</p> <p>Un albergue que recibe fondos ESG para las operaciones y/o servicios esenciales, y que sirve a las familias, no puede discriminar a base de su estado civil o preferencia sexual. Los albergues deben servir a los participantes elegibles, independientemente de si 1) los padres están casados, o 2) los padres son una pareja lesbiana, gay, o bisexual. No se acepta ninguna excepción.</p> <p>3. ACCESO AFIRMATIVO 24 CFR 576.407 (b)</p> <p>Los subrecipientes de fondos ESG deben dar a conocer y promover que el uso de las instalaciones, la asistencia y los servicios están disponibles para todas las personas de forma no discriminatoria. Las entidades deben tomar medidas apropiadas para asegurar una comunicación efectiva con las personas y promover información en la</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de los Angeles Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 18 de 33

comunidad sobre la ubicación de servicios, tipos de asistencia, accesibilidad para personas con discapacidad.

4. SERVICIO CENTRADO EN LA PERSONA

Servicio centrado en la persona se define como aquel servicio en el que el participante toma un rol activo en la identificación y priorización de sus necesidades de apoyo y servicios, y en el proceso de toma de decisiones en cuanto a los mismos. El manejador de caso o personal de la entidad que brinda el servicio directo debe servir como facilitador o guía del proceso. Sin embargo, como estándar mínimo se requiere que el participante sea quien determine en última instancia el tipo de servicio o apoyo que necesita. Brindar servicios desde un acercamiento centrado en la persona, promueve que el participante se apodere de su proceso de manera más proactiva.

5. REDUCCIÓN DE BARRERAS

Los individuos y familias que solicitan servicios relacionados con vivienda no serán excluidos de la asistencia debido a barreras percibidas, incluyendo, pero no limitado a, la falta de identificación personal, tarjeta de seguro social, empleo o ingreso, el consumo de drogas o alcohol, tener antecedentes penales o falta de plan médico, evidencia que certifique residencia legal, ingresos o empleo, falta de plan médico, certificado de salud. Los programas de vivienda reducirán sus barreras de evaluación en colaboración con el proceso coordinado de entrada una vez este sea establecido por los CoC. Se podrán considerar excepciones en caso de enfermedades contagiosas por aire (Ejemplo: tuberculosis) que puedan afectar la salud de los otros participantes que reciben servicio en la entidad.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Casm Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 19 de 83

6. ENFOQUE HACIA VIVIENDA PRIMERO

Vivienda Primero es un modelo que ofrece a los individuos y familias sin vivienda acceso inmediato a vivienda permanente asequible sin requisitos clínicos, tales como: completar un tratamiento o evidenciar sobriedad, y con requerimientos mínimos para el ingreso. Vivienda Primero obtiene altos niveles de retención de vivienda, bajos retornos de personas a estar sin hogar, y reducciones significativas en el uso de servicios de crisis y en instituciones. Los estándares mínimos de Vivienda Primero incluyen los siguientes principios:

- a. La falta de vivienda es ante todo una crisis de vivienda y se puede abordar a través de la provisión de viviendas seguras y asequibles.
- b. Todas las personas sin hogar, independientemente de su historial de vivienda y la duración de la falta de vivienda, pueden lograr la estabilidad en vivienda permanente. Algunos pueden necesitar apoyo por un breve período de tiempo, mientras que otros pueden necesitar apoyo más intensivo y a largo plazo.
- c. Todo el mundo está "listo para tener vivienda". La sobriedad, el cumplimiento con determinado tratamiento o incluso la ausencia de historial criminal no son necesarios para tener éxito en la vivienda. Más bien, los programas de vivienda y los proveedores de vivienda deben estar "listos para atender a los participantes".
- d. Muchas personas experimentan una mejora en su calidad de vida, en las áreas de salud, salud mental, uso de sustancias y empleo, como resultado de tener una vivienda.
- e. Las personas sin hogar tienen derecho a la autodeterminación y deben ser tratadas con dignidad y respeto.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 20 de 33

- f. La combinación exacta entre vivienda y servicios depende de las necesidades y preferencias de las personas.

E. ACTIVIDADES RELIGIOSAS 24 CFR 576.400

Los estándares mínimos relacionados con actividades basadas en la fe son:

1. Los proveedores que reciben fondos ESG no deben llevar a cabo actividades intrínsecamente religiosas como parte de los programas o servicios financiados por ESG. Tales actividades deben ser ofrecidas por separado de los programas y servicios financiados por ESG.
2. Una organización de base de fe que recibe fondos ESG puede conservar su independencia y puede continuar con su misión, siempre y cuando los fondos ESG no se utilicen para apoyar las actividades religiosas.
3. Una organización que recibe fondos ESG no discriminará en contra de un participante o potencial participante por su religión o sus creencias religiosas.
4. La participación de individuos o familias en actividades religiosas tiene que ser voluntaria. Estas actividades no pueden ser parte del plan de servicio de un participante como modalidad de tratamiento formal.
5. Los fondos ESG no se utilizarán para la rehabilitación de estructuras utilizadas específicamente para actividades religiosas, pero pueden ser usados para la rehabilitación de las estructuras que se utilizan para las actividades elegibles de ESG.
6. El uso de fondos de ESG para el pago de retiros espirituales, pago de meriendas para servicios religiosos, pago de recursos para llevar a cabo actos religiosos o proveer transporte para actividades religiosas está prohibido.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Gama Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 21 de 83
<p>De constatar – mediante monitoria, visita ocular a la entidad y/o evidencia en documentos escritos – que la entidad está utilizando fondos de ESG para auspiciar actividades religiosas, podrá ser razón para retirar o no otorgarle los fondos correspondientes a ESG.</p> <p>F. PLAN DE SERVICIO INDIVIDUALIZADO</p> <p>Las entidades deben asegurar que a cada participante que recibe asistencia a través de fondos ESG se le diseña un plan de servicios individualizado. Este plan debe estar enfocado en la ubicación y estabilidad en vivienda permanente. Los manejadores de casos deben elaborar los planes junto al participante. El plan debe girar en torno a las metas del participante, pero enfocado hacia lograr vivienda permanente.</p> <p>Los planes de servicio individualizado deben ser revisados al menos cada tres meses, excepto en el componente de <i>rapid re-housing</i> que será mensual. Sin embargo, el mismo podrá ser revisado antes, de acuerdo a la necesidad del participante.</p> <p>G. MANEJO DE EXPEDIENTES</p> <p>La creación y mantenimiento de expedientes es un aspecto importante en la administración de los proyectos de ESG. Se deben establecer y mantener expedientes con la documentación necesaria para determinar si se cumplen los requisitos de ESG. Por otro lado, la evaluación de desempeño del proyecto depende de la información sobre los servicios y actividades reportadas, y entradas al HMIS. Los estándares mínimos relacionados con los expedientes son:</p> <ol style="list-style-type: none"> 1. Asegurar la entrada de datos de los participantes al HMIS en un periodo máximo de 48 horas calendario. Las entidades deben asegurarse de tener personal disponible para entrar los datos. 		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María do Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 22 de 83
<ol style="list-style-type: none"> 2. Las entidades deberán mantener los expedientes en un lugar seguro y con acceso limitado para el personal autorizado. 3. Los expedientes deben mantenerse por un periodo mínimo de 6 años a partir del último servicio. 4. Las entidades no podrán divulgar datos de un expediente a entes u agencias fuera del proyecto sin la autorización por escrito del participante; a menos que así lo permita la ley. Los participantes deberán dar su consentimiento informado para usar o compartir los datos si se utilizan para una investigación, educar e interpretación del público. 5. Verificar o certificar de forma impresa y/o electrónica que el individuo o familia es <u>elegible</u> para participar de los servicios y/o ayuda financiera, según las categorías establecidas. 6. Si luego de hacerle la evaluación se determina que el individuo o la familia es <u>inelegible</u>, se debe colocar el expediente en un archivo asignado para mantener los expedientes de participantes que son evaluados y clasificados como no elegibles. Dicho expediente se mantendrá por 6 años. Los requisitos de manejo de expediente y documentación de ESG estipulan que, para cada individuo y familia no elegible para recibir asistencia de ESG, el expediente debe incluir documentación del motivo de dicha determinación (Véase 24 CFR 578.500 (d)). <p>Como mínimo, los expedientes de los participantes deben contener lo siguiente, según aplique al tipo de programa de asistencia:</p> <ol style="list-style-type: none"> 1. Certificación o verificación de que el individuo o familia es persona sin hogar o está en riesgo de perder la vivienda 2. Formulario firmado para autorizar la divulgación de información 		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Guzmán Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 23 de 83
<ol style="list-style-type: none"> 3. Formularios correspondientes a la admisión y la evaluación de necesidades del individuo o familia 4. Evidencia de que el solicitante no tiene opciones de vivienda y carece de recursos suficientes para retener la vivienda 5. Plan individualizado de servicios 6. Evidencia de que los servicios de manejo de casos fueron provistos por lo menos mensualmente. <ol style="list-style-type: none"> a. Se deben registrar todos los acercamientos realizados con cada participante y entrar la información a HMIS. 7. Cantidad y tipo de servicios esenciales provistos 8. Evidencia de referidos para obtener servicios y recursos básicos 9. Re-avalúo de elegibilidad 10. Notificación por escrito de que los servicios fueron terminados de acuerdo con 24 CFR 576.402 y/o 24 CFR 578.91. <p>Para los participantes bajo el componente Alcance en la Calle:</p> <ol style="list-style-type: none"> 1. Se requiere que todas las entidades bajo ESG que reciben fondos para ofrecer Alcance en la Calle abran un expediente a cada participante en HMIS desde el primer contacto. 2. Luego, cuando haya un compromiso de parte del participante para recibir servicios, se documentarán todos los servicios ofrecidos. 3. Si a los 90 días de haber abierto el expediente, el individuo o familia no aparece, se podrá cerrar el expediente y dar salida en el HMIS. 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmen Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 24 de 83


Para los participantes bajo **Albergue de Emergencia**:

1. Para los albergues donde los participantes pasan la noche y tienen que salir por la mañana, la documentación se debe obtener cada noche.
2. Para los albergues diurnos se debe documentar la entrada y salida de los participantes cada día.
3. Si los participantes del programa puedan permanecer más de una noche, entonces la documentación debe ser obtenida en la primera noche que pasa en el albergue.
4. Evaluación visual relacionada con la pintura a base de plomo.
5. Luego de la entrevista inicial, los participantes del programa se volverán a evaluar según el caso vaya progresando o por lo menos cada treinta (30) días.

Para los participantes bajo **Prevención y Rapid Re-Housing**:

1. Verificación / certificación de que el participante del programa cumple con los requisitos de Ingresos
2. Verificación de estándares de revisión ambiental (solo aplica para *Rapid Re-housing*)
3. Evaluación visual relacionada con la pintura a base de plomo
4. Documentación relacionada con el cumplimiento de la renta con el mercado justo y la razonabilidad de alquiler
5. Acuerdo de asistencia de alquiler firmado entre la entidad sub-recipiente y propietario
6. Contrato de arrendamiento firmado entre participante y propietario
7. Verificación de atrasos relacionados con renta o alquiler pendientes
8. Documentación de los pagos realizados a nombre del participante

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 26 de 83
<p>9. Las notas de manejo de casos deben evidenciar las gestiones realizadas dirigidas a la auto-suficiencia del participante y ubicación en vivienda permanente. El manejo de casos en <i>Rapid Re-Housing</i> se realizará mínimo una vez al mes.</p> <p>10. El expediente debe incluir notas que verifiquen que se hizo el re-avalúo de elegibilidad por lo menos cada <u>3 meses para Prevención</u>, o al menos <u>1 vez al año para Rapid Re-Housing</u>.</p> <p>H. REVISIÓN AMBIENTAL</p> <p>A fin con la reglamentación <u>24 CFR 58</u>, las entidades deben presentar su certificado de revisión ambiental para poder operar. Esta certificación también será requerida antes de rehabilitar, convertir o renovar un albergue o posible albergue y antes de proveer asistencia para alquiler. Las revisiones ambientales son aceptables por un periodo de cinco años. Los costos para llevar a cabo la revisión ambiental pueden ser financiados con fondos administrativos.</p> <p>I. MEDIDAS DE DESEMPEÑO ESTABLECIDAS POR HUD</p> <p>La Ley HEARTH (2009) en el artículo 427 describe los criterios establecidos por HUD para evaluar los sistemas que proveen asistencia relacionada con vivienda para personas sin hogar. El propósito de establecer estos criterios es fomentar el uso eficiente de los servicios dispuestos para las personas sin hogar, mejorando así la coordinación e integración de las ayudas disponibles, y fomentando la medición de progreso y éxito de las organizaciones subvencionadas. El buen desempeño de las entidades subvencionadas por fondos ESG estará sujeto al cumplimiento de las medidas establecidas por HUD para</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Caimo Castro Secretaria Auxiliar		Revisado por: Oficina de Sistemas y Procedimientos
		Página 26 de 85
<p>cada componente de servicio. Los estándares relacionados con las medidas de desempeño por componente se detallan más adelante en este documento⁵.</p>		
<p>J. POLÍTICA DE TERMINACIÓN DE ASISTENCIA</p>		
<p>Se podrá terminar la asistencia a un participante de ESG si esta viola los requisitos del Programa⁶ o si deja de cumplir con los requisitos de elegibilidad (ej: cambios en el ingreso). Sin embargo, la terminación de asistencia debe ocurrir solamente en los casos más severos y después que otras medidas remediativas hayan sido consideradas. La terminación de asistencia debe llevarse a cabo mediante un proceso formal que reconozca los derechos del participante siguiendo el debido proceso de ley (24 CFR 576.402).</p>		
<p>Las entidades deben hacer una distinción entre la terminación de asistencia para la vivienda y la terminación de otros servicios complementarios (ej: manejo de casos, mediación, asesoría legal). En los casos en que el individuo o la familia reciban otros servicios complementarios a la asistencia para la vivienda, la terminación de asistencia para la vivienda no necesariamente implica la terminación de los demás servicios complementarios. Esto, siempre y cuando el individuo o la familia continúen siendo elegibles para recibir dichos servicios complementarios y que los mismos estén vinculados con la estabilización u obtención de una nueva vivienda.</p>		
<p>La terminación de asistencia no necesariamente impide que una entidad pueda volver a ofrecer en un futuro los mismos servicios complementarios y/o asistencia para la vivienda</p>		
<p>⁵ El Departamento de la Familia, en acuerdo con los CoC's, se reserva el derecho de revisar y/o modificar las medidas de desempeño anualmente.</p>		
<p>⁶ Refusarse a recibir tratamiento de salud mental, uso de sustancias y/o rechazar participar de actividades religiosas, no deben ser razones para la terminación de asistencia.</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 27 de 113

dicho participante. La entidad podrá volver a ofrecer los servicios al participante siempre y cuando se cumplan las siguientes condiciones:

1. Las causas que provocaron la terminación de asistencia sean resueltas
2. El participante cumpla con los criterios de elegibilidad
3. No haya excedido el tiempo máximo de duración del servicio
4. En el caso de Prevención o *Rapid Re-Housing* que hayan pasado 3 años

Una vez esté operando el sistema coordinado de entrada (*Coordinated Entry System*), en los casos de terminación de asistencia que lo ameriten, el participante deberá ser referido a dicho sistema para una reevaluación y ubicación en algún otro servicio o programa que sea parte del CoC. Así mismo, las entidades deben tomar las medidas necesarias para coordinar con distintas agencias de gobierno según los casos de terminación de lo requieran (es altamente recomendable que las entidades desarrollen sus políticas para manejar la terminación de asistencia sin violentar la reglamentación de HUD).

PROCESO PARA LA TERMINACIÓN DE ASISTENCIA

La entidad deberá orientar de manera efectiva al participante sobre el proceso de terminación de asistencia y de revisión formal. Para que un proceso de terminación de asistencia sea considerado formal debe consistir mínimamente de lo siguiente:

1. Notificación escrita al participante que exprese claramente las razones de la terminación de asistencia.
2. Un procedimiento formal de revisión de la decisión en el cual el participante pueda expresar verbalmente o por escrito cualquier objeción. Este proceso de revisión debe llevarlo a cabo una persona que no sea la misma que tomó la determinación o un subordinado de esta.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 26 de 83

3. Emitir una notificación escrita al participante con la decisión final.

NOTIFICACIÓN ESCRITA DE TERMINACIÓN DE ASISTENCIA

La notificación escrita de terminación de asistencia deberá incluir mínimamente lo siguiente:

1. La acción o decisión de la entidad
2. Las razones por las cuales se termina la asistencia
3. La fecha en que dicha acción o decisión es efectiva
4. El derecho de la familia o individuo a una explicación sobre la base de la decisión de la entidad
5. Los procedimientos para pedir una vista si la familia o el individuo disputa la acción o decisión
6. El tiempo límite para pedir la vista
7. A quién se dirigirá la petición para la vista
8. Una copia de los procedimientos de vista de la entidad

PROCEDIMIENTO REVISIÓN FORMAL

La revisión formal no puede ser realizada por la persona que tomó o aprobó la decisión bajo revisión, ni por un subordinado de dicha persona. Una petición para una revisión formal deberá ser recibida por escrito al cierre de las horas de oficina, no más tarde de diez (10) días calendario desde la fecha de la notificación emitida por la entidad. La revisión formal será programada dentro de diez (10) días calendario de la fecha de recibo de la petición. La entidad deberá notificar por escrito al participante lo siguiente:

1. La fecha y la hora de la vista
2. El lugar donde se celebrará dicha vista

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 28 de 83

3. El derecho de la familia o individuo de traer evidencia, testigos, abogados u otra clase de representación legal costado con su dinero
4. El derecho a revisar cualquier documento o evidencia en posesión de la entidad, sobre la cual se ha basado la acción propuesta y pagado por la familia, obtener copias de todos los documentos antes de la vista

El participante podrá objetar verbalmente o por escrito la decisión. Se enviará una notificación de los hallazgos de la revisión por escrito al solicitante dentro de treinta (30) días calendario después de la revisión. Esta incluirá:

1. La decisión del oficial de la entidad
2. Una explicación de las razones para la decisión
3. El derecho del participante a iniciar un proceso judicial una vez concluya la revisión formal, si está entiendo que se han violado sus derechos.

K. SISTEMA DE QUERELLAS

Toda entidad financiada por fondos ESG deberá tener un procedimiento para manejar reclamaciones hechas por los participantes. La política para el manejo de reclamaciones debe garantizar un proceso justo y eficiente para presentar, atender y resolver las mismas. Para fines de los proyectos subvencionados con fondos ESG, cada entidad deberá regirse por la política de reclamaciones del CoC (Sistema de Cuidado Continuo) al que pertenece. Por lo tanto, todo el personal de ESG debe estar al tanto de la política de reclamación del CoC al que pertenece su entidad.

Los estándares mínimos para atender reclamaciones deben contener:



MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 30 de 83

Además, los siguientes aspectos deben ser considerados a la hora de manejar un proceso de reclamación:

1. Las denuncias verbales de primera o segunda mano pueden ser consideradas una reclamación.
2. Una notificación escrita por la persona y/o denuncia documentada para manejar un reclamo o queja es considerada como una reclamación.
3. La entidad debe asegurarse de que el reclamante conozca a cabalidad el proceso para someter la reclamación, y el proceso para objetarla si no estuviera satisfecho con la resolución de la misma.
4. Si la resolución proporcionada por la organización no fue satisfactoria para el reclamante, este puede presentar su reclamo por escrito al Departamento de la Familia, al CoC al que pertenece la entidad y/o al Concilio Multisectorial en Apoyo a la Población sin Hogar.
5. Si el reclamante no quiere que su nombre figure en cualquier documento, se protegerá su identidad.
6. Si el reclamante no está dispuesto a documentar la reclamación por escrito, algún representante del Departamento de la Familia, del CoC o del Concilio Multisectorial en Apoyo a la Población sin Hogar puede documentar lo sucedido.

Cada situación debe ser tratada con seriedad y sensibilidad, y se documentará en el expediente con fecha, hora, nombre del programa y la naturaleza del reclamo; así como cualquier acción tomada hacia la resolución. Todas las quejas o reclamaciones que incluyan adultos o niños vulnerables deben ser entregadas inmediatamente a las autoridades correspondientes.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Caimo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 31 de 83

L. CONFLICTO DE INTERESES

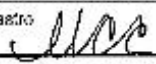
Según establecido por HUD (24 CFR 576.404) y el documento "Organizaciones Sin Fines de Lucro: Uso de la Propiedad y los Fondos Públicos" publicado por la Oficina del Contralor de Puerto Rico, los estándares mínimos relacionados a conflicto de intereses incluyen:

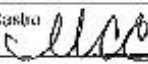
1. CONFLICTO DE INTERESES ORGANIZACIONALES

- a. Adoptar normas de conducta ética que apliquen a todo el personal, incluyendo al cuerpo directivo. Estas deben contener disposiciones que atiendan, entre otras, situaciones:
 - 1) Conflicto de interés, en apariencia o real
 - 2) Nepotismo⁷
 - 3) Favoritismo, aparente o real
- b. Se prohíbe a los empleados de la entidad participar en procesos, donde la persona o la familia de la persona, socio o cualquier organización que tenga interés financiero directo, pueda obtener beneficio de cualquier transacción financiada con fondos de este Programa.
- c. Además, se prohíbe la aceptación de remuneración, favores o cualquier pago de un contratista, consultor u otra entidad cuyos servicios sean prestados a la organización o municipio. El código debe contener disposiciones para evitar el nepotismo que aplique tanto al personal como a la junta de directores.
- d. La entidad no puede estar a nombre del director ejecutivo de la entidad o algún miembro específico de la junta de directores de la entidad.

⁷ Se refiere a nepotismo como: usar el poder o la influencia para conceder el favoritismo a los parientes sin importar el mérito.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María del Carmen Castro Secretaria Auxiliar <i>[Signature]</i>	Revisado por: Oficina de Sistemas y Procedimientos	Página 32 de 63
<p>e. Una persona no puede ocupar las posiciones de director ejecutivo y presidente de la junta de directores en una entidad.</p> <p>2. CONFLICTO DE INTERESES INDIVIDUALES</p> <p>a. Se prohíbe a cualquier persona, en una posición de toma de decisión o que haya ocupado un puesto en la entidad, que se beneficie u obtenga provecho personal de actividades financiadas con fondos ESG. Esta exclusión debe continuar por un año adicional una vez la persona ha dejado de trabajar en la entidad. Esto aplica a cualquier persona que sea empleado, agente, miembro de la junta de directores, consultor, funcionario o funcionario electo o designado de los municipios o entidad.</p> <p>HUD puede otorgar una excepción caso a caso cuando determine que servirá para adelantar el propósito del Programa ESG y que promoverá el uso eficiente de los fondos. Al solicitar una dispensa la entidad debe proveer lo siguiente:</p> <ol style="list-style-type: none"> 1. Un relevo de la naturaleza del conflicto acompañado por la evidencia mostrando que se ha revelado el conflicto públicamente y una descripción de cómo se llevó a cabo el proceso. 2. Una opinión del abogado de la entidad donde establezca que el interés para el cual solicita la excepción no violenta la ley local ni estatal. 		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María del Carmo Castro Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 33 de 83
VII. ESTÁNDARES POR COMPONENTE		
A. ALCANCE EN LA CALLE		
<p>Los servicios de Alcance en la Calle están diseñados para satisfacer las necesidades inmediatas de las personas sin hogar en lugares inhóspitos, conectándolos con albergues de emergencia, vivienda y/o servicios críticos como servicios de salud. El servicio de Alcance en la Calle debe estar centrado en localizar, identificar y establecer relaciones con las personas sin hogar que se encuentran en la calle con el objetivo de apoyarlas en la obtención de una vivienda permanente y sostenible. Todo servicio de Alcance en la Calle estará acompañado de un manejo de casos.</p>		
1. Participantes Elegibles		
<p>Los servicios de Alcance en la Calle deben estar dirigidos a individuos o familias cuya situación de vivienda sea cónsona con las siguientes categorías:</p>		
<p>a. Categorías 1.a: Individuos o familias que pasan la noche en un lugar público o privado, el cual no está diseñado para ser habitado por seres humanos. Esto incluye, pero sin limitarse, automóviles, parques, edificios abandonados, estaciones de tren o de autobuses, aeropuertos o áreas de acampar.</p>		
<p>b. Categorías 4: Cualquier individuo o familia que está huyendo o intenta huir de violencia doméstica; no tiene otra residencia; y carece de recursos o redes de apoyo para obtener otra vivienda permanente.</p>		
2. Servicio en la Calle		
<p>Toda actividad y servicio de Alcance en la Calle deberá ser proporcionado directamente en la calle o en otros lugares no aptos para ser habitados por humanos. Por lo tanto, no se pagará por actividades de alcance que se llevan a cabo en</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmen Casbu Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 34 de 83
<p>tacilidades, oficinas u organizaciones. Toda entidad que reciba fondos para ofrecer los servicios de alcance deberá ofrecer los mismos al menos tres (3) veces en semana. El itinerario de servicios será provisto en la solicitud de la propuesta. El Plan Individualizado de Servicios para los participantes debe estar enfocado en proveer alguna intervención apropiada relacionada con la obtención de vivienda.</p> <p>3. <u>Personal de Alcance</u></p> <p>Las entidades deben asegurar que el personal destacado para ofrecer servicios de Alcance en la Calle esté debidamente adiestrado. El personal de alcance debe ser competente para identificar las necesidades y tener las destrezas para conectarse y vincularse de manera efectiva y empática con los individuos, según cada caso. Deberán estar enfocados y comprometidos en proveer asistencia inmediata, intervención y conexiones con programas de servicio para personas sin hogar y/o servicios sociales y de salud necesarios. El horario del personal de alcance debe ser flexible para que le permita responder a las necesidades de los participantes y atender los conflictos que se produzcan.</p> <p>4. <u>Duración del Servicio</u></p> <p>Las entidades que reciben fondos para actividades de Alcance en la Calle deben proveer servicios de alcance a las personas y familias sin hogar durante el periodo que se le proporcionan los fondos ESG.</p> <p>5. <u>MEDIDAS DE DESEMPEÑO</u></p> <p>Cónsono con HUD, los estándares mínimos relacionados a las medidas de desempeño como parte del componente de Alcance en la Calle son como se detallan en la Tabla 4.</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 35 de 83

Tabla 4. Medidas de Desempeño – Alcance en la Calle

- Número de personas que recibieron los servicios
- Número de personas que salieron del programa
- Porcentaje de personas que se comprometieron a recibir los servicios
- Porcentaje de personas que tuvieron un Plan Individualizado de Servicios
- Porcentaje de personas que cumplieron con su Plan Individualizado de Servicios
- Porcentaje de personas que aumentaron sus ingresos de cualquier fuente
- Porcentaje de personas ubicadas en albergue de emergencia
- Porcentaje de personas ubicadas en albergue transitorio
- Porcentaje de personas ubicadas en vivienda permanente

6. Actividades Elegibles

La Tabla 5 muestra las actividades elegibles para los servicios de **Alcance en la Calle**.

Tabla 5. Actividades Elegibles para Alcance en la Calle

Servicios Esenciales

Los costos elegibles y estándares mínimos para proveer servicios de **Alcance en la Calle** son:

→ **Servicios de "Engagement"** – Estos servicios consisten en actividades para localizar, identificar, establecer relaciones con personas sin hogar con el propósito de proveer servicios de apoyo inmediato, intervención y referido a programas de ayuda para personas sin hogar, servicios sociales fundamentales y vivienda. Se considera que hay *engagement* cuando un individuo o familia se compromete a recibir los servicios que ofrece el programa. Las actividades elegibles como parte del *"engagement"* consisten de:

- Comienzo de elegibilidad y evaluación de necesidades
- Servicios de intervención en crisis
- Atender necesidades de salud física crítica


MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María del Carmen Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

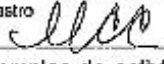
Página 36 de 83

- Proveer alimentación
 - Ropa, sábanas, artículos de aseo personal
 - Referidos
- ⇒ **Manejo de Casos** – Las actividades de manejo de casos deben consistir en evaluar las necesidades de vivienda y de servicios, organizar, coordinar y supervisar la prestación de servicios individualizados para satisfacer las necesidades del participante. Los servicios elegibles y actividades son las siguientes:
- Evaluación integrada según lo establezca el CoC
 - Evaluación inicial, incluyendo la verificación y documentación de elegibilidad
 - Consejería
 - Coordinación de los servicios para obtener beneficios tanto federales como estatales
 - Monitorear y evaluar el progreso de los participantes
 - Desarrollar un plan individualizado de vivienda y servicios, dirigido hacia la obtención de una vivienda permanente y estable.
- ⇒ **Servicios de Salud de Emergencia** – Las actividades relacionadas con salud de emergencia son elegibles en la medida en que otros servicios y tratamientos adecuados no estén disponibles o sean inaccesibles en la comunidad. Esto incluye el tratamiento de salud ambulatorio provisto por profesionales de la salud que puedan trabajar en ambientes comunitarios, tales como: calles, parques, campamentos, etc. Entre los costos elegibles se considerarán:
- Evaluar la condición de salud y desarrollar un plan de tratamiento
 - Ayudar al participante a entender sus necesidades de salud
 - Proveer tratamiento médico de emergencia y servicios de seguimiento
 - Proveer medicamentos

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmen Castro Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 37 de 53
<p>⇒ Servicios de Emergencia de Salud Mental – Los servicios de salud mental son actividades elegibles en la medida en que otros servicios y tratamientos adecuados no estén disponibles o sean inaccesibles en la comunidad. El tratamiento debe ser ofrecido por un profesional con licencia para tratar condiciones de salud mental y que pueda ofrecer los servicios en ambientes comunitarios, tales como: calles, parques, etc. Los servicios de salud mental consisten en intervenciones de índole terapéutica, problemas personales, familiares o laborales, con el fin de solucionar el problema o mejorar las circunstancias tanto personales como familiares. Los tratamientos elegibles son:</p> <ul style="list-style-type: none"> • Intervenciones en crisis • Prescripción de medicamentos psicotrópicos • Orientaciones sobre el uso y manejo de medicamentos • Combinaciones de enfoques terapéuticos para enfrentar múltiples problemas <p>⇒ Transportación – Los gastos de viaje elegibles son los incurridos por el personal de servicio de alcance (trabajadores sociales, médicos, profesionales de la salud u otros proveedores de servicio) para prestar el servicio directo contemplado en la reglamentación. Estos incluyen:</p> <ul style="list-style-type: none"> • Gastos para transportar a los participantes a lugares de servicios, tratamiento, albergue, vivienda u otra facilidad de servicio • El costo de transportación pública de los participantes • El pago de millaje al personal de servicios mientras utiliza su vehículo privado para prestar el servicio directo contemplado en la reglamentación • La compra o alquiler de vehículos para transportar al personal de servicio o participantes elegibles • El costo de gasolina, seguros, impuestos y mantenimiento del vehículo <p>⇒ Servicios para poblaciones especiales 24 CFR 876.101 (a)(6) – Los fondos de Alcance en la Calle pueden ser utilizados para servir a poblaciones con necesidades especiales de acuerdo con la definición de la reglamentación de HUD (jóvenes, víctimas de violencia doméstica, personas con VIH/SIDA, víctimas de violación, acoso, etc.).</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de los Angeles Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 38 de 83
<p>D. ALBERGUE DE EMERGENCIA</p> <p>Por Albergue de Emergencia se entiende cualquier instalación utilizada principalmente para proveer servicios de albergue temporero para personas sin hogar o poblaciones específicas sin hogar. Las camas financiadas por ESG no podrán ser reportadas bajo ningún otro fondo federal. Bajo Albergue de Emergencia no se puede requerir que los ocupantes firmen un contrato o acuerdos de ocupación para recibir servicios. Tampoco se cobrará cargo económico alguno a individuos o familias que participen de los servicios de Albergue de Emergencia.</p> <p>1. Participantes Elegibles</p> <p>Los servicios de Albergue de Emergencia deben estar dirigidos a individuos o familias que su situación de vivienda sea consona con las siguientes categorías:</p> <ul style="list-style-type: none"> • Categoría 1: literalmente sin hogar • Categoría 2: en riesgo inminente de perder su hogar • Categoría 3: persona sin hogar bajo otros estatutos federales • Categoría 4: huyendo/intentando huir de violencia doméstica <p>Los fondos de Albergue de Emergencia pueden ser utilizados para servir a poblaciones con necesidades especiales de acuerdo con la definición de la reglamentación de HUD (jóvenes, víctimas de violencia doméstica, personas con VIH/SIDA, víctimas de violencia, acoso, etc.). Solamente las entidades que tengan un historial documentado de servir efectivamente a estas poblaciones podrán acceder a estos fondos. Las protecciones básicas establecidas a través del <i>Violence Against Women Act (VAWA)</i> aplican a las unidades de albergue de emergencia subvencionadas a través de ESG.</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Gestm Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 39 de 83
<p>Los proveedores de servicio de Albergue de Emergencia para familias no podrán denegar la admisión utilizando como criterio que haya menores de 18 años. De no haber espacios disponibles en el Albergue de Emergencia, la entidad podrá utilizar los fondos para vales de hotel o motel para el individuo o la familia hasta un periodo máximo de 30 días.</p> <p>Los albergues de emergencia deben asegurarse de siempre tener una persona adiestrada que pueda hacer la entrada de los participantes e ingresar los datos a HMIS. La entrada de los datos debe hacerse en un periodo de 48 horas calendario.</p> <p>2. <u>Ambiente del Albergue</u></p> <p>Las entidades, a través de su personal de servicio, deberán proveer un ambiente acogedor, seguro, cómodo, con respeto y dignidad para todos los participantes sin importar su procedencia. La ubicación de los participantes se determinará de acuerdo con la identidad de género con que se autoidentifique cada solicitante u ocupante, sin importar el sexo asignado al nacer u otros factores.</p> <p>3. <u>Operación de Albergue</u></p> <p>Los fondos ESG podrán ser utilizados para mantenimiento (incluyendo reparaciones menores o rutinarias), alquiler, seguridad, servicios de agua y energía eléctrica, equipos, seguros, alimentos, mobiliario y materiales necesarios para la operación del albergue. Las actividades de mantenimiento:</p> <ul style="list-style-type: none"> • No añaden valor al edificio/propiedad • No prolongan considerablemente la vida útil del edificio/propiedad • No adaptan el edificio/propiedad para nuevos usos. 		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (PSE)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Castro Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 40 de 83
<p>Algunos ejemplos de actividades de mantenimiento podrían incluir actividades, tales como: sellado de un techo que gotea, arreglo de tubo roto, reemplazo de una ventana rota, arreglo de grieta en una acera, tapar hoyos en estacionamiento y la reparación de partes de una verja. De tener que recurrir en gastos significativos, debe consultar primero al DF para obtener la autorización.</p> <p>4. <u>Vivienda Primero</u></p> <p>Todas las entidades que reciben fondos ESG deben seguir los principios del modelo de Vivienda Primero. Bajo este modelo, los participantes deben tener acceso a una vivienda permanente con la mayor agilidad posible. Las entidades que reciben fondos para Albergue de Emergencia deben documentar que sus participantes están recibiendo algún tipo de servicio coordinado conducente a la obtención de vivienda permanente.</p> <p>5. <u>Diferidos</u></p> <p>Los programas de desviación de albergues son identificados por la <i>National Alliance to End Homelessness</i> como una práctica de prevención dirigida a personas que buscan entrar en un albergue. Esta práctica ayuda a individuos o familias que buscan albergue a identificar vivienda alternativa (como quedarse con amigos o familiares) en lo que se encuentra la vivienda más estable disponible. También permite conectar a individuos o familias con servicios y asistencia financiera para ayudarles a regresar a una vivienda permanente. Los casos diferidos tienen el potencial de reducir la demanda en los albergues de emergencia retrasando la entrada o evitando el tiempo de estadía por completo. Además, puede reducir el estrés y el trauma que la entrada a un albergue pueda causar en la vida cotidiana de un individuo o familia.</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de los Corrales Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 41 de 83

6. Referidos

Los participantes que son ubicados en **Albergues de Emergencia** deben tener acceso a los servicios esenciales elegibles bajo el componente, ya sea mediante la prestación directa de servicios por parte de las entidades y/o referidos a otros recursos y proveedores de servicios.

7. Duración del Servicio

La estancia prolongada en albergues de emergencia se debe evitar en la medida de lo posible. El tiempo promedio que un participante debe permanecer en un **Albergue de Emergencia no debe exceder de 90 días** sin que se haya ubicado en vivienda permanente. Las entidades deben re-evaluar a los participantes de **Albergue de Emergencia**, de forma continua, para agilizar el tiempo en que se pueda ubicar en vivienda permanente.

Se dejará de ofrecer servicios de **Albergue de Emergencia** a los participantes en caso de que estos decidan salir o cuando han obtenido con éxito una vivienda segura y permanente. Se recomienda a los proveedores de servicios de albergue no concluir los servicios a individuos y familias que no han obtenido una vivienda permanente.

Una vez cada CoC haya desarrollado y adoptado su sistema de entrada coordinada, los programas de albergues de emergencia están obligados a trabajar estrechamente con los sistemas coordinados de entrada de las entidades para asegurar que los participantes se refieren a los recursos de vivienda más apropiados, incluyendo, pero no limitados a *Rapid Re-Housing* y Vivienda Permanente [24 CFR 576.100 (d)].

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María del Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 42 de 83

8. Separación Involuntaria de la Familia 24 CFR 576.102 (B)

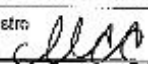
Cualquier grupo de personas que se presentan juntos para recibir servicios relacionados a vivienda y se identifican como una familia, independientemente de la edad o de la relación u otros factores, se tienen que considerar como una familia y deben ser servidos juntos como tal.

Además, cualquier albergue que recibe fondos bajo ESG, incluyendo las organizaciones de base de fe, no pueden discriminar a un grupo de personas que se presenta como familia basado en su composición familiar (por ejemplo, adultos y niños o solo adultos), la edad de cualquier miembro de la familia, el estado de Incapacidad de algún miembro de la familia, el estado civil, orientación sexual percibida o real, o identidad de género. La edad y el sexo de un niño menor de 18 años no deben ser utilizados como base para denegar la admisión de cualquier familia a cualquier albergue que recibe fondos ESG.

9. Seguridad y Protección 24 CFR 576.403 (B)

Las entidades que proveen servicios de **Albergue de Emergencia** deben crear políticas y procedimientos que proporcionen un ambiente seguro para los participantes de los albergues y el personal. Todos los participantes deben ser informados sobre medidas de seguridad básicas del albergue. El personal a cargo debe conocer las medidas de seguridad, reglas del albergue y protocolos a seguir en caso de una emergencia.

Cualquier **Albergue de Emergencia** que reciba asistencia para las operaciones del albergue también debe cumplir con estándares mínimos de seguridad, sanidad, y de privacidad. Los estándares mínimos incluyen, pero no se limitan a:

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Cerna Castro Secretaria Auxiliar	 Revisado por: Oficina de Sistemas y Procedimientos	Página 43 de 83

a. **Estructura y materiales:** Los edificios tienen que estar estructuralmente firmes, de manera que no representen una amenaza a la salud y a la seguridad de los ocupantes, protegiendo a los residentes de cualquier peligro o amenaza. Cualquier renovación (incluyendo rehabilitación mayor y transformación) llevada a cabo con la ayuda de ESG debe considerar productos certificados como Energy Star y Water Sense.

b. **Acceso:** Los albergues tienen que ser accesibles y con capacidad para ser utilizados sin tener que acceder al mismo a través de otra unidad. Los edificios han de proveer medios alternos para salir en caso de fuego.

c. **Espacio y seguridad:** Excepto aquellos albergues diseñados solo para uso durante el día, todo albergue debe proveer a cada residente espacio adecuado y seguridad tanto para ellos como para sus pertenencias. Cada participante debe tener una cama con sábanas limpias.

d. **Calidad del aire:** El aire interior debe estar libre de contaminantes que pudiera poner en peligro o perjudicar la salud de los participantes. Cada habitación o espacio ha de ser provisto con ventilación natural o mecánica. Las estructuras han de estar libres de contaminantes en el aire que puedan representar una amenaza a la salud de los residentes.

e. **Suministro de agua:** El suministro de agua en el albergue debe estar libre de contaminación.

f. **Instalaciones sanitarias:** Cada participante debe tener acceso a instalaciones sanitarias que se encuentren en condiciones óptimas de operación, sean privadas, y adecuadas para el aseo personal.


MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 44 de 83

- g. **Ambiente Termal:** La vivienda ha de tener equipo adecuado para calefacción o enfriamiento de la unidad.
- h. **Iluminación y electricidad:** El albergue ha de tener iluminación adecuada ya sea natural o artificial. Dicha iluminación debe permitir llevar a cabo actividades en el interior del albergue y apoyar la salud y seguridad de los residentes. Además, debe tener la capacidad eléctrica suficiente para permitir el uso de enseres eléctricos sin causar peligros y riesgos de fuego.
- i. **Preparación de alimentos:** Si hay áreas para la preparación de alimentos, han de contener suficiente espacio y equipo para guardar, preparar y servir alimentos de manera sanitaria.
- j. **Las condiciones sanitarias:** El albergue debe estar en condiciones que no representen una amenaza a la salud del participante.
- k. **La seguridad contra incendios:** El albergue debe cumplir con las siguientes condiciones:
 - 1) Tener al menos un detector de humo (de batería o alambrado) en condiciones apropiadas para su funcionamiento, en cada nivel de la unidad. En cuanto a seguridad contra incendios, cada unidad ha de tener al menos un detector de humo, en condiciones apropiadas para su funcionamiento, en cada nivel de la unidad. Los detectores han de estar colocados en los pasillos contiguos a las habitaciones. Si la unidad está ocupada por una persona con problemas de audición, los detectores han de tener un sistema de alarma diseñado para personas con impedimentos auditivos en cada habitación ocupada por una persona con problemas de audición.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María do Carmo Castro Secretario Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 45 de 83
<p>2) Las áreas públicas de todo albergue han de estar equipadas con detectores de humo; un número suficiente pero no menos de uno para cada área. Las áreas públicas incluyen pero no se limitan al "laundry", área de cuidado de niños, pasillos, escaleras y otras áreas comunes.</p> <p>10. Medidas de Desempeño</p> <p>Cóncsono con HUD, los estándares mínimos relacionados a las medidas de desempeño como parte del componente de Albergue de Emergencia son como se detallan en la Tabla 6.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Tabla 6. Medidas de Desempeño – Albergue de Emergencia</p> <ul style="list-style-type: none"> Número de personas que ingresó en albergue de emergencia Número de personas que salieron del programa Por ciento de personas que tuvieron un plan individualizado de servicios Por ciento de personas que cumplieron con su plan individualizado de servicios Por ciento de personas que aumentaron sus ingresos de cualquier fuente Por ciento de personas que ingresaron en vivienda transitoria Por ciento de personas que permanecieron en el albergue por menos de tres meses Por ciento de personas que permanecieron en el albergue por más de tres meses Por ciento de personas ubicadas en vivienda permanente Por ciento de utilización de camas </div> <p>La Tabla 7 muestra las actividades elegibles para los servicios de Albergue de Emergencia.</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Cármen Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 46 de 83

Tabla 7. Actividades Elegibles para el Albergue de Emergencia

SERVICIOS ESENCIALES

Los siguientes servicios son elegibles como parte del componente de **Albergue de Emergencia**:

⇒ **Manejo de Casos** -- Las actividades relacionadas al manejo de caso deben estar dirigidas a la evaluación de necesidades de vivienda y de servicios, organizar, coordinar y supervisar la prestación de servicios individualizados para satisfacer las necesidades del participante. Los servicios y actividades elegibles son las siguientes:

- Evaluación inicial, incluyendo verificar y documentar la elegibilidad
- Consecución
- Desarrollar y coordinar servicios para obtener beneficios tanto federales como estatales
- Monitorear y evaluar el progreso de los participantes
- Proveer una evaluación de riesgo y un plan de seguridad para aquellas víctimas de violencia doméstica, abuso sexual, y acoso
- Desarrollar un plan individualizado de vivienda y servicios, dirigido hacia la vivienda permanente.

⇒ **Cuido de niños** -- Las actividades de cuido son elegibles siempre y cuando los niños sean menores de 13 años o aquellos con discapacidades que podrán recibir el servicio hasta los 18 años. Los centros de cuido deben estar licenciados por el Departamento de la Familia. Los costos elegibles son:

- Cuido
- Meriendas y comidas
- Actividades para el desarrollo de los menores

⇒ **Servicios de Educación** -- Los servicios elegibles de educación son actividades dirigidas a la enseñanza y aprendizaje para que los participantes mejoren su capacidad para obtener y mantener una vivienda, reciban educación en salud, prevención de uso problemático de sustancias, alfabetización, y preparación para

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Infancia Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 47 de 83

<p>el GED (<i>General Educational Development Test</i>) y diversas habilidades para la vida. Los costos elegibles son:</p> <ul style="list-style-type: none"> o Educación en Salud. o Prevención de uso de sustancias o Inglés o Cursos para obtener el cuarto año <p>⇒ Asistencia en el empleo y adiestramiento – Los costos para la asistencia relacionada con empleo y los programas de capacitación laboral son elegibles, incluyendo cursos presenciales y/o en línea; formación relacionada con el espacio de trabajo; y servicios para ayudar a las personas a obtener empleo, adquirir habilidades de aprendizaje y/o aumentar el potencial de ingresos. Las destrezas de aprendizaje incluyen aquellas destrezas que pueden usarse para asegurar y retener un trabajo, incluyendo la adquisición de licencias vocacionales y/o certificados. Los servicios para asistir en la obtención de empleo consisten en: pruebas vocacionales, adiestramiento para la búsqueda de empleo, adiestramiento y tutorías especiales, libros y material didáctico, asesoramiento laboral y referidos a los recursos de la comunidad.</p> <p>⇒ Servicios ambulatorios de salud – Los gastos elegibles son para tratamiento ambulatorio de condiciones médicas y deben ser provistos por profesionales médicos con licencia. Los fondos ESG solamente pueden ser utilizados para servicios de salud siempre y cuando los mismos estén inaccesibles o no estén disponibles en el área de servicio. Los fondos pueden ser utilizados para servicios de salud de emergencia tales como:</p> <ul style="list-style-type: none"> o Evaluar la condición de salud y desarrollar un plan de tratamiento o Ayudar al participante a entender sus necesidades de salud o Proveer tratamiento médico de emergencia y de seguimiento o Proveer medicamentos o Proveer servicios dentales preventivos y no cosméticos <p>⇒ Servicios Legales – Los fondos pueden ser utilizados para contratar un abogado (pago por hora) para prestar servicios de asesoramiento legal para garantizar al</p>
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MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 48 de 53

- participante el derecho a obtener o mantener una vivienda. Si la organización tiene un abogado como parte de su personal podrá subvencionar el salario de este. No se podrán pagar servicios legales relacionados a inmigración, ciudadanía e hipotecas. No se podrán pagar gastos por adelantado ni contingentes. Los criterios para ofrecer los servicios legales serán los siguientes:
- o El programa provee hasta \$500.00 de costos de abogados (la facturación deberá ser por hora de servicio prestada)
 - o Los servicios legales estarán relacionados con:
 - Manutención
 - Custodia
 - Paternidad
 - Emancipación
 - Separación
 - Órdenes de protección
 - Remedios civiles para poblaciones con necesidad especial
 - Apelaciones de veteranos
 - Reclamaciones por beneficios gubernamentales denegados
 - Órdenes de arresto
- **Destrezas de Vida** = Estos servicios están dirigidos a ayudar al participante a funcionar de manera independiente en la comunidad. Las actividades para proveer destrezas de vida a los participantes podrán ser costeadas con los fondos ESG. Las actividades elegibles son:
- o Manejo de presupuesto
 - o Manejo del hogar
 - o Manejo de conflictos
 - o Compra de alimentos y artículos de primera necesidad
 - o Nutrición
 - o Transportación Pública
 - o Paternidad/maternidad responsable

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María do Carmo Castro Secretaria Auxiliar <i>[Signature]</i>	Revisado por: Oficina de Sistemas y Procedimientos	Página 49 de 83
<p>⇒ Salud Mental – Los servicios de salud mental son intervenciones terapéuticas dirigidas a problemas personales, familiares o laborales, con el fin de solucionar el problema o mejorar las circunstancias tanto personales como familiares. El servicio debe ser provisto por un profesional con licencia para trabajar condiciones de salud mental. Los fondos ESG podrán ser utilizados para estos fines en la medida en que los servicios de salud mental adecuados no estén accesibles o disponibles en la comunidad. Las actividades elegibles son:</p> <ul style="list-style-type: none"> ○ Intervención en crisis ○ Prescripción de medicamentos psicotrópicos ○ Orientaciones sobre el uso y manejo de medicamentos ○ Orientaciones sobre combinaciones de enfoques terapéuticos para enfrentar múltiples problemas. <p>⇒ Tratamiento uso problemático de sustancias – Estos servicios deberán estar diseñados para prevenir, reducir, eliminar y evitar recurrencias (recadas) relacionadas con el uso problemático de sustancias. Los servicios deben ser provistos por profesionales licenciados o certificados. Estos servicios solamente pueden ser provistos con fondos ESG siempre y cuando los mismos estén inaccesibles o no estén disponibles en el área de servicio. Las actividades elegibles son:</p> <ul style="list-style-type: none"> ○ Admisión y evaluación del participante ○ Tratamientos ambulatorio hasta 30 días ○ Consejería individual y grupal ○ Pruebas de dopaje <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Los gastos de hospitalización para tratamientos de desintoxicación de drogas y alcohol son ilegibles.</p> </div> <p>⇒ Transportación – Las actividades elegibles consisten en los costos de transporte de los viajes de un participante hacia y desde la asistencia médica, empleo, cuidado de niños u otras instalaciones de servicios esenciales elegibles. Las categorías de gastos elegibles de transporte incluyen:</p> <ul style="list-style-type: none"> ○ El costo de transporte público de los participantes. 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 50 de 83

- o El pago de millaje al personal de servicios mientras utiliza su vehículo privado para prestar el servicio directo contemplado en la reglamentación (se sugiere como herramienta la calculadora de DTOR).
- o La compra o alquiler de vehículos para transportar al personal de servicio o a los participantes.
- o El costo de gasolina, seguros, impuestos y mantenimiento del vehículo.

SERVICIOS DE REHABILITACIÓN Y/O RENOVACIÓN DE FACILIDADES

Toda renovación/rehabilitación de un albergue tiene que cumplir con los requisitos de evaluación ambiental establecidos por HUD en el 24 CFR 58. Además, la entidad que propone el proyecto deberá entregar el permiso de construcción³ al Departamento de la Familia antes de comenzar las obras de renovación/rehabilitación para obtener la autorización para la liberación de fondos. Los fondos de ESG podrán cubrir la labor, materiales y otros costos necesarios para la rehabilitación o transformación de una estructura que será utilizada como un **Albergue de Emergencia**. Es requisito que el edificio sea propiedad del municipio o de la entidad sin fines de lucro que propone el proyecto.

Periodo mínimo de uso de la estructura – El periodo de utilización del edificio como albergue dependerá de los fondos ESG utilizados para la renovación de la estructura, en relación al costo del bien inmueble (establecido bajo tasación), según se describe en la siguiente tabla:

Rehabilitación y/o Renovación de Facilidades		
Subcomponente	Tiempo de uso requerido	Criterios
Rehabilitación mayor: La mano de obra, materiales, herramientas y otros costos de la mejora de los edificios, que no sean reparaciones menores o de rutina.	10 años	Rehabilitación de un albergue que conlleve costos mayores al 75% del valor del edificio antes de ser rehabilitado.

³ El Permiso de Construcción se puede conseguir a través de la Oficina de Gerencia de Permisos (OGPe).

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

MAC

Revisado por: Oficina de Sistemas y
Procedimientos

Página 51 de 83

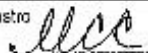
Conversión - un cambio en el uso de un edificio a un albergue de emergencia para personas sin hogar.	10 años	El costo de la transformación excede el 75% del valor del edificio después de la transformación.
Renovación - rehabilitación que implica costos del 75% o menos del valor del edificio antes de la rehabilitación.	3 años	Renovación de un albergue que conlleva costos de 75% o menos del valor del edificio antes de ser renovado.

En general, una actividad que agregue de forma sustancial al valor del edificio, prolongue su vida útil o lo adapte a usos nuevos sería considerada renovación o conversión. Dependiendo del costo de la renovación y valor del edificio se considerará una rehabilitación menor o una rehabilitación mayor. Las entidades que solicitan fondos para renovación, rehabilitación mayor o conversión deben:

- Incluir planes para la inspección de pintura a base de plomo si se sospecha que el albergue a ser rehabilitado contiene este material peligroso y/o si fue construido antes de 1978.
- Presentar el certificado de revisión ambiental.
- Presentar Permiso de Construcción.

Las actividades íntegras relacionadas a renovación, rehabilitación y conversión son:

- Adquisición de bienes inmuebles
- Nueva construcción
- Limpieza de la propiedad para la demolición
- Administración de rehabilitación
- Capacitación del personal o actividades de recaudación de fondos asociadas con la rehabilitación
- Mantenimiento y reparación del edificio (podrían ser elegibles como parte de la operación de albergue).

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Gernio Castro Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Páginas 52 de 83
<p>Bajo este componente se consideran los siguientes albergues:</p> <p>1. ALBERGUE DIURNO</p> <p>Los fondos de ESG pueden ser usados para Albergues Diurnos (los participantes no pernoctan en la facilidad) que cumplan con los criterios bajo la definición de albergue de emergencia 24 CFR 578.102. Si el propósito principal de la entidad es brindar albergue temporal a las personas sin hogar en general o a subpoblaciones específicas, y no requiere que los ocupantes firmen contratos de arrendamiento o de ocupación, el Albergue Diurno cumple con la definición de Albergue de Emergencia y puede ser financiado como un Albergue de Emergencia en virtud de ESG. El objetivo principal debe ser evidente en las características del albergue.</p> <p>Como mínimo, las personas sin hogar deben poder permanecer en la instalación durante las horas que esté abierto. Para que un Albergue Diurno use los fondos de ESG para servir como un Albergue de Emergencia, la entidad debe cumplir con los requisitos que se aplican a los sub-recipientes de ESG con respecto a los fondos y actividades de albergue. Solo se considerarán Albergues Diurnos si cumplen con lo siguiente:</p> <ul style="list-style-type: none"> a. Cada participante debe ser evaluado para verificar la elegibilidad como persona sin hogar e identificar el tipo de asistencia y servicios que necesita. Esta evaluación debe realizarse de acuerdo con el <u>24 CFR 578.401 (a)</u>. b. La elegibilidad de cada participante y su estatus como persona sin hogar deben ser documentados de acuerdo con los requisitos del <u>24 CFR 578.500 (b)</u>. 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 63 de 83

- c. Los datos del participante y de los servicios ofrecidos deben entrarse en el HMIS local. Esto debe ser completado de acuerdo con los requisitos en 24 CFR 576.400 (f).
- d. La entidad debe seguir los estándares escritos [requeridos bajo 24 CFR 576.400 (e)] relacionados con albergues de emergencia y servicios esenciales (servicios de salud mental, trabajo social, manejo de casos, enfermería y establecer un plan de servicio dirigidos a ubicar en vivienda permanente, etc.).
- e. Los costos de servicios como manejo de casos, servicios de salud mental, trabajo social, consejería, etc. proporcionados a personas sin hogar en el albergue serán elegibles bajo servicios esenciales, siempre y cuando los costos cumplan con la regla 24 CFR 576.100 (d) y 24 CFR 576.102.
- f. Los costos de proveer lavandería o comidas en el albergue serán elegibles bajo las operaciones de Albergue de Emergencia, siempre y cuando los costos cumplan con la regla 24 CFR 576.100 (d) y 24 CFR 576.102.

2. ALBERGUE TRANSITORIO

Los **Albergues Transitorios** están diseñados para proveer a familias o individuos vivienda provisional y servicios de apoyo necesarios para que puedan moverse a una vivienda permanente. La cláusula de excepción de HUD, conocida como *grandfather clause*, permite que las entidades que fueron financiadas en el año fiscal 2010 puedan ser elegibles para recibir fondos de ESG para albergues transitorios.

Todas las entidades que estén amparadas bajo la *grandfather clause* deberán cumplir con los estándares mínimos que aplican a los albergues de emergencia en las siguientes áreas:

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informáticas Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: Maria de Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 64 de 83
<div style="margin-left: 40px;"> <p>a. Participantes elegibles</p> <p>b. Ambiente del albergue</p> <p>c. Separación involuntaria de la familia⁹</p> <p>d. Seguridad y protección</p> </div> <p>Toda entidad que ha recibido fondos de ESG ininterrumpidamente como Albergue Transitorio desde el año 2010 podrá continuar operando bajo esta clasificación. Sin embargo, los CoC y/o el DF podrán evaluar los proyectos de albergue transitorio para determinar si el programa debe ser reasignado bajo otro componente o modelo de servicio como por ejemplo: <i>rapid rehousing</i>. Los proyectos nuevos no podrán operar como albergue transitorio.</p> <p>Los siguientes aspectos deben ser tomados en consideración al administrar fondos destinados a ofrecer servicios de Albergue Transitorio:</p> <div style="margin-left: 40px;"> <p>a. <u>Participantes Elegibles</u></p> <p>Los servicios de Albergue Transitorios deben estar dirigidos a individuos o familias cuya situación de vivienda sea oónsona con las siguientes categorías:</p> <ol style="list-style-type: none"> 1) Categoría 1: literalmente sin hogar 2) Categoría 2: en riesgo inminente de perder su hogar 3) Categoría 4: huyendo/intentando huir de violencia doméstica <p>Los participantes que estén bajo la Categoría 3 (persona sin hogar bajo otros estatutos federales) podrán ser elegibles para albergue transitorio si el CoC al que</p> </div>		
<p><small>⁹ Cualquier grupo de personas que se presenten juntos para recibir servicios relacionados a vivienda y se identifícan como una familia, independientemente de la edad o de la relación u otros factores, se tienen que considerar como familia y deben ser servidos juntos como tal [24 CFR 576. 102 (b)].</small></p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 65 de 63
<p>pertenece la entidad ha solicitado y recibido la aprobación de HUD para servir a esta población.</p> <p>Los Albergues Transitorios deben priorizar las siguientes poblaciones:</p> <ol style="list-style-type: none"> 1) Jóvenes que no estén emancipados 2) Personas huyendo/intentando huir de violencia doméstica 3) Personas que buscan recuperarse de alguna adicción <p>Toda entidad que bajo la <i>grandfather clause</i> opere como albergue transitorio, lo aplicarán los mismos estándares que a los albergues de emergencia en términos de participantes elegibles, ambiente del albergue, separación involuntaria de la familia, seguridad y protección.</p> <p>b. Duración del Servicio</p> <p>Los fondos pueden ser utilizados para cubrir costos de vivienda y servicios de apoyo hasta un máximo de veinticuatro (24) meses. Los participantes del programa de vivienda transitoria deberán completar un acuerdo de arrendamiento por un término de, al menos, un (1) mes. El mismo debe ser renovado automáticamente al expirar, excepto cuando sea notificado por escrito con antelación por cualquiera de las dos partes, o hasta un máximo de 24 meses. Los servicios de apoyo deben estar disponibles en todo momento mientras el participante resida en el albergue transitorio.</p> <p>Algunos servicios complementarios de seguimiento pueden ser provistos hasta seis (6) meses después que el participante deja de recibir los servicios de albergue transitorio.</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 56 de 83

c. Limitaciones Aplicables a Albergues Transitorios 24 CFR 578.79

Una persona sin hogar puede permanecer en un **Albergue Transitorio** por un periodo mayor de veinticuatro (24) meses, si el participante no ha podido ser ubicado en una vivienda permanente y/o si requiere más tiempo de ajuste para prepararse para la vida independiente. Sin embargo, el DF puede descontinuar los fondos para los proyectos de **Albergue Transitorio** si más de la mitad de sus participantes permanecen en el proyecto por más de 24 meses.

La entidad debe tomar en consideración que, ubicar un participante o familia en un **Albergue Transitorio** podría afectar su elegibilidad para otros programas. Por ejemplo, las personas que están ubicadas en albergues transitorios, en ocasiones no cualifican para programas los de *rapid re-housing* financiados por CoC. En los casos de personas sin hogar crónicas, la ubicación en un **Albergue Transitorio** elimina su estatus de cronicidad. Esto podría limitar el acceso de esta población a servicios especializados de salud y/o vivienda permanente.

d. Medidas de Desempeño

Cónsono con HUD, los estándares mínimos relacionados a las medidas de desempeño como parte del componente de **Albergue Transitorio** son como se detallan en la Tabla 8:

Tabla 8: Medida de Desempeño - Albergue Transitorio

- Número de personas que ingresó en albergue de transitorio
- Número de personas que salieron del programa
- Porcentaje de personas que cumplieron con su plan de servicios
- Porcentaje de personas que aumentaron sus ingresos de cualquier fuente

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Cármen Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 57 de 68

Tabla 8: Medida de Desempeño – Albergue Transitorio

- Por ciento de personas que permanecieron en el albergue por menos de 24 meses
- Por ciento de personas que permanecieron en el albergue por más de 24 meses
- Por ciento de personas ubicadas en vivienda permanente

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Curnio Castro
Secretaría Auxiliar





Revisado por: Oficina de Sistemas y
Procedimientos

Página 58 de 63

G. PREVENCIÓN Y RAPID RE-HOUSING 24 CFR 576.103 24 CFR 576.104

Las actividades de **Prevención** están diseñadas para prevenir la entrada a albergues y promover la retención de vivienda. Mientras, las actividades de **Rapid Re-Housing** están diseñadas para mover a las personas sin hogar de forma rápida a una vivienda permanente. Estos dos componentes de servicio tienen algunas diferencias (ver Tabla 9); sin embargo, ambos ofrecen servicios de reubicación y estabilización, y asistencia financiera. Además, proveen para asistencia de alquiler a corto y mediano plazo.

Tabla 9: Comparación entre Prevención y Rapid Re-Housing

	 Prevención	 Rapid Re-Housing
Participantes elegibles	<ul style="list-style-type: none"> • Categoría 2: en riesgo inminente de perder su hogar • Categoría 3: persona sin hogar bajo otros estatutos federales • Categoría 4: huyendo o intentando huir de violencia doméstica • En riesgo de perder el hogar: todas las categorías • Ingreso anual por debajo del 30% 	<ul style="list-style-type: none"> • Categoría 1: literalmente sin hogar • Categoría 4: huyendo o intentando huir de violencia doméstica (si individuos o familia también están literalmente sin hogar)
Propósito	<ul style="list-style-type: none"> • <u>Prevenir o evitar</u> que personas con vivienda se queden sin hogar. • Ayudar a estas personas a <u>recuperar la estabilidad</u> en su vivienda actual u otra vivienda permanente 	<ul style="list-style-type: none"> • Ayudar a las personas sin hogar que viven en la calle o en un albergue de emergencia en el proceso de transición a una vivienda permanente para que sea lo más rápido posible, y luego • Ayudar a estas personas a <u>lograr la estabilidad</u> en la vivienda
Re-evaluación	<ul style="list-style-type: none"> • Cada <u>3 meses</u> • Debe tener un ingreso <u>igual o inferior a 30%</u> de la renta media del área geográfica donde vive, y • Carecer de recursos y red de apoyo 	<ul style="list-style-type: none"> • Cada <u>12 meses</u> • Debe tener un ingreso <u>igual o inferior al 30%</u> de la renta media del área geográfica donde vive, y • Carecer de recursos y red de apoyo
Actividades elegibles	<ul style="list-style-type: none"> • Servicios de reubicación y estabilización, y asistencia financiera • Asistencia de alquiler a corto y mediano plazo 	<ul style="list-style-type: none"> • Servicios de reubicación y estabilización, y asistencia financiera • Asistencia de alquiler a corto y mediano plazo

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Camino Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 58 de 83
<p>Los siguientes aspectos deben ser tomados en consideración al administrar fondos destinados a ofrecer servicios de Prevención y Rapid Re-Housing:</p> <p>1. Elegibilidad por Ingresos</p> <p>Durante la evaluación inicial se verificarán los ingresos del individuo o familia para determinar la elegibilidad de acuerdo a lo requerido por HUD para servicios de Prevención (no aplica a <i>Rapid-Re Housing</i>). Esta indagación es importante, ya que le permitirá al manejador de casos verificar los documentos entregados por el participante y así validar el ingreso anual. El ingreso del individuo o familia no podrá exceder el 30% de la mediana para el área geográfica y el tamaño familiar. Para facilitar la verificación de la mediana, HUD tiene disponible la calculadora de ingresos. Las entidades podrán utilizar la calculadora de ingresos como una herramienta para determinar la elegibilidad de ingresos, y la cantidad de asistencia para los beneficiarios de los programas.</p> <p>Los estándares mínimos para la determinación del ingreso anual de un individuo o familia consisten en el cálculo de ingresos de acuerdo con <u>24 CFR 5.609</u>. El ingreso anual se define como la suma de la cantidad de ingresos monetarios o la ausencia de estos. Los siguientes criterios serán utilizados para determinar el ingreso de la familia:</p> <ol style="list-style-type: none"> a. Los ingresos pueden estar a nombre del jefe de familia o cónyugo (aunque esté temporalmente ausente) o bajo cualquier otro miembro de la familia. b. La cantidad proyectada que la familia recibirá en un periodo de 12 meses después de la admisión o reevaluación anual; y que no estén excluidos específicamente en <u>24 CFR 5.609 (c)</u>. 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Cezmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 60 de 83

- c. Los ingresos anuales pueden ser las cantidades que se deriven (durante el período de 12 meses) de bienes a los que cualquier miembro de la familia tiene acceso. Cónsono con la reglamentación 24 CFR 5.609 (b), para determinar el ingreso máximo del grupo familiar se utilizará como guía lo siguiente:
- a. **Ingreso por empleo** - La cantidad completa de ingresos bruto que recibe el participante adulto antes de contribuciones y deducciones. Esto incluye ingresos de salarios, sueldos, propinas, bonificaciones, comisiones y otros.
 - b. **Ingresos de Negocios** - Ingreso neto devengado de la operación de un negocio o profesión.
 - c. **Ingreso por intereses y dividendos** - Ingresos por concepto de activos incluyendo los intereses de cuentas de cheques o de ahorros, intereses y dividendos de certificados de depósito, acciones o bonos, o ingresos provenientes de rentas de propiedad inmueble.
 - d. **Ingreso por pensión y retiro** - Ingreso mensual por concepto de beneficios de seguro social, anualidades, pólizas de seguros, retiro, pensiones, incapacidad o cualquier pago similar que reciba periódicamente la familia.
 - e. **Ingresos por incapacidad y/o desempleo** - Pago mensual de desempleo, incapacidad, seguro social por incapacidad, Fondo del Seguro del Estado.
 - f. **Asistencia Económica** - Ingreso mensual proveniente de agencias gubernamentales (TANF) excluyendo las cantidades designadas para albergue, utilidades, WIC, cupones de alimentos (asistencia nutricional o PAN) y cuidado de niños.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Camino Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 61 de 83

g. **Pago por manutención, pensión "foster care"** - Ingresos por concepto de pensión de niños menores o pensión personal por concepto de divorcio y pagos por "foster care".

h. **Ingreso de las Fuerzas Armadas**- Ingresos por ser miembro de las fuerzas armadas de los Estados Unidos (Reserva, Guardia Nacional, ARMY, etc.).

Las entradas que se excluirán del cálculo de ingreso son las siguientes, según 24 CFR 5.600 (c):

a. **Ingresos de hijos menores** - Ingreso por el trabajo de los hijos menores de 18 años (Incluyendo "foster kids").

b. **Ingresos por Cuidado Sustituto** - Ingresos recibidos por el cuidado de menores bajo el Programa de Cuidado Sustituto o por cuidado de adultos bajo el programa de "foster care" (usualmente incluye personas con discapacidad).

c. **Herencias y pagos de seguros** - Pagos globales por herencias, seguros, ganancias capitales, pagos por seguros médicos y de accidentes y compensación del trabajador, y arreglos económicos por pérdidas personales o patrimoniales.

d. **Reembolsos por gastos médicos** - Cantidades recibidas por la familia destinadas específicamente a reembolso o gastos médicos por cualquier miembro de la familia.

e. **Amas de llaves** - Ingreso por ser un ama de llaves viviendo en la unidad de vivienda donde provee servicio de apoyo.

f. **Becas a estudiantes** - La cantidad total de la asistencia económica a estudiantes pagada directamente al estudiante o a la institución educativa.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Guzmán Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 62 de 83

- g. **Paga especial a miembros de las fuerzas armadas en servicio activo** - El ingreso recibido por un miembro de la familia que está sirviendo en las fuerzas armadas.
- h. **Pagos de autosuficiencia** - Los ingresos recibidos por lo siguiente:
- 1) Ingreso recibido como resultado de programas de adiestramiento financiados por HUD
 - 2) Ingreso recibido por una persona con impedimentos que recibe ayuda bajo algún programa
 - 3) Ingreso recibido por un participante en otros programas de asistencia pública como reembolso por los gastos que haya incurrido en (equipo especial, ropa, transportación, cuidado de niños) y que se otorgan solo para permitir la participación en un programa específico
 - 4) Ingresos y beneficios que resulten de la participación de un miembro de la familia en programas de capacitación de empleo estatales o locales. Las cantidades excluidas por esta sección deben haberse recibido bajo programas de capacitación de empleo con metas y objetivos claramente definidos, y solo serán excluidas por el período durante el cual el miembro de la familia participe en el programa de capacitación de empleo.
- i. **Regalos** - Dinero regalado, esporádico no recurrente y temporero.
- j. **Ingresos de estudiantes a tiempo completo que son mayores de 18 años** - Ingreso de estudiantes a tiempo completo, y que son mayores de 18 años, que excedan los \$480. Si es el jefe de familia o el cónyuge se incluyen en su totalidad.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María do Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 63 de 83

- k. **Ingresos por hijos adoptivos** - Ingreso recibido como pago de asistencia para adopción que excedan los \$480 por cada niño adoptado.
- l. **Pagos periódicos diferidos o ingreso de seguro social suplementario** - Beneficios de seguro social que se reciban en un pago de una suma global o en posibles pagos mensuales.
- m. **Reembolsos por concepto de contribuciones sobre la propiedad** - Ingreso recibido por la familia como reembolso a la ley estatal de contribuciones sobre la propiedades.
- n. **Ingresos pagados por una agencia estatal para reducir el costo de los servicios** - El equipo necesario para que un miembro de la familia con impedimentos pueda seguir viviendo en el hogar.
- o. **Otras exclusiones federales** - Otros ingresos específicamente excluidos como ingreso para efectos de determinar elegibilidad o beneficios bajo una categoría DE PROGRAMAS DE ASISTENCIA POR ALGUNA OTRA LEY FEDERAL.

2. **Seguridad y Protección 24 CFR 576.403 (B).**

Las entidades que proveen servicios de vivienda permanente deben crear políticas y procedimientos que proporcionen un ambiente seguro para los participantes de los albergues y el personal. La entidad no puede usar los fondos de ESG para ayudar a un participante del programa a permanecer o mudarse a una vivienda que no cumpla con los estándares mínimos de habitabilidad y seguridad. Los estándares mínimos de seguridad y protección incluyen, pero no se limitan a:

- a. **Estructura y materiales** - La construcción de la vivienda tiene que estar estructuralmente firme, tal que no represente una amenaza a la salud y a la

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Camino Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 64 de 63

seguridad de los ocupantes, protegiendo a los residentes de cualquier peligro o amenaza.

- b. **Acceso** - La vivienda tiene que ser accesible y con capacidad para ser utilizada sin tener que acceder a la misma a través de otra unidad.
- c. **Espacio y seguridad** - La vivienda debe proveer a cada residente espacio adecuado y seguridad tanto para ellos como para sus pertenencias.
- d. **Calidad del aire** - Cada habitación o espacio debe contar con ventilación natural o mecánica. La vivienda ha de estar libre de contaminantes en el aire que amenacen la salud de los residentes.
- e. **Suministro de agua** - El suministro de agua debe estar libre de contaminación.
- f. **Instalaciones sanitarias** - La vivienda debe contar con acceso a facilidades sanitarias que funcionen de manera apropiada, puedan ser utilizados en privado y que sean adecuados para la higiene personal, y para disponer de manera adecuada de desperdicios humanos.
- g. **Iluminación y electricidad** - La vivienda debe tener iluminación natural o artificial adecuada para permitir las actividades normales de interior, y apoyar la salud y la seguridad de los residentes. Debe tener la capacidad eléctrica suficiente para permitir el uso de enseres eléctricos sin causar peligros y riesgos de fuego.
- h. **Preparación y disposición de alimentos** - Las áreas para preparar alimentos han de contener suficiente espacio y equipo para guardar, preparar y servir alimentos de manera sanitaria.
- i. **Condiciones sanitarias** - La vivienda debe estar en condiciones que no representen una amenaza a la salud del participante.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María do Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 85 de 83
<p>j. Seguridad contra Incendios - La vivienda debe cumplir con las siguientes condiciones:</p> <ol style="list-style-type: none"> 1) Tener una salida alterna en caso de incendio u otra emergencia. 2) Cada unidad deberá tener al menos un detector de humo (de batería o alambrado) en condiciones apropiadas para su funcionamiento, en cada nivel de la unidad ocupada. Los detectores han de estar colocados en los pasillos contiguos a las habitaciones. Si la unidad está ocupada por una persona con problemas de audición, los detectores han de tener un sistema de alarma diseñado para personas con impedimentos auditivos en cada cuarto ocupado por una persona con problemas de audición. <p>3. <u>Habitabilidad de la Vivienda</u></p> <p>El Programa ESG requiere que todas las unidades de vivienda estén en cumplimiento con los estándares de habitabilidad. Las entidades que reciben fondos ESG deberán inspeccionar las unidades y documentar la inspección. Ninguna entidad deberá comprometer o desembolsar fondos ESG para alquilar de vivienda hasta que la inspección esté realizada y la vivienda esté aprobada.</p> <p>a. Inspección Visual de la Pintura Deteriorada para Determinar Riesgo de Plomo</p> <p>Las entidades que reciben fondos de ESG son responsables de asegurarse que en las viviendas no haya materiales peligrosos que puedan afectar la salud o seguridad de los participantes/residentes (ej: pintura de plomo). Esto según los requerimientos identificados en <u>24 CFR 576.403</u> y <u>24 CFR 578.99(f)</u>, incluyendo la <u>Política de Prevención de Envenenamiento por Pintura a Base de Plomo (42 USC 4821-4848)</u> y la <u>Política de Reducción de Riesgos Provocados por Pintura a Base</u></p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Cerna Castro Secretaria Auxiliar		Revisado por: Oficina de Sistemas y Procedimientos
		Página 16 de 83

de Plomo en Residencias (42 USC 4851-4856). Es requisito que se realice la Inspección de pintura de plomo en todas las unidades bajo ayuda, incluyendo aquellas unidades en las que solo se pagan las utilidades. Las viviendas que sufren mayor riesgo de contaminación por pintura a base de plomo son principalmente aquellas construidas antes del 1978. La inspección puede ser realizada por un empleado de la entidad o del municipio. Esta persona debe haber tomado y aprobado el curso de evaluación visual ofrecido por HUD. La certificación del empleado debe ser incluida como anexo al formulario de inspección en el expediente del participante. Para acceder al curso de evaluación visual puede ir a la siguiente dirección electrónica: <http://www.hud.gov/offices/lead/training/visualassessment/h06'01.htm>.

b. Inspección Visual de Estándares de Habitabilidad

De igual manera, la estructura debe cumplir con estándares básicos de habitabilidad (e): ventilación, iluminación y electricidad, espacio para preparación de alimentos, condiciones sanitarias, seguridad contra incendios, entre otras). La inspección de estándares de habitabilidad se debe llevar a cabo en aquellas unidades en las que el participante se muda por primera vez.

4. Notificación de Reparaciones al Dueño de la Vivienda

En caso de que la unidad de vivienda no cumpla con alguno de los estándares establecidos se deberá notificar al dueño de la unidad de las fallas para que este corrija las mismas. Será responsabilidad del dueño llevar a cabo las reparaciones en el tiempo requerido. Los siguientes aspectos serán considerados de emergencia y deben ser corregidos por el dueño o el residente (el que sea responsable) dentro de las 24 horas desde la notificación del Inspector:

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 87 de 83

a. Falta de seguridad en la unidad

b. Agua acumulada en el techo, con inminente peligro de derrumbe

c. Filtraciones o inundaciones causadas por tubería defectuosa

d. Problema de electricidad que pueda ocasionar choque eléctrico o fuego

e. Falta de servicio de agua o electricidad

f. Vidrios rotos que puedan ocasionar daños a personas

g. Obstáculo que evite la entrada o salida de la unidad

h. Falta de un inodoro en función

La entidad podrá conceder una extensión de un día adicional si la persona responsable no puede ser notificada o si es imposible hacer la reparación dentro del período de 24 horas.

5. Re-Evaluación de Elegibilidad

La siguiente tabla muestra los estándares mínimos para la re-evaluación de individuos y familias:

Tabla 10. Re-evaluación de Individuos y Familias

TIEMPO	<ul style="list-style-type: none"> • Prevención – los participantes deben ser re-evaluados al menos 1 vez cada 3 meses. • Rapid Re-Housing – los participantes deben ser re-evaluados por ingresos al menos 1 vez al año.
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MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmen Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 68 de 83

Tabla 10. Re-evaluación de Individuos y Familias

ELEGIBILIDAD

- En el caso de **Prevención** debe tener un ingreso **igual o inferior a 30%** de la renta media del área geográfica donde vive, según determinado por HUD en el momento de la reevaluación anual; y
- Carácter de recursos y red de apoyo.

8. Medidas de Desempeño

Los estándares para las medidas de desempeño como parte del componente de **Prevención** son:

Tabla 11. Medidas de Desempeño - Prevención

- Número de personas que recibieron los servicios de prevención
- Número de personas que salieron del programa
- Número de personas que recibieron asistencia económica
- Porcentaje de personas que recibieron servicios de relocalización de vivienda y servicios de estabilización durante el período de servicio
- Porcentaje de personas que cumplieron con su plan de servicio
- Porcentaje de personas que aumentaron sus ingresos de cualquier fuente
- Porcentaje de personas que permanecieron en vivienda permanente

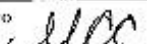
Los estándares para las medidas de desempeño como parte del componente de **Rapid Re-Housing** son:

Tabla 12. Medidas de Desempeño - Rapid Re-Housing

- Número de personas que recibieron los servicios de RRH
- Número de personas que salieron del programa
- Número de personas que recibieron asistencia económica
- Porcentaje de personas que recibieron servicios de relocalización de vivienda y servicios de estabilización durante el período de servicio

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESQ

Validado por: María de Cerro Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 68 de 83

Tabla 12. Medidas de Desempeño – Rapid Re-Housing

- Porcentaje de personas que cumplieron con su plan de servicio
- Porcentaje de personas que aumentaron sus ingresos
- Porcentaje de personas que se ubicaron en vivienda permanente

Las actividades elegibles para los componentes de **Prevención y Rapid Re-Housing** son las indicadas en la Tabla 13 a continuación:

Tabla 13. Actividades elegibles para Prevención y Rapid Re-Housing

SERVICIO ELEGIBLE: ASISTENCIA DE ALQUILER

Según establecido por HUD, se puede proporcionar a un participante hasta 24 meses de ayuda para el alquiler durante un periodo de 3 años, sujeto a las condiciones generales contenidas en el 24 CFR 576.103 y 24 CFR 576.104. Se podrá ofrecer asistencia de alquiler a corto-mediano plazo, pago de los atrasos de alquiler, o cualquier combinación de estas ayudas. Se requiere que las organizaciones y municipios certifiquen, y documenten la elegibilidad de los participantes **al menos, una vez cada tres meses**. La asistencia de alquiler puede ser **"tenant-based"** o **"project-based"**. Al momento, todos los casos atendidos de Prevención y Rapid Re-Housing son **tenant-based**.

La asistencia **"tenant-based"** permite a los participantes del programa seleccionar una unidad de vivienda. El individuo o familia debe mudarse dentro del área geográfica a la que la entidad ofrece servicios. Si el participante decide mudarse a otro lugar que no está dentro de la jurisdicción geográfica en la que opera el CoC del cual forma parte la entidad, el participante deberá darse de baja del sistema HMIS. De esta manera se evitan los duplicados de servicios que arroja el sistema HMIS.

La asistencia de alquiler bajo **"project-based"** requiere que la entidad, municipio o una agencia contratada identifique unidades de vivienda permanente que cumplan con los requisitos de ESQ. En esta modalidad, la entidad firma un contrato de asistencia de alquiler con el propietario para reservar la unidad y hacerla disponible para alquiler a participantes elegibles del programa.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaria Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 70 de 88

Según dispuesto por HUD en 24 CFR 576.106, la asistencia de alquiler debe cumplir con los estándares del programa que incluyen:

Asistencia a corto plazo

- La ayuda **no puede exceder de tres meses** para cubrir el alquiler de la vivienda.
- Luego de 3 meses, si un participante necesita asistencia de alquiler para permanecer en la vivienda, este ha de ser evaluado para determinar su elegibilidad para recibir asistencia por 21 meses adicionales, bajo asistencia de alquiler a mediano plazo para un total de 24 meses.

Asistencia a mediano plazo

- La asistencia de alquiler a mediano plazo puede ser provista por un periodo de entre 4 y 24 meses.
- Ningún participante del programa puede recibir **más de 24 meses** de asistencia.
- Cada pago de renta se sustrairá del total de meses por los que se puede ofrecer la asistencia (24 meses).

Asistencia para pago de atrasos de alquiler

- La ayuda para pagar atrasos en renta **no puede exceder de 6 meses**. Se pagará el atraso de los últimos 6 meses según la factura. El pago por utilidades atrasadas se sustrairá del total de meses por los que se puede ofrecer la asistencia (24 meses).

Asistencia para cubrir gastos de hoteles y moteles

- Bajo el Programa ESG los fondos pueden ser utilizados para cubrir los gastos razonables de hoteles y moteles. El periodo máximo permitido por el programa es de 30 días, si no hay camas apropiadas de albergue disponibles y si se ha identificado vivienda de alquiler, pero la misma no está inmediatamente disponible. El pago máximo de hotel será de \$200.00 por noche.

Restricciones para proveer la asistencia de alquiler

- La asistencia de alquiler es posible solo si la cantidad del alquiler no excede el monto de mercado justo establecido (*Fair Market Rent*) por HUD, como se

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 71 de 88

dispone en 24 CFR 888, y conforme a la norma de razonabilidad de alquiler de HUD, según lo establecido en 24 CFR 982.507. Es responsabilidad de la entidad buscar los estimados del Fair Market Rent anualmente. Para conocer los estimados, las entidades también pueden usar la siguiente herramienta móvil: PD&R FMR/IL Lookup.

- En caso de que la vivienda tenga más de 5 habitaciones se utilizará la renta máxima de 4 cuartos añadiéndole un factor de aumento del 15% por cada habitación adicional. Las rentas se ajustarán anualmente según sean publicadas por HUD.
- Si el participante ocupa una vivienda de alquiler donde el pago mensual es mayor a los límites establecidos por HUD, deberá buscar otra vivienda que se considere asequible. No puede exceder los límites establecidos por la reglamentación federal para el municipio donde está ubicada la propiedad.
- Un participante no puede recibir pagos de asistencia de alquiler por parte de otro programa de vivienda local, estatal o federal para pagar alquiler durante el mismo periodo de tiempo que recibe ayuda del Programa ESG [24 CFR 376.196 (c)].

Contrato de alquiler: La asistencia de alquiler a corto y mediano plazo requiere un contrato de alquiler tanto entre la entidad y el propietario, así como uno entre el propietario y participante del programa. Las entidades están obligadas a hacer pagos de asistencia para alquiler solo a un propietario con quien la entidad ha entrado en un acuerdo de asistencia de alquiler. Un acuerdo de asistencia de alquiler es un documento separado al contrato de alquiler. El acuerdo de asistencia de alquiler debe establecer los términos bajo los que se proveerá la asistencia de alquiler, incluyendo los siguientes requisitos:

- En el primer pago se incluirá el primer y último mes de renta, además del depósito de fianza.
- Durante el término del acuerdo, el propietario debe notificar por escrito a la entidad sobre su intención de desahuciar al participante antes de iniciar cualquier trámite.
- Fecha de vencimiento de los pagos, el periodo de gracia y las penalidades, de haber alguna.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 72 de 83

- Si la asistencia de alquiler es "tenant-based" o "project-based"

El contrato con el propietario se considerará terminado y los pagos para alquiler cesarán si:

- El participante de programa se muda de la unidad para la cual tiene un contrato.
- El contrato entre el participante y el dueño se termina, y no es renovado, o
- El participante del programa es inelegible para recibir la ayuda de alquiler (ESG).

Pagos atrasados: Las entidades deben hacer los pagos a tiempo a cada propietario conforme al contrato de arrendamiento. La entidad es responsable de pagar las multas por pagos atrasados en que ha incurrido. Sin embargo, no podrá utilizar fondos de ESG para pagar.

La entidad debe hacer los pagos a tiempo a cada propietario conforme a lo estipulado en el contrato de arrendamiento. El pago debe emitirse en un periodo **no mayor de 30 días**. No se podrá utilizar fondos de ESG para pagar penalidades.

SERVICIO ELEGIBLE: ASISTENCIA FINANCIERA

Sujeto a las condiciones generales en 24 CFR 576.103 y 24 CFR 576.104, los fondos ESG pueden ser utilizados para pagar a propietarios de vivienda, compañías de servicios públicos, y terceros. La asistencia financiera debe cumplir con los estándares del programa que incluyen:

Tarifa de solicitud para alquiler: Los fondos ESG pueden pagar la tarifa de solicitud de viviendas de alquiler que cobra el propietario a todos los solicitantes.

Depósitos de seguridad: El pago por depósito de seguridad no excederá de dos (2) meses de alquiler de la vivienda (Un mes de depósito inicial y uno final). Cuando se emita un cheque para pagar el depósito del alquiler, el mismo se hará a nombre del arrendador.

Ultimo mes de alquiler: El pago no excederá de un (1) mes de alquiler y se incluirán en el cálculo de la asistencia total del alquiler del participante.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 73 de 83

Depósito para pago de agua y energía eléctrica: Se puede pagar con fondos ESG la energía eléctrica (Autoridad de Energía Eléctrica) y el agua (Autoridad de Acueducto y Alcantarillado).

Pago por agua y energía eléctrica:

- Los pagos no deben exceder veinticuatro (24) meses por participante, incluyendo hasta seis (6) meses de pagos por agua o energía eléctrica atrasadas (se emitirá un solo pago para saldar la deuda).
- Los pagos a deudas atrasadas pueden incluir cargos adicionales debido al retraso; sin embargo no se podrá utilizar los fondos ESG para hacer pagos por penalidades.
- Un pago parcial cuenta como un (1) pago mensual.
- El pago solo se hará si la cuenta de la utilidad está a nombre del participante o un miembro de la misma familia.
- Los participantes no podrán recibir asistencia para el pago de agua o energía eléctrica por más de veinticuatro (24) meses en un periodo de tres (3) años.
- El pago por agua o energía eléctrica se hará conforme al Manual Operacional del Programa ESG.

Pago por mudanza: Los costos de asistencia para mudanza pueden ser gastos cubiertos con fondos ESG, tales como: alquiler de camiones, mudanza por una compañía, gastos de almacenaje o "storage" por un máximo de tres (3) meses o hasta que el participante del programa se encuentre en una vivienda, el que sea más corto. Todo pago por concepto de mudanza se hará a nombre del proveedor.

La siguiente tabla muestra los gastos máximos de mudanza permitidos por el programa:

Subsidio máximo por mudanza, según el tamaño de la unidad de vivienda.	
Número de cuartos	Subsidio Mensual
Estudio (Efficiency)	
0 cuarto	\$300
1 cuarto	\$350
2 cuartos	\$400
3 cuartos	\$450
4 cuartos	\$500

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Cuenca Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 74 de 83

Los fondos de ESG pueden ser utilizados para pagar:

- Costos de mudanza, como el alquiler de camiones o la contratación de una compañía de mudanzas.
- Costos por espacio de "storage" o almacén temporero, por hasta tres (3) meses, siempre que los costos se acumulen después de la fecha en que el participante del programa reciba la asistencia de servicios y antes de que el participante se traslade a una vivienda permanente.
- Los pagos de cuotas atrasadas de un almacén temporero o "storage" no son elegibles.

SERVICIOS ELEGIBLES: RELOCALIZACIÓN DE VIVIENDA Y DE ESTABILIZACIÓN

Los fondos de ESG pueden ser utilizados para brindar servicios dirigidos a obtener una vivienda de alquiler y lograr la estabilización de los participantes. Según dispuesto por HUD en 24 CFR 576.105 (b), las actividades de relocalización y estabilización deben cumplir con los estándares del programa, los cuales incluyen:

Búsqueda y ocupación de viviendas – El pago solo se hará para ayudar a los participantes a localizar, obtener y retener una vivienda permanente adecuada mediante la prestación de los siguientes servicios:

- Evaluación de barreras, necesidades y preferencias de vivienda
- Elaboración de un plan de acción para la localización de viviendas
- Búsqueda de vivienda
- Alcance y negociación con los propietarios
- Asistencia en la presentación de solicitudes de alquiler y en la comprensión de los contratos de arrendamientos
- Evaluación de la vivienda para el cumplimiento de los requisitos de ESG para la habitabilidad, la pintura a base de plomo y la razonabilidad del alquiler
- Asistencia en la obtención de servicios públicos y en la organización de mudanzas
- Asesoramiento a inquilinos

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 75 de 83

El pago de estos servicios no excederá de veinticuatro (24) meses durante un período de tres (3) años.

Unidades de Vivienda Inelegibles

El arrendamiento no puede ser aprobado si la unidad seleccionada es una de las siguientes:

- Unidad de vivienda con renta negativa
- Asilos de ancianos, pensiones y hogares que prestan cuidados a otras personas, y otras facilidades que prestan constantemente servicios psiquiátricos, médicos o de enfermería
- Hospedajes de universidades
- Unidades dentro de instituciones penales, reformativos, médicos, de salud mental, y similares ya sean públicas o privadas
- Unidades donde el dueño de la unidad sea familiar del participante
- Unidades que sean propiedad del municipio o del Estado Libre Asociado

La entidad no podrá aprobar el arrendamiento si el propietario de la unidad es el padre, madre, hijo, abuelo, nieto, hermana o hermano de un miembro de la familia que está siendo asistida, a menos que la aprobación del arrendamiento permita que se le dé la unidad necesaria a un miembro de la familia que tenga impedimentos.

Manejo de casos para la estabilidad en vivienda. - El pago solo se hará para evaluar, organizar, coordinar y supervisar la prestación de servicios individualizados para facilitar la estabilidad en vivienda del participante que resida en vivienda permanente o para ayudar a un participante a superar obstáculos inmediatos a través de los siguientes servicios:

- Uso del sistema coordinado de entrada una vez estén desarrollados y adoptados por los CoC.
- Evaluación inicial
- Consejería
- Desarrollar, asegurar y coordinar servicios y obtener beneficios federales, estatales y locales.
- Seguimiento y evaluación del progreso de los participantes del programa

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG


Validado por: María de Carmo Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 78 de 83

- Proporcionar información y referidos a otros proveedores.
 - Desarrollar un plan individualizado de vivienda y servicios, incluyendo la planificación de una ruta hacia la estabilidad permanente de la vivienda.
 - Realizar las reevaluaciones requeridas bajo 24 CFR 576.401 (b).
- Mediación** – Los fondos de ESG pueden pagar gastos para la mediación entre el participante del programa y el propietario o personas que viven con el participante, siempre que la mediación sea necesaria para evitar que el participante pierda la vivienda permanente en la que reside al momento.
- Servicios Legales** – Los fondos podrán ser utilizados para proveer servicios legales a individuos y familias participantes del programa. Los servicios incluyen asesoría legal y/o representación en procedimientos administrativos o judiciales relacionados a conflictos entre el propietario y los inquilinos. No se podrá prestar asesoría legal a propietarios de vivienda relacionados con ejecución de la vivienda o con cualquier otro asunto hipotecario. El programa provee hasta \$500.00 de costos de abogados.
- Reparación del crédito** – Los fondos de ESG pueden ser utilizados para pagar por asesoría sobre crédito y otros servicios necesarios para ayudar a los participantes del programa a tener habilidades críticas para manejar el presupuesto familiar, manejo de dinero, acceso a un informe de crédito personal gratuito y resolución de problemas de crédito personal. Esta asistencia no incluye el pago o modificación de una deuda.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: Merin de Campo Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 77 de 83
<p>D. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)</p> <p>Es requisito federal que toda información de los participantes servidos por cualquiera de los componentes de Programa ESG sea entrada en un sistema de información conocido como el <i>Homeless Management Information System</i> (HMIS) desde el primer contacto [24 CFR 576.400 (F)]. El HMIS es un sistema computarizado para almacenar la información de las personas sin hogar servidas por los programas de HUD. Este sistema permite recopilar información de los participantes sin duplicar los beneficiarios, analizar patrones y evaluar la efectividad de los programas, cumplimentar los formularios establecidos y entrar la información al sistema. El DF proporcionará los recursos económicos para costear las licencias y aquellos gastos operacionales necesarios para cumplir con este requisito, siempre que los fondos sean autorizados por HUD.</p> <p>Como estándar mínimo se requiere que todas las entidades que reciben fondos ESG deberán recopilar la información de los participantes, completar los formularios establecidos y entrar la información al sistema al menos 48 horas después de atender un caso. Solo cuando la entidad es un proveedor de servicios a víctimas de violencia de género o agresión sexual (según definido por la ley VAWA) se prohíbe la entrada de datos a nivel de cliente en un HMIS [24 CFR 576.107 (3)]. Como alternativa, se pueden utilizar los fondos de ESG o CoC para establecer una base de datos alterna que recoja datos comparables a nivel del participante a lo largo del tiempo y generar informes agregados no duplicados en base a los datos. La información entrada en una base de datos alterna no se debe ingresar directamente a un HMIS. La entidad es responsable de trabajar con el "lead" de HMIS para determinar si el sistema es una base de datos comparable. Esto</p>		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: Marta de Cenzo Castro Secretaria Auxiliar 	Revisado por: Oficina de Sistemas y Procedimientos	Página 78 de 83
<p>significa que se debe documentar que el sistema alterno cumple con todos los requisitos de HUD.</p> <p>Por otro lado, la entidad será responsable de corregir los datos que el administrador del HMIS identifique en sus informes como datos nulos o incompletos. La entidad tendrá un máximo de 30 días para corregir cualquier situación en sus datos del HMIS a partir de recibir la carta para la acción correctiva. El incumplimiento con la entrada y/o calidad de los datos podrá ser razón para detener, reducir o no asignar fondos del Programa ESG.</p> <p>Una vez desarrrollados y adoptados los sistemas coordinados de entrada, se debe establecer la coordinación entre los proveedores de ESG y los CES para evitar la duplicación de servicios y datos de los participantes. Si faltara algún dato, será responsabilidad de la entidad que recibe al participante completar el expediente en HMIS.</p> <p>1. <u>CONFIDENCIALIDAD Y DERECHOS DE PRIVACIDAD</u></p> <p>Las agencias financiadas por ESG deben respetar todos los estándares de protección de la privacidad establecidos por las políticas de colaboración y procedimiento de HMIS, y las leyes y reglamentos federales y estatales pertinentes que protegen la confidencialidad de los registros de los participantes. Los expedientes confidenciales de los participantes solo se liberarán con el consentimiento del participante o del tutor del participante, a menos que se disponga otra cosa en las leyes y regulaciones.</p> <p>Todos los expedientes escritos de solicitantes y participantes serán guardados bajo llave en un sitio que no sea accesible a empleados que estén autorizados a utilizar o revisar los mismos. Los expedientes nunca serán dejados sin atender o puestos en áreas comunes. Los manejadores de caso no discutirán información sobre el solicitante o su familia que esté incluida en un expediente, a menos que haya una razón oficial</p>		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Cerna Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 78 de 83

para hacerlo. Discusiones inapropiadas sobre información de la familia o revelación inapropiada de información sobre la familia por el personal puede resultar en una acción disciplinaria y en una violación a las leyes federales de privacidad.

2. EXPLICACIÓN VERBAL

Antes de la evaluación inicial de cada participante, se debe proporcionar una explicación verbal sobre cómo la información del participante se entrará en una base de datos electrónica que almacena la información de los participantes y una orientación sobre el consentimiento del participante a divulgar información. Los participantes también deben ser informados que pueden ser removidos de la base de datos en cualquier momento por escrito o completando un formulario de revocación del consentimiento para proporcionar y revelar información.

3. CONSENTIMIENTO POR ESCRITO

Luego de ofrecer una explicación verbal, cada participante que se comprometa a tener su información personal entrada en HMIS debe firmar un formulario de consentimiento. Los participantes que no firmen el consentimiento se entran al HMIS usando solo un número identificador.

Las actividades elegibles para HMIS son las mencionadas en la Tabla 14.

Tabla 14 Actividades Elegibles para HMIS

Las entidades pueden utilizar los fondos de ESG para pagar los siguientes costos elegibles como parte del componente de HMIS¹⁰:

- Compra o alquiler de equipo de computadoras
- Comprar software o licencias de software

¹⁰ Al momento, el Departamento de la Familia solo paga por la licencia de HMIS. Cualquier gasto adicional debe ser aprobado mediante propuesta o actualización previa del Departamento de la Familia.

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María de Cerna Castro
Secretaría Auxiliar

Revisado por: Oficina de Sistemas y
Procedimientos

Página 60 de 63

Tabla 14. Actividades Elegibles para HMIS

- Comprar o alquilar de equipo, incluyendo teléfonos, máquinas de fax y muebles para los equipos.
- Apoyo técnico
- Alquiler de oficinas
- Pagar los gastos de electricidad, gas, agua, servicio telefónico o Internet de alta velocidad necesarios para operar o aportar datos al HMIS.
- El pago de salarios para la operación de HMIS, incluyendo:
 - Completar la entrada de datos
 - Monitorear y revisar la calidad de los datos
 - Completar análisis de datos
 - Reportar datos al "Lead" de HMIS
 - Capacitar al personal en el uso del HMIS o de una base de datos comparable
 - Implementar y cumplir con los requisitos de HMIS
- Pagar los costos del personal para viajar y asistir a capacitaciones auspiciadas y aprobadas por HUD sobre HMIS.
- Pagar los gastos de viaje del personal para llevar a cabo la entrada.
- Pagar honorarios del "Lead" de HMIS, si la entidad no es "Lead" de HMIS.

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María del Carmen Castro Secretaria Auxiliar	Revisado por: Oficina de Sistemas y Procedimientos	Página 01 de 83
<p>E. ADMINISTRATIVO 24 CFR 576.108</p> <p>El Programa ESG permite utilizar los fondos para cubrir gastos administrativos seleccionados. Según establece la reglamentación <u>24 CFR 576.100 (c)</u>, solo el 7.5% de los fondos delegados pueden ser utilizados para actividades administrativas por el Departamento de la Familia. El Departamento de la Familia, como recipiente de los fondos administrativos, puede compartirlos con sus sub-recipientes que figuran como gobiernos locales (municipios), así como con sub-recipientes que son organizaciones sin fines de lucro [<u>24 CFR 576.108 (b)</u>]. Esto incluye los gastos de personal y los gastos generales directamente relacionados con las actividades elegibles según los componentes de servicio establecidos en 24 CFR 576.101 a la 24 CFR 576.107. Los fondos de ESG solo pueden ser destinados para actividades que el Departamento de la Familia y HUD consideren elegibles, por lo que las entidades deben acogerse a las normativas (<u>2 CFR 200</u>). El modelo de distribución de fondos puede variar de un año a otro.</p> <p>Los estándares mínimos relacionados con asuntos administrativos son:</p> <ol style="list-style-type: none"> 1. Las entidades son responsables de la administración eficiente y efectiva de los fondos federales que reciben mediante la aplicación de buenas prácticas de administración. 2. Los fondos recibidos por las entidades solo serán utilizados para implementar el proyecto o proporcionar los servicios del proyecto en conformidad con el presupuesto y no serán utilizados para ningún otro propósito. 3. Las entidades subvencionados por fondos ESG deben administrar los fondos recibidos de acuerdo con los principios de costos aplicables en <u>2 CFR 200 (e)</u>. 4. Las entidades deben asumir la responsabilidad de administrar los fondos federales de una manera consistente con los acuerdos, los objetivos del programa, los términos y 		

Gobierno de Puerto Rico Departamento de la Familia Secretaría Auxiliar de Planificación e Informática Programa de Soluciones de Emergencia (ESG)		
MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG		
Validado por: María de Carmo Castro Secretaria Auxiliar <i>MDC</i>	Revisado por: Oficina de Sistemas y Procedimientos	Página 02 de 03
<p>condiciones del fondo federal, y procurar la razonabilidad de los gastos operacionales y costos.</p> <p>5. Según, <u>2 CFR 200 404</u>, se considera un costo razonable si este, en su naturaleza y cantidad, no excede el costo que incurriría una persona prudente en las circunstancias que prevalecían al momento de tomar la decisión de incurrir en dicho costo.</p> <p>6. Para determinar la razonabilidad de un costo, se debe tener en cuenta:</p> <ul style="list-style-type: none"> a. Si el costo es de tipo generalmente reconocido como ordinario y necesario para el funcionamiento de la entidad o el desempeño adecuado y eficiente de los fondos. b. Las restricciones o requisitos impuestos por factores, tales como: las buenas prácticas comerciales; negociación de libre competencia; leyes y reglamentos federales, estatales, locales, tribales y de otro tipo; y los términos y condiciones del fondo. c. Precios de mercado de bienes o servicios comparables para la zona geográfica. d. Si las personas involucradas actuaron con prudencia en las circunstancias considerando sus responsabilidades con la entidad, sus empleados, el público en general y el gobierno federal. 		

MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María do Carmo Castro
Secretaria Auxiliar



Revisado por: Oficina de Sistemas y
Procedimientos

Página 83 de 83

VIII. ENMIENDA

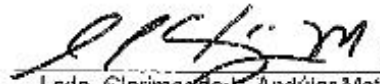
Estos estándares pueden ser enmendados por disposición de la secretaria o su representante autorizado, cuando sea necesario. Toda modificación o enmienda propuesta tiene que cumplir con los requisitos de leyes y disposiciones reglamentarias vigentes que apliquen. Además, las enmiendas deben ser informadas a todas las entidades subreceptores de los fondos ESG.

IX. APROBACIÓN Y VIGENCIA

Estos estándares entrarán en vigor a partir de la fecha de aprobación y firma por la Secretaria del Departamento de la Familia.

15/ MAYO / 2017

Fecha



Lda. Glorimar de L. Andújar Matos
Secretaria

El "Manual de Estándares para la Administración de los Fondos
ESG" se trabajó a petición de la Secretaría Auxiliar de
Planificación e Informática del Departamento de la Familia.
Toda pregunta o comentario sobre su contenido debe ser
dirigido a la siguiente dirección postal:
DEPARTAMENTO DE LA FAMILIA
SECRETARÍA AUXILIAR DE PLANIFICACIÓN E INFORMÁTICA
P. O. Box 11398
San Juan, Puerto Rico 00910-1398

Additional Information Annual Action Plan

Appendix E – HTF Selection Criteria

Annual Action Plan

115

2019

Annual Action Plan
2019

414



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
I.	Project Location					12
I.1	Location. A project might be awarded up to 5 points if located within one of the following areas:			5	5	
	Urban area defined as: Central Urban Area in the Planning Board's <i>Reglamento de la Infraestructura en el Espacio Público</i> ; or Urban Center designated by the Department of Transportation and Public Works or adopted under an Urban Center Area Plan; or a state-designated Historical Zone or federally-designated Historical District. See Annex Q of the Application Package for Reference Maps.		5			
	Documentation required: Certification of location by a licensed land surveyor, physical address and coordinates. Any project property straddling the limit of the designated urban area will be considered as located within.	I.002				
	The portion of a census tract outside an urban area, that has a rate of:					
	20% or less below poverty line.		3			
	more than 20% and less than 30% below poverty line.		2			
	more than 30% and less than 40% below poverty line.		1			
	Documentation required: Certification of location by a licensed land surveyor. Any project property straddling the limit of the census tract will be considered as located within.	I.002				
	Documentation required: Census tract number; census tract's "% Below Poverty Line" as per the Federal Financial Institutions Examination Council's (FFIEC) 2015 Census Report. (Application, page 1).	G.001				
	The zone of influence around an Urban Train Station, as defined under section 3(e) of Law 74-1965, as amended.		1			
	Documentation required: Certification of location by a licensed land surveyor, physical address and coordinates. Any project property straddling the limit of the zone of influence will be considered as located within.	I.002				
I.2	Desirable Activities				7	
I.2.1	General. Projects located within a 500 meters of the following amenities will be awarded a point each, up to 5 points :			5		
	Town square of an urban center.		1			
	Public park (must incorporate a passive non-sports area).		1			
	Traditional town market (<i>plaza de mercado</i>).		1			
	Public or licensed elementary, middle or high school.		1			



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Shopping center (100,000 square feet or more of net commercial space; no other listed use is eligible if located within a shopping mall).		1			
	Grocery store or supermarket with meat, produce and dairy.		1			
	Hospital, diagnostic and treatment center (CDT) or federally qualified health center (see www.hrsa.gov).		1			
	Pharmacy.		1			
	Federal post office.		1			
	Public transit terminal (bus, públicos).		1			
	Documentation required: Map certified by a licensed land surveyor attesting to location of the facilities and the distance along a walkable public pathway or roadway between the project's main pedestrian entrance and the closest point of a town square or park facility or a public entrance to any target facility (in case of a shopping mall, to the commercial concourse or a big box-type facility entrance). If close to more than one installation belonging to the same type, only one point will be awarded. In case of a scattered-site project, distance will have to be certified from the nearest point of the closest building in the project.	I.002				
	Amenities must also be referenced by the market study.	III.001				
I.2.2	Targeted. Projects targeted to the following special needs populations located within 500 meters of the following amenities will be awarded a point for each one, up to 2 points.			2		
	Assisted Living		1			
	Specific documentation required: Certification from PR Dept. of Housing pursuant to the dispositions of Law 244 of September 3, 2003					
	Single headed household:					
	Grocery store with WIC contract.		1			
	Licensed or chartered child care facility.		1			
	Specific documentation required: name and physical address of facilities.	I.002				
	Specific documentation required: Evidence of inclusion in the WIC Vendor Registry published at wicpuertorico.com.	I.003				
	Specific documentation required: Child care facility charter issued by ACUDEN.	I.004				
	Elderly household:					
	Physician or dental office.		1			
	Civic center or voluntary work facility.		1			
	Specific documentation required: Name and physical address of facilities.	I.002				
	Homeless (as defined under HEARTH Act):					



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	WIOA training center.		1			
	ASSMCA licensed public or private institution for the ambulatory treatment of mental disabilities, drug addiction or substance dependency.		1			
	Specific documentation required: Name and physical address of facilities.	I.002				
	Specific documentation required: Authorization for WIOA training center issued by Local Workforce Development Area.	I.005				
	Specific documentation required: Copy of license issued by ASSMCA.	I.006				
	Documentation required: Map certified by a licensed land surveyor attesting to location of facilities and distance along a walkable public pathway or a roadway between the project's main pedestrian entrance and the public entrance to any target facility. If close to more than one installation belonging to the same type, only one point will be awarded. In case of a scattered-site project, distance will have to be certified from the nearest point of the closest building in the project.	I.002				
	Amenities must also be referenced by the market study.	III.001				
	Veterans		1			
I.3	Undesirable Activities. Even if compliant with required environmental review, projects will be discounted one point for each one of the listed undesirable activities, up to a maximum of 5 points, if located:				-5	-5
	Within one-eight mile of a:					
	Junkyard.		-1			
	Landfill or dumpsite.		-1			
	Industrial site.		-1			
	Airport.		-1			
	Wastewater treatment plant.		-1			
	Adjoining a property which is or contains a:					
	Gas station.		-1			
	Auto repair, paint or tire repair shop.		-1			
	Woodworking shop.		-1			
	Unabated nuisance, as declared by a Municipality.		-1			
	Documentation required: Map prepared by a licensed land surveyor certifying due diligence by identifying any of the listed nuisances within the established distance measured along the shortest straight line between the project lot and the nuisance property. In case of a scattered-site project, the distance will have to be certified from the closest point of the project's lot closest to the identified nuisance.	I.002				



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
II	Project Characteristics					47
II.1	Infill or nuisance. Projects will be awarded one point if proposed to develop an infill site or expropriated as part of a nuisance abatement process; and one additional point, up to 5 points , for each non-contiguous infill site or expropriated as part of a nuisance abatement process that is incorporated into a scattered-site project, located within an area with a radius no larger than one-quarter mile. An infill site shall be defined as a site that is bound on all except one of its sides, or two of its sides in case of a corner-type property, by adjoining built-up properties, and that has immediate access to existing public infrastructure of roads, water, sewer, and power.			5	5	
	Documentation required: Aerial photograph for each infill site showing properties.	III.001				
	Documentation required: Cadastral numbers of properties (Application, page 1).	G.001				
	Documentation required: Nuisance abatement completed by Municipality supported by property deed and certification provided by Municipality.	I.007				
II.2	Historic property. A substantial rehabilitation project site is located in or incorporates a state designated historic property, federally designated historic place or a contributing resource to a federally designated Historic District.		3			
	Documentation required: Act citation or Planning Board's Resolution number and date in case of state designated properties; listing in the National Register of Historic Places in case of federally designated properties; or State Historic Preservation Office's (SHPO) certification of contributing resource.	I.008				
II.3	Adaptive reuse. The residential use is an adaptive reuse of an existing non-residential property.		1			
	Documentation required: Appraisal certifying present land use of the property.	V.003				
II.4	Site Characteristics.			9	9	
II.4.1	Mobility. Projects (or the totality of the building sites, in the case of a scattered-site project), that incorporate improvements aimed at facilitating the mobility of its residents and promoting public transportation will be awarded up to 4 points , as follows:		4			
	The project provides an accessible and dedicated pedestrian network within the project site to connect the building(s) main pedestrian entrance(s) with egress points on all property sides adjoining a public street.		1			
	Documentation required: Site plan certified by the project's designer identifying the proposed improvements.	II.028				



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Provided it is not required by a competent authority as an off-site improvement, the project includes the construction or rehabilitation of all non-conforming sidewalks in the perimeter of the project site adjoining a public roadway, in compliance with applicable accessibility standards and local codes.		1			
	Documentation required: A separate plan drawing certified by the project's designer identifying any segments of the existing pedestrian pathways requiring accessibility improvements or in need of repair, and proposed improvements or new construction required to comply with applicable accessibility standards and local codes.	II.029				
	Documentation required: Approval from Municipality and competent transit authority, if applicable.	II.030				
	Documentation required: Letter from competent authority attesting the improvement is not a required off-site.	II.031				
	Provided it is not required by a competent authority as an off-site improvement, the project includes the construction or rehabilitation of transit pull-offs or public transit stops and required signage in any point of the roadway perimeter of the project site; or the provision or improvement of the sidewalks, crosswalks, refuge islands, and required signage to connect an off-site existing public transit stop with the project site, in compliance with applicable accessibility standards and local codes.		1			
	Documentation required: A separate plan drawing certified by the project's designer identifying any segments of the existing pedestrian pathways requiring accessibility improvements or in need of repair, and proposed improvements or new construction required to comply with applicable accessibility standards and local codes.	II.029				
	Documentation required: Approval from Municipality and competent transit authority, if applicable.	II.030				
	Documentation required: Letter from competent authority attesting the improvement is not a required off-site.	II.031				
	The project provides an enclosed (covered, secured room within the building limits) bicycle storage facility for residents on the ground floor with at least one bicycle rack space for every two units; and an unenclosed bicycle storage facility accessible to visitors with at least one bicycle rack space for every 10 vehicle parking spaces.		1			
	Documentation required: Ground floor plan certified by the project's designer showing location and capacity of facilities.	II.010				
II.4.2	Urban Considerations. A proposed development that strengthens and improves the neighborhood's general urban character may be awarded one point for each one of the following criteria, up to 5 points , as follows:			5	5	
	The project achieves the maximum allowable gross floor area, housing density and/or height under applicable code provisions.		1			



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Documentation required: Table with applicable code provisions, maximum parameters and project parameters certified by the project's designer.	II.032				
	The parking spaces and service areas are screened from any public sidewalk or roadway by green hedges, fences or walls with a void-to-solid area ratio of 1 or less.		1			
	Documentation required: Site plan and elevation details certified by the project's designer identifying visual barriers and certifying compliance.	II.010				
	The building(s) main entrance(s) open(s) to the sidewalk of an adjoining public roadway.		1			
	Documentation required: Site plan certified by the project's designer showing the location of the building's main entrance(s).	II.010				
	The commercial spaces offered to the project tenants serve the general public and can be directly accessed from a public space.		1			
	Documentation required: Entry-level floor plan certified by the project's designer identifying commercial spaces and direct access from a public space.	II.010				
	The project dedicates an open garden or plaza to public use connected to or adjoining a sidewalk or roadway.		1			
	Documentation required: Site plan certified by the project's designer identifying public space, area and relation to a sidewalk or roadway.	II.010				
	Documentation required: Documentation supporting property dedication to public use.	II.033				
II.5	Building Characteristics.					
II.5.1	Unit Mix. Projects might earn up to 2 points for a unit mix preferring 2-bedroom units as follows:			2	2	
	75% or more 2-bedroom units		2			
	50% or more 2-bedroom units		1			
	Documentation required: Floor plans certified by the project's designer.	II.010				
	Documentation required: Project proforma.	V.002				
II.5.2	Accessibility. Exceeding the allocation required under 24 CFR 8.22(b), projects could earn up to 3 points for the amount of fully accessible units for mobility disabilities (compliant with requirements applicable to Type A dwellings as defined under section 1003 of ICC ANSI A117.1 (2009)), as follows:			3	3	
	at least 20% of total units are fully accessible units for mobility disabilities.		3			
	at least 15% of total units are fully accessible units for mobility disabilities.		2			
	at least 10% of total units are fully accessible units for mobility disabilities.		1			



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Documentation required: Floor plans and elevations certified by the project's designer showing accessibility features required by applicable criterion.	II.010				
	Documentation required: Designer's Preliminary Opinion Letter (Annex J of the Application Package, model of certification), specifying compliance with criteria.	II.004				
	Documentation required: If requesting HOME, affirmative Fair Housing Marketing Plan (similar to Annex 5 of the Application Package).	III.002				
II.5.3	Building Amenities. Projects will be awarded one point, up to 5 points , for each one of the following building or unit features benefiting all units and, if applicable, not required by code or a permit authority:			5	5	
	Centrally located courtyard or patio with an area of no less than 30 sq. ft. per unit directly accessible from the main entrance(s) of the building(s).		1			
	Community or meeting center with and area of no less than 15 sq. ft. per unit, with kitchen and public bathrooms.		1			
	Open balcony in each unit with an area of no less than 24 sq. ft.		1			
	Equipped exercise room(s) with an area or aggregate area of no less than 300 sq. ft.		1			
	Common laundry (ies) equipped with at least a washer-dryer pair per 15 units or washer/dryer combo provided in each unit.		1			
	Equipped playground outdoor area with visual control from the main entrance.		1			
	Night shift security guard.		1			
	Trash chutes (for mid or high rise facilities).		1			
	Storm windows or shutters in all units.		1			
	Ceiling fans for all bedrooms and living room areas.		1			
	Documentation required: Floor plans and elevations certified by the project's designer showing designated spaces, equipment, and/or floor area.	II.010				
	Documentation required: Designer's Preliminary Opinion Letter (Annex J of the Application Package, model of certification), specifying compliance with applicable design criteria.	II.004				
II.6	Innovative Design. The Authority favors projects that advance the State Housing Plan's policy that seeks to identify, adopt and implement design, construction and rehabilitation standards and technologies that are appropriate for the island's climate, aimed at reducing construction costs and promoting energy efficiency.			14		



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
II.6.1	Cost Containment. The Authority's total development cost for new construction averages close to \$233,607 for non-elderly units and \$176,221 for elderly; substantial rehabilitation averages close to \$108,579 and \$129,123 , respectively. Projects that demonstrate the capacity to effectively curb costs while complying with applicable standards, threshold requirements and minimum scoring, might earn up to 5 points , as follows:			5		
	Total development cost per unit more than 20% below the applicable benchmark.		5			
	Total development cost per unit more than 15% below the applicable benchmark.		3			
	Total development cost per unit more than 10% below the applicable benchmark.		1			
	Documentation required: Construction cost breakdown (itemized schedule of values) that substantially conforms to form HUD 2328 (form not required), certified by the proposed general contractor or project designer.	V.011				
	Documentation required: Construction cost estimate prepared by a third-party (licensed Architect or Engineer, Professional Cost Estimator or a Certified Cost Professional).	V.020				
	Documentation required: Project Development Costs (Application, pages 11 and 12).	G.001				
	Required fees to cover the Authority's third-party assessment of proposed cost estimates.					
	Documentation required: Sources and Uses (Application, page 15).	G.001				
II.6.2	Energy Efficiency. Projects might earn up to 9 points by advancing energy efficiency and green design best-practices and protocols, as follows:			9		
	A point each will be awarded for any project that specifies and factors-in the initial costs of any the following:					
	All appliances initially placed in common areas and apartments, and/or building envelope products (specifically: refrigerators, bath fans, clothes washers-dryers, and/or windows, doors, and skylights), as well as their replacement are specified to be Energy Star-qualified.		1			
	Kitchen range directly vents to exterior and all hoods vent to the exterior dampered; Energy Star qualified bath fan where required with timer or humidistat.		1			
	Energy Star qualified light fixtures throughout.		1			
	All initial water conserving appliances and fixtures and their on-going replacements conform to or exceed the EPA's Water Sense standards for toilets, kitchen faucets, bathroom faucets, and showerheads.		1			
	Recycling space and equipment, including recycling bins for each apartment.		1			



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Documentation required: Architectural drawings specifying spaces, equipment and/or systems required.	II.010				
	Documentation required: Designer's Preliminary Opinion Letter (Annex J of the Application Package, model of certification), specifying compliance with criteria.	II.004				
	Documentation required: Construction cost estimates identifying initial cost of equipment.	V.020				
	Documentation required: Proposed covenant provision for on-going replacements adopting most current program standard, included in letter of intent to sign Land Use Restrictive Covenant Agreement (in substantially the same form as Annex K of the Application Package).	II.026 II.027				
	Construction permit is a Green Construction Permit (<i>Permiso de Construcción Verde</i>) from OGPe.		3			
	Documentation required: Copy of Green Construction Permit (<i>Permiso de Construcción Verde</i>) from OGPe.	II.012				
	An Enterprise Green Communities' pre-build or a LEED Neighborhood Development Plan certification completed at date of application.		1			
	Documentation required: Copy of certification.	II.034				
II.7	Construction Readiness. Up to 5 points if requesting only Tax Credits, and up to 10 points , if requesting HOME funds, will be awarded if the project has one of the following:			5	5	
	Unexpired construction permit or notification of approval of the construction permit.		5			
	Documentation required: Document issued by the Permits Management Office (OGPe), an Autonomous Municipality or a <i>Profesional Autorizado</i> .	II.012				
	Urbanization permit or notification of approval of the urbanization permit, recommendations from infrastructure agencies, along with threshold environmental applicable review format and Section 106 compliance, only if project does not require HOME funding.		3			
	Documentation required: Urbanization permit and infrastructure recommendations issued by OGPe, Autonomous Municipality or a <i>Profesional Autorizado</i> , as might apply.	II.012				
	Documentation required: Applicable environmental review format (Phase I ESA, Compliance Determination with a Statutory Checklist format (for projects requiring HOME funds or rental assistance, among other programs, Environmental Assessment) filing completed with OGPe and copy of any required notice related to the specific Federal law and authority review triggered under the Compliance Determination or the Notice of Finding of No Significant Impact under the Environmental Assessment.	II.023				
	Documentation required: Compliance document issued by SHPO (e.g. Letter of no adverse effect, letter of no historic property affected by undertaking, programmatic agreement, MOU).	II.013				



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Recommendations from infrastructure agencies, along with threshold environmental applicable review format and Section 106 compliance, only if project does not require HOME funding.		1			
	Documentation required: Same as under previous criterion (except for copy of Urbanization Permit).					
III	Housing Needs Characteristics					14
III.1	Income Targeting. A project might earn 3 points if at least 50% of the units in the project are targeted for households with incomes at 50% AMI.		2	2	2	
	Documentation required: Proposed covenant provision for income targeting included in letter of intent to sign Land Use Restrictive Covenant Agreement (in substantially the same form as Annex K of the Application Package).	II.026 II.027				
	Documentation required: Tenant selection procedures.	III.003				
III.2	Targeted Units. A project will be awarded up to 3 points if it sets-aside the applicable percentage of units for any of the following special populations categories identified in both the State Housing Plan and the Consolidated Plan: elderly households (62 years and older); homeless persons or families as defined under the HEARTH Act; single headed households; persons with HIV/AIDS. As follows:			3	3	
	if requesting Tax Credits, at least 75% of total project units set aside for the targeted group during the length of the extended use period, or the compliance period if the project is subjected to a qualified contract process or tenant homeownership conversion (right of first refusal); if requesting HOME funds at least 75% of total project units set aside for the targeted group during the length of the HOME compliance period.		3			
	if requesting Tax Credits, at least 50% of total project units set aside for the targeted group during the length of the extended use period, or the compliance period if the project is subjected to a qualified contract process or tenant homeownership conversion (right of first refusal); if requesting HOME funds at least 50% of total project units set aside for the targeted group during the length of the HOME compliance period.		2			
	if requesting Tax Credits, at least 25% of total project units set aside for the targeted group during the length of the extended use period, or the compliance period if the project is subjected to a qualified contract process or tenant homeownership conversion (right of first refusal); if requesting HOME funds at least 25% of total project units set aside for the targeted group during the length of the HOME compliance period; and if requesting PBV, 50% of total project units excepted.		1			
	Documentation required: Proposed covenant provision for income targeting included in letter of intent to sign Land Use Restrictive Covenant Agreement (in substantially the same form as Annex K of the Application Package), and recording the targeted set-aside for the length of the affordability period.	II.026 II.027				



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Documentation required: If requesting HOME, Affirmative Fair Housing Marketing Plan (similar to Annex 5 of the Application Package).	III.002				
	Documentation required: if requesting only Tax Credits, tenant selection procedures.	III.003				
III.3	Preservation. To strengthen the State Housing Plan policies that seek to maintain the stock of affordable rental housing a substantial rehabilitation project that meets the threshold expenditure level established under IRC 42(c)(3)(A)(ii), might earn up to 3 points if:			3	3	
	The project curbs the risk of loss due to physical condition by replacing more than one major building component, which includes roof, bearing wall, floor or foundation structures; plumbing system; electrical system; fire prevention and safety system; vertical transportation; or building envelope.		2	2	2	
	Documentation required: Comprehensive capital needs assessment certified by a licensed architect or civil engineer including the identification of the condition of major building systems and the extent of required code compliance retrofitting.	II.024				
	The project curbs a significant risk for market conversion of the tax credit or otherwise rent-assisted property; or preserves a comparable level of existing project-based rental subsidies that will expire within two years of the application date.		1	1	1	
	Documentation required: Housing market study must demonstrate the capacity of the project to compete for market rate tenants; copy of existing HAP, if applicable.	III.001				
III.4	Term. If requesting Tax Credits, a project might earn up to 3 points for extending the term of affordability beyond the extended use period of thirty years for:			3	3	
	At least 10 more years.		3			
	At least 5 more years.		1			
	Documentation required: Letter of intent to extend the initial 15-year period of compliance with the Tax Credit program's income and rent restriction requirements for a minimum of 15 additional years and sign the Land Use Restrictive Covenant Agreement (in substantially the same form as Annex K of the Application Package).	II.026				
	Documentation required: Project proforma.	V.002				
	Term. If requesting NHTF, a project might earn up to 3 points for extending the term of affordability beyond the extended use period of thirty years for:					
	At least 10 more years.		3			
	At least 5 more years.		1			
	Documentation required: Letter of intent to extend the initial 30-year period of compliance with the NHTF income and rent restriction and sign the Land Use Restrictive Covenant Agreement.					



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Documentation required: Project proforma.					
III.5	Homeownership Conversion. If requesting Tax Credits, a project will be awarded 1 point if proposed to be converted to tenant homeownership (right of first refusal) for the residents after the compliance period expires.		1	1	1	
	Documentation required: Letter of intent to sign the Land Use Restrictive Covenant Agreement (in substantially the same form as Annex K of the Application Package, and reflecting a right of first refusal granted to the residents.	II.026				
	Documentation required: Syndication documents with conversion provisions.	III.004				
	Documentation required: Detailed plan with projections on maintenance, reserves, homeownership training, continued affordability, sales price calculation, lease and purchase agreements, and any other relevant information to demonstrate compliance with applicable regulations.	III.005				
III.6	Public Housing Agency (PHA) Waiting Lists. If requesting Tax Credits, any project included in any waiting list of a public housing agency (PHA) might earn 1 point.		1	1	1	
	Documentation required: Referral agreement with the correspondent PHA to include the project in any listing of public housing opportunities where households with tenant-based subsidies are welcomed and where the project's owner or management agent agrees to actively seek referrals from the public housing authority to apply for units at the project. Also, Annex 5, specifying in item 8 that "the owners will rent the units of the project to eligible families referred by the PHA from its waiting list or from their own waiting list if the PHA cannot provide adequate candidates, as determined and requested on the PHA's Administrative Plan".	III.006				
IV.	Project Developer Characteristics					9
IV.1	Experience. Developer, General Partner or Managing Partner can demonstrate successful record and full compliance participating in same capacity in the development of tax credit/HOME projects in Puerto Rico. Up to 6 points , a point will be awarded for each documented project, up to a maximum of 3 projects , for each one of the following comparable characteristics:			6	6	
	If proposing to use only LIHTC or HOME, project demonstrating utilization of the respective LIHTC or HOME program, or in combination with other programs; if proposing to use LIHTC and HOME combined, or in combination with any other federal or state program, project utilization of similar program mix subsidizing development costs, long-term operations or providing long-term rental assistance.		1-3			
	Similar or deeper share of income targeted populations.		1-3			



GOVERNMENT OF PUERTO RICO

Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Documentation required: Copy of HAP, IRS form 8609 for each project, as applicable.	IV.035				
	Documentation required: Relevant project documentation to support experience in particular project.	IV.036				
	Documentation required: Certification issued by the Authority's Audit and Compliance Office, or the Department's Housing Subsidies and Community Development Division, as applicable.	IV.019 IV.020				
IV.2	Financial Strength. Up to 3 points might be awarded if developer, general partner and manager partner have:			3	3	
	Combined current liquid assets equivalent to the greater of one million dollars (\$1,000,000) or 5% of the total development costs.		2			
	Combined net worth equivalent to the greater of three million dollars (\$3,000,000) or 15% of total development costs.		1			
	Documentation required: Compiled or revised financial statements certified by a licensed accountant.	IV.016 IV.017				
	Documentation required: Sources and Uses (Application, page 15).	G.001				
V.	Financing Characteristics					13
V.1	Funds Leveraging. The leveraging of capital funding from public grants or non-financing sources, other than those being managed by the Authority, the Department of Housing or the Municipalities is encouraged by awarding a project up to 5 points as follows:			2	2	
	At least 15% of the total development cost covered by other sources of public funding.		2			
	At least 10% of the total development cost covered by other sources of public funding.		1			
	Documentation required: Sources and Uses (Application, page 15).	G.001				
	Documentation required: Binding commitment, agreement or award documentation.	V.008 V.010				
V.2	Local Government Funding. Up to 5 points are awarded to projects that leverage local government capital funding through cash contributions, land donated or discounted, site or off-site improvements, grants, or a municipal construction tax abatement which is granted to the project and is not available under a local or state statute of general application, with a total value of:			3	3	
	At least 5% of the total development cost.		3			
	At least 3% of the total development cost.		2			
	At least 1% of the total development cost.		1			
	Documentation required: Sources and Uses (Application, page 15).	G.001				
	Documentation required: Binding commitment, agreement or award documentation.	V.004 V.010				



GOVERNMENT OF PUERTO RICO


Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
	Document required: If applicable Ordinance, Resolution or Bid supporting property transaction.	V.021				
	Document required: Evidence of site control by Owner: earnest money agreement, option or closing statement for land and/or buildings, title, deed or leasehold agreement (99 years or more, if requesting HOME), or equivalent for Municipal land transaction.	II.008				
	Document required: If applicable, documentation supporting construction tax abatement (Ordinance and/or Resolution).	V.022				
V.2	Financing with the Puerto Rico Housing Finance Authority			3	3	
	Interim and Permanent Financing		3			
	Interim or Permanent Financing		2			
	Documentation required: Sources and Uses (Application, page 15)					
	Documentation required: Binding commitment, agreement or application documentation.					
V.4	Financing insured by the Federal Housing Administration (FHA)		2	2	2	
	Documentation required: Firm commitment letter, or agreement documentation.					
V.5	State Funding. Projects which have been contributed federal & state-owned land for redevelopment will be awarded 2 points		2	2	2	
V.3	Operating Expenses. A project might be awarded 1 point if it meets the corresponding operating expense requirement on a per-unit per-annum (PUPA) basis in the first year:			1	1	
	For developments with 79 units or less, a PUPA not less than \$3,000 but not more than \$3,600.		1			
	For developments with 80 to 120 units, a PUPA not less than \$2,900 but not more than \$3,400.		1			
	For developments with 121 units or more, a PUPA not less than \$2,800 but not more than \$3,400.		1			
	Documentation required: Certification provided by the management agent.	V.023				
V.4	State Funding. Projects which have been contributed federal or state-owned land for redevelopment will be awarded 2 points.		2	2	2	
	Documentation required: Copy of long-term lease agreement, deed, or letter of commitment.	II.008				
VI.	Supportive Services					5



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
VI.1	Supportive Services. To advance the public policy of the State Housing Plan to increase the provision supporting services by integrating agencies that provide these services and coordinate their actions to support permanent housing for populations with special needs, any project might earn up to 5 points for sustaining a funding allocation for the provision of supportive services of the type: 1) authorized under a federally subsidized program and that could be funded with resources obtained directly as a grantee in competitive or demonstrative grants, or as a recipient of rental or operational assistance (i.e. CoC, VASH, GPD, SSVF, Veteran Per Diem, CDBG, 811, 202, HOPWA, FSS Program, etc.), or indirectly as sub-grantee or provider, or by contracting the services of a sub-grantee or provider, of any state or municipally managed program (i.e.: ADFAN's CSGB, VRA's Independent Living, ASSMCA's Homeless and Chronic Mental Health, ADFAN's Adult and Person with Disabilities Services, Medicaid's Home and Community-Based Service Waivers, among other); or 2) contracted for a certified Assisted Living facility authorized under Act 244-2003, as follows:			5	5	
	Up to 5% of the project's annual operational cost for the length of the compliance period of affordability.		5			
	Up to 3% of the project's annual operational cost for the length of the compliance period of affordability.		3			
	Up to 1% of the project's annual operational cost for the length of the compliance period of affordability.		1			
	Documentation required: Project proforma.	V.002				
	Documentation required: Letter of Intent to sign the Land Use Restrictive Covenant Agreement (in substantially the same form as Annex K of the Application Package), and specifying operational budget commitment for supportive services.	II.026 II.027				
	Documentation required: If available, binding commitment, agreement or award documentation.	V.008 V.010				
	On-going compliance will have to be demonstrated through: financial reporting evidencing compliance with funding commitment; and supporting documentation of managed, contracted or purchased services funded or authorized by any federally subsidized program; relevant reporting under Act 224-2003.					
	Total Score					100
	Minimum Required Score		30			
VII	Tie Breaking Criteria					
VII.1	Will favor the project that is the readiest one to proceed.					
VII.2	Will favor the project that is located in an Urban Area.					
VII.3	Will favor the project with highest debt service coverage ratio (DSCR).					

 GOVERNMENT OF PUERTO RICO Puerto Rico Housing Finance Authority						
Sect	Criterion	Doc Ref ID	Score	Max	Max	Max
VII.4	Will favor the project that is located in a QCT and contributes to a concerted Community Revitalization Plan consistent with the policies of the Commonwealth or a municipality. Endorsement from competent entity must be provided, if case arises.					
VII.5	If requesting Tax Credits, will favor the project that is located in a Municipality with the longer elapsed period without tax credit allocation; if requesting HOME funds, will favor the project that is located in a non-metropolitan Municipality with the least amount of HOME funds allocated from the Authority's HOME program for Construction and Rehabilitation of Rental Housing; if requesting funds from both programs, preference will be given as listed: Tax Credits, HOME.					

2. DESCRIBE ALL OF THE CRITERIA THAT WILL BE USED TO SELECT APPLICATIONS AND THE RELATIVE IMPORTANCE OF THESE CRITERIA.

Applications requesting HOME and HTF funds will be evaluated based on joint rating factors, once applicants have satisfied the basic threshold requirements. Those factors include local considerations and State HOME and HTF Program's criteria, such as: Project location; project characteristics; project owner/developer characteristics; financing characteristics; special needs projects; Housing needs and additional criteria for rental housing projects.

See below for a description of the scoring method and selection criteria that was specifically developed for the HTF Program. The criteria is presented below to facilitate the description of the priority funding factors. The QAP and PRHFA NOFA will be used to determine the final scores and funding recommendations.

Please note that it should be at PRDOH's sole discretion to award HTF funds to any Participant (which has requested or not HTF funds), based on the merits of the project, available funds, specific needs of the cycle, economic conditions, in order to promote the new construction/rehabilitation of low-income housing projects.

 GOVERNMENT OF PUERTO RICO Puerto Rico Housing Finance Authority			
Required for LIHTC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	SHPO.001	A detailed written description of the project, including: related activities to be carried out in conjunction with the project; estimated total development cost; project area in cuerdos or acres; and tax property identification number (cadastral number) of the property (ies).



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for LHFC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	SHPO.002	Project location marked on a U.S.G.S. Topographic Quadrangle Map outlining exact boundaries. Name of the Quadrangle MUST be indicated and the original scale maintained. Other types of maps will not be accepted (i.e.: flood, zoning, or tourist maps, aerial or satellite photographs, etc.).
n	n	SHPO.003	Site Plan, scale 1:2000 or larger, showing project property and vicinity. A printed copy (size "11x17") must also be submitted.
n	n	SHPO.004	Current photographs (taken from ground level) of the property and the project's area of potential effects (at a minimum, the area of the project and its surroundings) in TIFF, JPEG or PDF formats. Printed color copies must also be submitted. No Polaroid's or photocopies will be accepted.
n	n	SHPO.005	As-found or as-built plans of the building/structure(s) to be affected by the project. Printed copies (size "11x17") must also be submitted.
n	n	SHPO.006	Schematic or preliminary drawings (floor plans, elevations, sections) that show the proposed project design. Printed copies (size "11x17") must also be submitted.
n	n	G.001	Application Form.
n	n	G.001	Application's Agreement and Certification (page 25), signed by the Owner, the President or Secretary of the General Partner, and showing corporate seal that is also legible in digital documents.
n	n	G.002	Corporate Resolution certifying that the person who signed is a duly authorized officer of the applicant, authorized to sign the application.
n	n	G.001	Threshold Checklist Form.
n	n	G.001	Self Point-Ranking Evaluation.
n	n	G.001	Subsidy Layering Review (SLR) Parameters Checklist Form.
n	n	G.007	Application's transmittal letter.
	n		1. Authority's NHTF Program application and inspection fees:
			· CHDOs: \$0.00
			· % of 1% of requested amount; with a minimum payment of \$2,500 and a maximum of \$10,000. This is a non-refundable and non-transferable payment.
			· \$50 per HOME unit during the HOME compliance period. This amount will be due and payable by January 31 of each year.
		I	
	n	I.001	Site Selection Standards Checklist (Annex R).
		II	
n	n	II.004	Designer's Preliminary Certification (Annex I)



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for UHTC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
			Compliance with the Fair Housing Act (<i>Civil Rights Act of 1968 - 42 U.S.C. 3601 et seq.</i>) accessibility requirements certified through the Designer's opinion letters and completion of the Fair Housing Act Accessibility Requirements Checklist. Applicant must comply with the Americans with Disabilities Act of 1990 (104 Stat. 328). (Annex F: requirements checklist; Annexes J and N: models of certification letters).
n	n	II.005	Project timeline for project activities including specific benchmarks for acquisition, assembly of the development team, completion of plans and specifications, completion of financial approvals, municipal approvals, building permits, project construction start date, completion date and the estimated date of lease-up (Application, page 23).
n	n	II.006	Certification of the percentage of construction completion prepared by the Resident Inspector for projects under construction. (Caveat: existing construction might affect the environmental review and eventual allocation of HOME Funds).
n	n	II.007	Certification of the percentage of construction completion prepared by the lender's inspector for projects under construction. (Caveat: existing construction might affect the environmental review and eventual allocation of HOME Funds).
n	n	II.008	Evidence of site control; earnest money agreement, option or closing statement for land and/or buildings; title, deed or leasehold agreement (99 years or more, if requesting HOME).
	n	II.009	Certification by owner attesting compliance with restrictions on real property acquisition or rehabilitation under the URA, 49 CFR 24.101(b) detailing: number of persons (families, individuals, businesses or organizations) occupying the property on the date of the submission of the application; number of persons to be displaced, temporarily relocated, or moved permanently within the building or complex; estimated cost of relocation payments and services and sources of funding; and copy of the executed agreement with organization that will carry out the relocation activities.
n	n	II.010	Architectural drawings and specifications certified by the licensed professional (project architect or engineer in charge of the design process).
n		II.011	Recommendations of infrastructure issued by the OGP and construction permit filed with competent entity.
	n	II.012	Unexpired Construction Permit, Green Construction Permit (Permiso de construcción Verde) or Notification of Construction Permit issued by the applicable permitting office and agencies' endorsements (Environmental Quality Board, Department of Natural and Environmental Resources, and Institute of Puerto Rican Culture, along with recommendations of infrastructure from agencies).
n	n	II.013	Pursuant to Section 106 - 36 CFR 800, State Historic Preservation Office's technical assistance or final determination letter. The technical assistance letter shall indicate that there are no historic properties or that no adverse effect on historic properties is associated with the undertaking or the agreed-to measures if such adverse effect is determined.
n	n	II.014	Wetland Inventory Map from the US Fish and Wildlife Service demonstrating project's location outside of any wetland, or a Wetland Preliminary Jurisdictional determination from the Corps of Engineers; indicating that the project does not affect wetland.
n	n	II.015	Project location must be identified in the NFIP map (FEMA Map) to demonstrate compliance with the Floodplain Management Act - 24 CFR 55, Executive Order 11988. The project must be located outside the 100-year floodplain, coastal high hazard areas and if the project is located inside the 100-year floodplain, FEMA's approval letter of map amendment (LOMA) or letter of map revision (LOMR) will be submitted.
n	n	II.016	Project location must be identified in the USFWS map to demonstrate compliance with the Coastal Barrier Resources Act of CBRA -24 CFR 58.6(b). Federal assistance may not be used in the CBRA system.



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for LHFC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	II.017	Pursuant to Sections 307(c) and (d) of the Coastal Zone Management Act, Certification of Consistency filed with the State Coastal Management Program, if required.
n	n	II.018	Pursuant to the Endangered Species Act – 50 CFR 402, technical assistance or final determination letter issued by the U.S. Fish & Wildlife Service of the Department of the Interior; it must indicate that the project does not affect endangered species.
n	n	II.019	Any project located within 1,000 feet of a major noise source, road or highway, 3,000 feet of a railroad, or 5 miles of a civil airport, must provide a Noise Study as per the requirements set forth in the American National Standard Method for the Physical Measurement for Sound. Resulting noise level must comply with the acceptable level of 65 decibels established in 24 CFR 51.100 – Noise Abatement and Control.
n	n	II.020	Soil survey, if project is for new construction or substantial rehabilitation requiring addition or expansion to structures.
n	n	II.021	Archeological, if required by the SHPO pursuant to its review under Section 106, or if required by the Institute of Puerto Rican Culture (ICP), or copy of the recommendation issued by the ICP as part of the construction permit consultancy process evidencing that the study is not required.
n	n	II.022	Hydraulic/Hydrologic, if the project meets the conditions established under The Department of Natural and Environmental Resources' Administrative Order No. 2013-12, or a certification issued by a civil engineer attesting that the study is not required.
n	n	II.023	1.1.1.1. Phase I environmental site assessment report and/or any other applicable environmental report. Must comply with ASTM E 1527-13 or any updated version as ASTM promulgates which meets the requirements of EPA's AAI regulations.
n	n	II.024	For rehabilitation and acquisition/rehabilitation projects, a comprehensive capital needs assessment report prepared by a licensed architect or engineer unaffiliated with the Developer, the Development or any other entity involved with the Project, that includes: an opinion of proposed construction budget and assesses the condition, among other, of site, structural systems (roof, bearing walls and columns, foundations), plumbing systems, electrical systems, fire protection systems, building envelope and insulation, interiors (including units and common areas); and mechanical systems; if requesting HOME funds for projects with more than 26 units, it must specify the remaining useful life of major systems, and include paint testing and/or risk assessment report for substantial rehabilitation projects.
			THE AUTHORITY WILL NOT AWARD ANY ACQUISITION AND REHABILITATION PROJECT WITH 9% CREDITS UNLESS THE AUTHORITY, IN ITS SOLE DISCRETION AND TO THE COST OF THE APPLICANT, PERFORMS (EITHER BY ITSELF OR THROUGH ENGAGEMENT OF A REPUTABLE ACCOUNTING FIRM IN THE INDUSTRY) A THOROUGH FINANCIAL ANALYSIS EVIDENCING NON-FEASIBILITY OF THE PROJECT UNDER THE TAX EXEMPT BOND/4% TAX CREDIT PROGRAM
	n	II.027	Letter of intent to sign the Land Use Restrictive Covenant Agreement including: designation of NHMF-assisted units; occupancy of assisted units ; initial and ongoing rent restrictions; tenant eligibility and period of affordability
		III	



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for UHTC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	III.001	Comprehensive market study report (updated within six months of the application) performed by an approved provider unaffiliated with the Developer, the Development or any other entity involved with the Project, of the low-income housing needs in the area to be served, including: a statement of the competence of the market study provider, detailing education and experience of primary author and including statement of non-interest; a description of the proposed site and neighborhood, including physical attributes of site, surrounding land uses, and proximity to community amenities or neighborhood features including shopping, healthcare, schools, and transportation, among other; a map and photos of the subject site and surroundings showing location of community services; an overview of local economic conditions, including employment by sector, list of major employers, and labor force employment and unemployment trends over past 5-10 years; a description of the proposed development, detailing proposed unit mix (number of bedrooms, bathrooms, square footage, proposed rents, AMI level, utility allowances, and any utilities included in rent), proposed unit features and community amenities, and target population including age restrictions and/or special needs populations; demographic analysis of the number of households in the market area that are part of the target market (i.e., family, senior, disabled, etc.), income-eligible, and can afford to pay the rent, including a projected household base at placed in service date; geographic definition and analysis of the market area, including description of methodology used to define market area and map of market area including proposed site; analysis of household sizes and types in the market area, including households by tenure, income, and persons per household; a description of comparable developments in the market area, including any rental concessions these developments presently offer; a description of rent levels and vacancy rates of comparable properties in the market area, segmented by property type (market rate, Tax Credit, deep subsidy, high and low HOME rents, etc.) and with rents adjusted to account for utility differences and concessions or other incentives. Such description should include all existing Tax Credit, HOME and/or PBV developments in the primary market area and any planned additions to rental stock including recently approved Tax Credit, HOME and/or PBV developments; expected market absorption of the proposed rental housing, including capture/penetration rate analysis of target populations; a description of the effect on the market area, including the impact on Tax Credit, HOME, PBV and other existing affordable rental housing.
	n	III.002	Affirmative Fair Housing Marketing Plan (Annex 5 of the Application Package).
		IV	
n	n	IV.001	Organizational chart of project structure identifying Owner, Developer, General Partner/Manager and/or Sponsor and any other related entity.
n	n	IV.002	Articles of Incorporation for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1)
n	n	IV.003	Partnership (or Operating) Agreement of the entity to claim ownership of the Project (LP, LLC, etc.), as may apply, indicating cash contributions by the General Partner(s) and/or Limited Partner(s).
n	n	IV.004	Certificate of Incorporation (in USA and PR, as may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1).
n	n	IV.005	Certificate of Authorization of US Foreign Limited Liability Company from PR Department of State (as it may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1).
n	n	IV.006	Good Standing Certificate (in USA and PR, as may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1).
n	n	IV.007	Company by-laws and internal rules for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1).



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for UHTC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	IV.008	Names, addresses, telephone numbers and email address of officers, members, directors, principal stockholders or managing partner of the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1).
n	n	IV.009	<p>The owner, developer and their shareholders, directors, officers and partners, as applicable, must demonstrate via sworn statement (<i>affidavit</i>) that they have not been involved in any way (either personally or as shareholders, directors, officers, members or partners of a corporation, partnership or other form of business organization or joint venture) in any other project for which the Authority has provided any financing and/or grant (as lender, conduit, custodian of funds, or otherwise) and in which a default notice under the terms and conditions of the applicable financing documents has been issued and not cured. All previous participants must also evidence via sworn statement that they have not been involved or are in any conflict of interest (fact or appearance) in any way (either personally or in any other juridical capacity) with the Authority, employees, officers or agents participating in any capacity in the procurement, selection, award, or the administration of a contract or agreement supported under the QAP or the NOFA. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Authority must neither solicit nor accept gratuities, favors, or anything of monetary value from proponents, awardees, contractors or parties to subcontracts. In order to ensure objective consultant performance and eliminate unfair competitive advantage, contractors that develop or participate in drafting specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing in any capacity for such procurements. Any conflict of interest will immediately disqualify the applicant of any participation in the Authority/HOME programs.</p> <p>Also, the developer shall identify and explain any identity of interest with any other party of the project.</p>
n	n	IV.010	IRS Form SS-4 or other evidence of the taxpayer identification number for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1).
n	n	IV.016	Audited Financial Statements (updated within six months of the application) of the developer, general partners, managing members, owners, and sponsors of each entity; in case of for-profit, must evidence a combined net worth of all entities and natural persons involved in the ownership structure of the project (excluding actual or future limited partners and/or Tax Credit equity providers) equal to or greater than \$500,000.00. If an entity of new creation, CPA certification of a new entity, most recent statements, if within 6 months of the application.
n	n	IV.017	Compiled or Revised Financial Statements (updated within six months of the application; only applicable to natural persons) of the shareholders, directors, principals, officers, members and partners, as applicable, of the owner, developer, managing member, and general partner; in case of for-profit, must evidence a combined net worth of all entities and natural persons involved in the ownership structure of the project (excluding actual or future limited partners and/or Tax Credit equity providers) equal to or greater than \$500,000.00.



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for LHFC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
	n	IV.018	Certification attesting that Owner, Developer, General Partner/Manager and Sponsor will comply with: Executive Order 12432, Minority Business Enterprise Development; Executive Order 12138, Creating a National Women's Business Enterprise Policy; HUD's requirement for Economic Opportunities for Recipients of HUD Assistance (Section 3); Executive Order 11246, Equal Employment Opportunity (for all construction contracts of over \$10,000; Executive Order 11625, Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprises; payments of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (whether or not completed in stages); agreeing to the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates to be included in the contract; Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations' laws and regulations; and insurance coverage and requirements covering all operations related to the project.
n	n	IV.019	Statement (affidavit) sworn by owner, developer and their shareholders, directors, officers and partners, as applicable, attesting that they have not been involved in any way (either personally or as shareholders, directors, officers, members or partners of a corporation, partnership or other form of business organization or joint venture) in any other project for which the Authority has provided any financing and /or grant (as lender, conduit, custodian of funds, or otherwise) and in which a default notice under the terms and conditions of the applicable financing documents has been issued and not cured.
n	n	IV.020	Certification issued by the Authority's Audit and Compliance Office attesting that the owner, developer and their shareholders, directors, officers and partners, as applicable, with previous participation in the program, comply with Section 42/HOME requirements and that, as of the most recent audit/compliance review, there is no outstanding finding of noncompliance (including any fees due to the Authority) in another project that received Tax Credits/HOME funds and in which they have an interest or participation.
n	n	IV.021	Statement (affidavit) sworn by owner, developer and their shareholders, directors, officers and partners, as applicable, attesting that they have not been involved or are in any conflict of interest (fact or appearance) in any way (either personally or in any other juridical capacity) with the Authority and any of its affiliates or their employees, officers or agents participating in any capacity in the procurement, selection, award, or the administration of a contract or agreement supported under the QAP or the NOFA; nor with any contractors that have developed or participated in drafting specifications, requirements, statements of work, and invitations for bids or requests for proposals. If requesting HOME funds, must also attest that complies with 24 CFR 92.356(f).
n	n	G.001	Identity of Interest (Application, page 4).
n	n	G.001	List of members of the Development Team (Application, page 22)
n	n	IV.022	Resume of the Architect/Designer indicating qualifications, address, telephone number and references of projects evidencing experience with the design of projects similar to the proposed development.
n	n	IV.023	Copy of contract with Architect/Designer.
n	n	IV.024	Copy of professional license of architect or engineer in charge of design.
n	n	IV.025	Resume of the General Contractor indicating qualifications, address, telephone number and references evidencing experience with the construction of projects similar to the proposed development.
n	n	IV.026	Copy of contract with General Contractor.
n	n	IV.027	Certification of Registry of Building Contractors issued by the Department of Consumer Affairs (DACO).



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for LHFC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	IV.028	Resume of the Resident Inspector indicating qualifications, address, telephone number and references evidencing experience with the construction inspection or management of projects similar to the proposed development.
n	n	IV.029	Copy of contract with Resident Inspector.
n	n	IV.030	Copy of professional license of architect or engineer of the Resident Inspector.
n	n	IV.031	Resume of the Management Agent indicating qualifications, address, telephone number and references evidencing experience with the management of projects similar to the proposed development, and management of Tax Credit and/or HOME assisted units.
n	n	IV.032	Copy of contract with Management Agent.
n	n	IV.033	Resume of the Consultant Agent, if applicable.
n	n	IV.034	Copy(ies) of contract with Consultant Agent(s), if applicable, that itemizes the services to be performed by each consultant and the amount of the consultant fee for each service or group of services.
		V	
n	n	G.001	Sources and Uses (Application, page 15)
n	n	V.001	Schedule of monthly cash flow during construction period, including capital contributions.
n	n	G.001	Schedule of projected income and expenses during operation certified by the proposed management agent (Application, page 18).
n	n	V.002	Pro-forma with income and expense cash flow, for a 20-year period if only requesting HOME- New Construction (term for Rehabilitations with HOME funds will vary depending on the funding per unit), or 30-year or any other restrictive compliance period, showing: a feasible operation; prepared according to the applicable program underwriting standards; all income, including commercial, residential and ancillary income, vacancy adjustment, the amount of Tax Credits, HOME funds, committed PBV and/or other governmental subsidies or contributions, private equity, as well as the amount of permanent financing based on the established parameters, that a project would be eligible to receive; all expenses, including partnership distributions, debt service, non-cash expenses such as depreciation and amortization of fees and principal; reserves; and certified by the proposed management agent.
n	n	V.003	Appraisal report of site(s) and structure(s) prepared by a licensed appraiser unaffiliated with the Developer, the Development or any other entity involved with the Project, and approved by the Authority, within six months of the application.
n	n	V.004	Written unqualified endorsement from the Mayor of the Municipality or the where the project will be located; letter must indicate any municipal assistance that the project will receive.
n	n	V.005	Letter of intent and/or commitment from interim and/or permanent financing source, other than the Authority, specifying: amount and term of the loan; fixed interest rate; non-recourse nature of the loan; amortization period; and pre-payment penalties.
n	n	V.006	Loan application to PRHFA on or prior to the Tax Credit or HOME application submittal, if requesting financing from the Authority.
n		V.007	Letter of intent from syndicator or direct investor evidencing available private equity and indicating the credit price, if requesting Tax Credits.
n	n	V.008	Contract or Firm Commitment letter indicating approval of funding issued by the Rural Development Housing Service of the US Department of Agriculture for projects that are financed or sponsored by the entity.



GOVERNMENT OF PUERTO RICO
Puerto Rico Housing Finance Authority

Required for UHTC	Required for HOME	Doc Ref ID	National Housing Trust Fund Threshold Requirements and Documentation Review
n	n	V.009	Certification as to federal, State, or local subsidies received or expected to be received for the development and operation of the project; if no such governmental assistance is to be provided at the time of the application or in the future, certification to that fact; and that should other governmental assistance be sought in the future, the Authority will be notified promptly.
n	n	V.010	Copy(ies) of the contracts or firm commitment letters must be attached to the owner's certification of federal, State, or local subsidies received or expected to be received for the development and operation of the project, as applicable.
n	n	G.001	Project Development Costs (Application, pages 11, 12 and 13)
n	n	V.011	Construction cost breakdown (itemized schedule of values) that substantially conforms to form HUD 2328 (form not required), certified by the proposed general contractor or project designer.
	n	V.012	Agreements governing any required reserves which are capitalized at closing, if a rehabilitation project.
n	n	V.017	Justification for exceeding any of the safe harbor parameters for general contractor fees but in no circumstance, in excess of the maximum allowable aggregate amount.
n	n	V.019	Written evidence for projects claiming and/or receiving (or not) tax exemptions (e.g., property tax waivers, rental income exemptions, etc.).
			Experience. If proposing to use a HOME or NHTF Developer, General Partner or Managing Partner must demonstrate successful record and full compliance participating in same capacity in the development of HOME/NHTF projects in Puerto Rico.
			Documentation required: Relevant project documentation to support experience in particular project.
			Documentation required: Certification issued by the Authority's Audit and Compliance Office, or the Department's Housing Subsidies and Community Development Division, as applicable.

3. IF ONLY SUMMARY CRITERIA WERE DESCRIBED, HOW CAN POTENTIAL APPLICANTS ACCESS APPLICATION MANUALS OR OTHER STATE PUBLICATIONS DESCRIBING THE APPLICATION CRITERIA? (CDBG ONLY)

Not applicable to the HTF Program- (see CDBG section Above)

4. DESCRIBE THE PROCESS FOR AWARDING FUNDS TO STATE RECIPIENTS AND HOW THE STATE WILL MAKE ITS ALLOCATION AVAILABLE TO UNITS OF GENERAL LOCAL GOVERNMENT, AND NON-PROFIT ORGANIZATIONS, INCLUDING COMMUNITY AND FAITH-BASED ORGANIZATIONS. (ESG ONLY)

Not applicable to the HTF Program- see ESG section Above.

Grantee SF-424's and Certification(s)

STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying -- To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



Signature of Authorized Official

6/13/2019

Date

Governor

Title

Specific Community Development Block Grant Certifications

The State certifies that:

Citizen Participation -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments --

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. **Overall Benefit.** In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s) 2017-18, 2018-19, 2019-20 [a period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Compliance with Laws -- It will comply with applicable laws.


Signature of Authorized Official

6/13/2019
Date

Governor
Title

Specific HOME Certifications

The State certifies that:

Tenant Based Rental Assistance -- If it plans to use HOME funds for tenant-based rental assistance, tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy Layering -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.


Signature of Authorized Official

6/13/2019
Date

Governor
Title

Emergency Solutions Grant Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.



Signature of Authorized Official

6/13/2019

Date

Governor

Title

Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.


Signature of Authorized Official

6/13/2019
Date

Governor
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

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

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0006
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

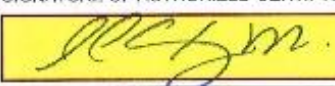
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

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Standard Form 424D (Rev. 7-87)
Prescribed by OMB Circular A-102

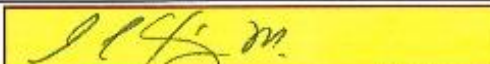
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-546) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis Bacon Act (40 U.S.C. §§275a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(s) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
15. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	PR State Department of the Family Secretary
APPLICANT ORGANIZATION	DATE SUBMITTED
PR State Department of the Family	6/14/2014

SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
<div> <div> * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application </div> <div> * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> </div> </div>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only: 6. Date Received by State: <input type="text"/> 7. State Application Identifier: <input type="text" value="PR (G) 19-87-0614-4175"/>		
6. APPLICANT INFORMATION:		
*a. Legal Name: <input type="text" value="Puerto Rico State Department of the Family"/>		
*b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="560633001"/>		*c. Organizational DUNS: <input type="text" value="0904067370006"/>
d. Address:		
* Street1: <input type="text" value="PO Box 11398"/>		
Street2: <input type="text"/>		
* City: <input type="text" value="San Juan"/>		
County/Parish: <input type="text"/>		
* State: <input type="text" value="PR: Puerto Rico"/>		
Province: <input type="text"/>		
* Country: <input type="text" value="USA: UNITED STATES"/>		
* Zip / Postal Code: <input type="text" value="00910-11398"/>		
e. Organizational Unit:		
Department Name: <input type="text" value="PR State Department of Family"/>		Division Name: <input type="text" value="BGG Program"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mrs."/> * First Name: <input type="text" value="Glorimar"/>		
Middle Name: <input type="text"/>		
* Last Name: <input type="text" value="Rodriguez-Nolasco"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="PR State Department of Family Secretary"/>		
Organizational Affiliation: <input type="text" value="PR State Department of Family"/>		
* Telephone Number: <input type="text" value="787-294-6900"/>		Fax Number: <input type="text" value="787-294-8732"/>
* Email: <input type="text" value="Liamboy@familia.pr.gov"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <p>3: State Government</p> <p>Type of Applicant 2: Select Applicant Type:</p> <p></p> <p>Type of Applicant 3: Select Applicant Type:</p> <p></p> <p>* Other (specify):</p> <p></p>	
<p>* 10. Name of Federal Agency:</p> <p>U.S. Department of Housing and Urban Development</p>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <p>14.201</p> <p>CFDA Title</p> <p>ESG Program</p>	
<p>* 12. Funding Opportunity Number:</p> <p></p> <p>* Title:</p> <p></p>	
<p>13. Competition Identification Number:</p> <p></p> <p>Title:</p> <p></p>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <p></p> <p>Add Attachment Delete Attachment View Attachment</p>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <p>Pending for street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HHIS.</p>	
<p>Attach supporting documents as specified in agency instructions.</p> <p>Add Attachments Delete Attachments View Attachments</p>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="PA"/>	* b. Program/Project: <input type="text" value="JCE"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal:	<input type="text" value="3,576,230.00"/>
* b. Applicant:	<input type="text"/>
* c. State:	<input type="text"/>
* d. Local:	<input type="text"/>
* e. Other:	<input type="text"/>
* f. Program Income:	<input type="text"/>
* g. TOTAL:	<input type="text" value="3,576,230.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)" <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Hrs."/>	* First Name: <input type="text" value="Gloria"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Rodriguez-Matos"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="PA State Department of Family Secretary"/>	
* Telephone Number: <input type="text" value="787-294-4900"/>	Fax Number: <input type="text" value="787-294-0732"/>
* Email: <input type="text" value="lrosby@family.pa.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6/14/2019"/>

Government of Puerto Rico
Puerto Rico Planning Board
PO Box 41119, Minillas Station
San Juan, PR 00940-1119

ACKNOWLEDGEMENT OF RECEIPT

The Puerto Rico Planning Board, designated as the Single Point of Contact (SPOC) by Executive Order 12372 and Administrative Bulletin 4184 as amended, has received for review and comments the following:

- | | |
|--|---|
| <input type="checkbox"/> Notice of intent or pre-application | <input checked="" type="checkbox"/> Application |
| <input type="checkbox"/> State Plan | <input type="checkbox"/> Block Grant |
| <input type="checkbox"/> Other | |

Title of Project: Funding for street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS

CFDA Number: 14.231

Applicant: Puerto Rico State Department of the Family

The State Application Identifier (SAI) number assigned is:

PR (G) 19-87-0614-417-S

The SAI number must be incorporated in Item 7 of Standard Form (SF-424) in the application submitted to the Federal Agency, and in any subsequent document that relates to this proposal.

Applicant is reminded to inform SPOC of approval or denial of federal assistance 5 days after formal notification.

Date: June 14, 2019

By: Roberto Gonzalez-Navarro (signed)
Office of Federal Affairs

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4340-0038
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

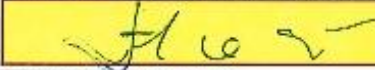
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4601 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-613), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7524-7528) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11736; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11980; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 105(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	PR State Department of Housing Secretary
APPLICANT ORGANIZATION	DATE SUBMITTED
PR State Department of Housing	June 14, 2019

SF-424D (Rev. 7-87) Back

Application for Federal Assistance SF-424		
<p>* 1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application</p>		
<p>* 2. Type of Application:</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision</p>		
<p>* If Revision, select appropriate title (a):</p> <p><input type="text"/></p> <p>* Other (Specify):</p> <p><input type="text"/></p>		
<p>* 3. Date Received:</p> <p><input type="text"/></p>		
<p>4. Applicant Identifier:</p> <p><input type="text"/></p>		
<p>5a. Federal Entity Identifier:</p> <p><input type="text"/></p>		<p>5b. Federal Award Identifier:</p> <p><input type="text"/></p>
<p>State Use Only:</p>		
<p>6. Date Received by State:</p> <p><input type="text"/></p>		<p>7. State Application Identifier: PR (G) 19-98-0614-414-S</p>
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: PR State Department of Housing</p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <p>66-0558578</p>		<p>* c. Organizational DUNS:</p> <p>1259074010000</p>
<p>d. Address:</p>		
<p>* Street: 20 Box 21065</p>		
<p>Street2:</p> <p><input type="text"/></p>		
<p>* City: San Juan</p>		
<p>County/Parish:</p> <p><input type="text"/></p>		
<p>* State: PR: Puerto Rico</p>		
<p>Province:</p> <p><input type="text"/></p>		
<p>* Country: USA: UNITED STATES</p>		
<p>* Zip / Postal Code: 00928-1365</p>		
<p>e. Organizational Unit:</p>		
<p>Department Name:</p> <p>PR State Department of Housing</p>		<p>Division Name:</p> <p>EDDG Program</p>
<p>f. Name and contact information of person to be contacted on matters involving this application:</p>		
<p>Prefix: Mrs. * First Name:aida</p>		
<p>Middle Name:</p> <p><input type="text"/></p>		
<p>* Last Name: Garcia-Rivers</p>		
<p>Suffix:</p> <p><input type="text"/></p>		
<p>Title:</p> <p><input type="text"/></p>		
<p>Organizational Affiliation:</p> <p>PR State Department of Housing</p>		
<p>* Telephone Number: 787-274-2527</p>		<p>Fax Number: 787-758-9263</p>
<p>* Email: ariaciariviera@pr.gov</p>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="A: Other (specify)"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.220"/>	
CFDA Title: <input type="text" value="HOME Program"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
* Title: <input type="text"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Block Grant assistance to benefit low and moderate income families and individuals to obtain decent housing, a suitable living environment and expanded economic opportunities."/>	
Attach supporting documents as specified in agency instructions. <div> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="PR"/>	* b. Program/Project: <input type="text" value="PR"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="05/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="23,715,075.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="23,715,075.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Dwaindo"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Gill-Eccofast"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="PR State Department of Housing Secretary"/>	
* Telephone Number: <input type="text" value="787-274-2527"/>	Fax Number: <input type="text" value="787-750-8252"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text" value="Dwaindo"/>	* Date Signed: <input type="text" value="7/29/19"/>

Government of Puerto Rico
Puerto Rico Planning Board
PO Box 41119, Minillas Station
San Juan, PR 00940-1119

ACKNOWLEDGEMENT OF RECEIPT

The Puerto Rico Planning Board, designated as the Single Point of Contact (SPOC) by Executive Order 12372 and Administrative Bulletin 4184 as amended, has received for review and comments the following:

- | | |
|--|---|
| <input type="checkbox"/> Notice of intent or pre-application | <input checked="" type="checkbox"/> Application |
| <input type="checkbox"/> State Plan | <input type="checkbox"/> Block Grant |
| <input type="checkbox"/> Other | |

Title of Project: Block Grant assistance to benefit low and moderate income families and individuals to obtain decent housing, a suitable living environment and expanded economic opportunities

CFDA Number: 14.228

Applicant: Puerto Rico State Department of Housing

The State Application Identifier (SAI) number assigned is:

PR (G) 19-98-0614-414-S

The SAI number must be incorporated in Item 7 of Standard Form (SF-424) in the application submitted to the Federal Agency, and in any subsequent document that relates to this proposal.

Applicant is reminded to inform SPOC of approval or denial of federal assistance 5 days after formal notification.

Date: June 14, 2019 By: Roberto Gonzalez-Navarro (signed)
Office of Federal Affairs

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4340-0009
Expiration Date: 02/29/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

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As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §54801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
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Prescribed by GMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 16 U.S.C. §674), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	PR State Department of Housing Secretary
APPLICANT ORGANIZATION	DATE SUBMITTED
PR State Department of Housing	June 14, 2019

SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
<div> <div> * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application </div> <div> * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> </div> </div>		
* 3. Date Received: <div></div>		4. Applicant Identifier: <div></div>
5a. Federal Entity Identifier: <div></div>		5b. Federal Award Identifier: <div></div>
State Use Only:		
6. Date Received by State: <div></div>		7. State Application Identifier: PR (G) 19-98-0614-416-S
8. APPLICANT INFORMATION:		
* a. Legal Name: PR State Department of Housing		
* b. Employee/Telephone Identification Number (EINTIN): 96-0558579		* c. Organizational DUNS: 1259074060800
d. Address:		
* Street1: PO Box 21365 Street2: * City: San Juan County/Parish: * State: PR: Puerto Rico Province: * Country: USA: UNITED STATES * Zip / Postal Code: 00928-1365		
e. Organizational Unit:		
Department Name: PR State Department of Housing		Division Name: HOME Program
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mrs. * First Name: Karen Middle Name: * Last Name: Ortiz-Vincent Suffix: Title: Organizational Affiliation: PR State Department of Housing * Telephone Number: 787-274-2527 Fax Number: 787-274-2134 * Email: karl@viviendap.r.gov		

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type:		
A: State Government		
Type of Applicant 2: Select Applicant Type:		
Type of Applicant 3: Select Applicant Type:		
* Other (specify):		
* 10. Name of Federal Agency:		
U.S. Department of Housing and Urban Development		
11. Catalog of Federal Domestic Assistance Number:		
14,275		
CFDA Title:		
RTH Program		
* 12. Funding Opportunity Number:		
* Title:		
13. Competition Identification Number:		
Title:		
14. Areas Affected by Project (Cities, Counties, States, etc.):		
	Add Attachment	Delete Attachment
* 15. Descriptive Title of Applicant's Project:		
Increase and preserve affordable, safe and hygienic housing for families with extremely low income and very low income.		
Attach supporting documents as specified in agency instructions.		
Add Attachments	Delete Attachments	View Attachments

Application for Federal Assistance SF-424	
16. Congressional District Of:	
* a. Applicant <input type="text" value="2R"/>	* b. Program/Project <input type="text" value="2R"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="1,034,301.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="1,034,301.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach: <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Fernando"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="GIL-Encosab"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="PR State Department of Housing Secretary"/>	
* Telephone Number: <input type="text" value="787-274-2527"/>	* Fax Number: <input type="text" value="787-274-9253"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text" value="JLG"/>	* Date Signed: <input type="text" value="7/29/19"/>

Government of Puerto Rico
Puerto Rico Planning Board
PO Box 41119, Minillas Station
San Juan, PR 00940-1119

ACKNOWLEDGEMENT OF RECEIPT

The Puerto Rico Planning Board, designated as the Single Point of Contact (SPOC) by Executive Order 12372 and Administrative Bulletin 4184 as amended, has received for review and comments the following:

- | | |
|--|---|
| <input type="checkbox"/> Notice of intent or pre-application | <input checked="" type="checkbox"/> Application |
| <input type="checkbox"/> State Plan | <input type="checkbox"/> Block Grant |
| <input type="checkbox"/> Other | |

Title of Project: Increase and preserve affordable, safe and hygienic housing for families with extremely low income and very low income

CFDA Number: 14.275

Applicant: Puerto Rico Housing Finance Authority

The State Application Identifier (SAI) number assigned is:

PR (G) 19-98-0614-416-S

The SAI number must be incorporated in Item 7 of Standard Form (SF-424) in the application submitted to the Federal Agency, and in any subsequent document that relates to this proposal.

Applicant is reminded to inform SPOC of approval or denial of federal assistance 5 days after formal notification.

Date: June 14, 2019

By: Roberto Gonzalez-Navarro (signed)
Office of Federal Affairs

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4340-0006
Expiration Date: 02/26/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

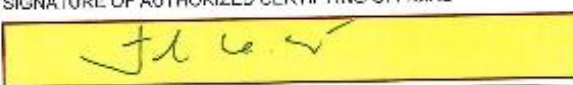
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-1763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 903, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§522 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-87)
Prescribed by OMB Circular A-132

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276s-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11735; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1966 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1956, as amended (16 U.S.C. §470c), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	PR State Department of Housing Secretary
APPLICANT ORGANIZATION	DATE SUBMITTED
PR State Department of Housing	June 14, 2019

SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
<div> <div> * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application </div> <div> * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> </div> </div>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only: 6. Date Received by State: <input type="text"/> 7. State Application Identifier: <input type="text" value="PR (G) 19-98-0614-415-S"/>		
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="PR State Department of Housing"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="66-8588279"/>		* c. Organizational DUNS: <input type="text" value="1258676840000"/>
d. Address:		
* Street1: <input type="text" value="PO Box 21365"/>		
Street2: <input type="text"/>		
* City: <input type="text" value="San Juan"/>		
County/Parish: <input type="text"/>		
* State: <input type="text" value="PR: Puerto Rico"/>		
Province: <input type="text"/>		
* Country: <input type="text" value="USA: UNITED STATES"/>		
* Zip/Postal Code: <input type="text" value="00928 1365"/>		
e. Organizational Unit:		
Department Name: <input type="text" value="PR State Department of Housing"/>		Division Name: <input type="text" value="HOME Program"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mrs."/>		* First Name: <input type="text" value="Karen"/>
Middle Name: <input type="text"/>		
* Last Name: <input type="text" value="Oritz-Tirado"/>		
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text" value="PR State Department of Housing"/>		
* Telephone Number: <input type="text" value="787-276-2527"/>		Fax Number: <input type="text" value="787-276-2134"/>
* Email: <input type="text" value="karen@viviendapr.gov"/>		

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type:			
A: State Government			
Type of Applicant 2: Select Applicant Type			
Type of Applicant 3: Select Applicant Type			
* Other (specify):			
* 10. Name of Federal Agency:			
U.S. Department of Housing and Urban Development			
11. Catalog of Federal Domestic Assistance Number:			
14.239			
CFDA Title:			
HOUS Program			
* 12. Funding Opportunity Number:			
* Title:			
13. Competition Identification Number:			
Title:			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>			
* 15. Descriptive Title of Applicant's Project:			
Expand the affordable housing offer for low and very low income families by providing subsidies to local governments, non-profit organizations, developers, and other eligible entities.			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>			

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="PR"/>	* b. Program/Project: <input type="text" value="PR"/>
Attach an additional list of Program/Project Congressional Districts if needed. <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2018"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="12,219,675.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="12,219,675.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach: <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Print:	<input type="text" value="Mr. Inocencio"/>
Mobile Name:	<input type="text" value=""/>
* Last Name:	<input type="text" value="Gill-Escobedo"/>
Suffix:	<input type="text" value=""/>
* Title:	<input type="text" value="PR State Department of Housing Secretary"/>
* Telephone Number:	<input type="text" value="787-274-2527"/>
Fax Number:	<input type="text" value="787-758-9263"/>
* Email:	<input type="text" value=""/>
* Signature of Authorized Representative:	<input type="text" value="Inocencio"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* Date Signed:	<input type="text" value="7/29/19"/>

Government of Puerto Rico
Puerto Rico Planning Board
PO Box 41119, Minillas Station
San Juan, PR 00940-1119

ACKNOWLEDGEMENT OF RECEIPT

The Puerto Rico Planning Board, designated as the Single Point of Contact (SPOC) by Executive Order 12372 and Administrative Bulletin 4184 as amended, has received for review and comments the following:

- | | |
|--|---|
| <input type="checkbox"/> Notice of intent or pre-application | <input checked="" type="checkbox"/> Application |
| <input type="checkbox"/> State Plan | <input type="checkbox"/> Block Grant |
| <input type="checkbox"/> Other | |

Title of Project: Expand the affordable housing offer for low and very low income families by providing subsidies to local governments, non-profit organizations, developers, and other eligible entities

CFDA Number: 14.239

Applicant: Puerto Rico Housing Finance Authority

The State Application Identifier (SAI) number assigned is:

PR (G) 19-98-0614-415-S

The SAI number must be incorporated in Item 7 of Standard Form (SF-424) in the application submitted to the Federal Agency, and in any subsequent document that relates to this proposal.

Applicant is reminded to inform SPOC of approval or denial of federal assistance 5 days after formal notification.

Date: June 14, 2019 By: Roberto Gonzalez-Navarro (signed)
Office of Federal Affairs

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0345-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102


11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11590; (d) evaluation of flood hazards in floodplains in accordance with EO 11388; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 108 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	PR State Department of Health Secretary
APPLICANT ORGANIZATION	DATE SUBMITTED
PR State Department of Health	6.14.19

SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: PR (G) 19-98-0614-418-S
8. APPLICANT INFORMATION:		
* a. Legal Name: Puerto Rico State Department of Health		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 460437473		* c. Organizational DUNS: 1058171126003
d. Address:		
* Street1: 200 Box 10164 Street2: * City: San Juan County/Parish: * State: PR: Puerto Rico Province: * Country: USA: UNITED STATES * Zip/Postal Code: 00936-0164		
e. Organizational Unit:		
Department Name: PR State Department of Health		Division Name: BCPMA Program
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Dr. * First Name: Rafael Middle Name: * Last Name: Rodriguez-Morcedo Suffix: Title: PR State Department of Health Secretary		
Organizational Affiliation: PR State Department of Health		
* Telephone Number: 787-765-2026		Fax Number: 787-254-3307
* Email: contactos@salud.pr.gov		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="A: State Government"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.341"/>	
CFOA Title: <input type="text" value="HOPEA Program"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
* Title: <input type="text"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Assistance to non profits, faith based organizations, and municipalities which provide housing and supportive services to low income families and individuals with HIV/AIDS."/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="PR"/>	* b. Program/Project: <input type="text" value="PR"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="2,168,495.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="2,168,495.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Dr."/>	* First Name: <input type="text" value="Rafael"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Rodriguez-Morales"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="PR State Department of Health Secretary"/>	
* Telephone Number: <input type="text" value="787-755-2929"/>	Fax Number: <input type="text" value="787-294-3307"/>
* Email: <input type="text" value="contact@hsa.net.pr.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6.14.19"/>

Government of Puerto Rico
Puerto Rico Planning Board
PO Box 41119, Minillas Station
San Juan, PR 00940-1119

ACKNOWLEDGEMENT OF RECEIPT

The Puerto Rico Planning Board, designated as the Single Point of Contact (SPOC) by Executive Order 12372 and Administrative Bulletin 4184 as amended, has received for review and comments the following:

- | | |
|--|---|
| <input type="checkbox"/> Notice of intent or pre-application | <input checked="" type="checkbox"/> Application |
| <input type="checkbox"/> State Plan | <input type="checkbox"/> Block Grant |
| <input type="checkbox"/> Other | |

Title of Project: Assistance to non profits, faith based organizations, and municipalities which provide housing and supportive services to low income families and individuals with HIV/AIDS

CFDA Number: 14.241

Applicant: Puerto Rico State Department of Health

The State Application Identifier (SAI) number assigned is:

PR (G) 19-98-0614-418-S

The SAI number must be incorporated in Item 7 of Standard Form (SF-424) in the application submitted to the Federal Agency, and in any subsequent document that relates to this proposal.

Applicant is reminded to inform SPOC of approval or denial of federal assistance 5 days after formal notification.

Date: June 14, 2019 By: Roberto Gonzalez-Navarro (signed)
Office of Federal Affairs