Corporación La Fondita de Jesús	El Pueblito de Jesús (PH)	Food, shower, laundry, public assistance, primary health, social work, referral to government agencies, and personal hygiene. Also provides permanent transitional housing, psicho-social services, and microenterprise opportunities, among other services.
	La Puerta de Jesus	Food, shower, laundry, public assistance, primary health, social work, referral to government agencies, and personal hygiene. Also provides permanent transitional housing, psicho-social services, and microenterprise opportunities, among other services.
	Mi Hogar	Food, shower, laundry, public assistance, primary health, social work, referral to government agencies, and personal hygiene. Also provides permanent transitional housing, psicho-social services, and microenterprise opportunities, among other services.
Mi Hogar II	Food, shower, laundry, public assistance, primary health, social work, referral to government agencies, and personal hygiene. Also provides permanent transitional housing, psicho-social services, and microenterprise opportunities, among other services.	
CORDA		Shelter for the homeless, persons with addiction to drugs and alcohol, prevention, food, shower, assistance obtaining permanent housing, and social work.
Corporación Salud Asegurada por Nuestra Organización (SANOS)	SSIPRE	Evaluation and coordination of drug addiction cases for rehabilitation, case referral, mental health services, case management, clinical services for patients with HIV/AIDS, and other services.
COSSMA	Hogar Rayos de Esperanza	Transitional housing.
Doctor's Medical Center, Inc.	Hogar Amparo, SRO	
Estancia Corazón	Comunidad Belén Hogar de adulto Fondita Corazón	Shelter, food, shower, assistance to persons with HIV/AIDS, and social work.
Fortaleza del Caido Safe Haven	Albergue Los Peregrinos	Shelter, 24/7 services, and day care. Services for homeless individuals, emergency and transitional
FUNDESCO	El Camino Safe Haven Hogar La Piedad	

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	Remanso de Esperanza	services for individual and patients with HIV/AID
Guara Bi, Inc.	Programa Guarabí, Inc.	Emergency, transitional shelter, permanent supportive services and other services for homeless
Hacienda de Veteranos	Hacienda de Veteranos ESG	Services program.
Hogar Crea, Inc.	Albergue de Emergencia para Personas sin Hogar Mujeres – Parcelas Falu	Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with
	Hogar Crea Arecibo	Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with
	Homeless Project for men with HIV/AIDS-Las Americas	Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with
	Transitional Housing Project and services for homeless individuals-	Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with
		Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with
		Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with

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		Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with
		Services for homeless individuals.
Hogar de Ayuda El Refugio, Inc.	Vivienda Transitoria	Support services and medical care for women with HIV/AIDS, addicted to drugs and alcohol and their
Hogar del Buen Pastor, Inc.	Hogar del Buen Pastor	Shelter, prevention, food shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, service for homeless with HIV/AIDS, job
	Hogar del Buen Pastor -	Shelter, prevention, food shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, service for homeless with HIV/AIDS, job
	Hogar del Buen Pastor II	Shelter, prevention, food shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, service for homeless with HIV/AIDS, job
Hogar Dios es Nuestro	Hogar Dios es Nuestro	Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, social work, and medical care.
Hogar Divino Niño Jesús, Inc.	Hogar Divino Niño Jesús,	Mental health, treatment for men with addiction to drugs and alcohol, social work, and medical care.
Hogar el Camino a la	El Camino a la Salvación II, Inc.	Shelter and rehabilitation of men with addiction to drugs and alcohol.
Hogar Luz de Vida		Rehabilitation of men with addiction to drugs and services for homeless individuals.
Hogar María del Carmen, Inc.		Shelter, food, shower, mental health, social work, medical care, and job placement.
Hogar Nuevo Pacto		Shelter, food, shower, treatment for persons with addiction to drugs and alcohol, social work, medical care, and service for homeless with HIV/AIDS.
Hogar Posada la Victoria, Inc.	Programa de Rehabilitación para Damas con Problemas de Adicción	Shelter, treatment for women with addiction to drugs and alcohol, social work, medical care and job
Hogar Resurrección		Shelter, prevention, food, shower and treatment for persons with addiction to drugs and alcohol, social work, and job placement.

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Hogar Ruth para Mujeres Maltratadas, Inc.	Albergue de Emergencia	Temporary shelter, food, legal assistance, social work, support services, counseling and crisis intervention for abused women and their children.
	Guayacán Housing Development	Temporary shelter, food, legal assistance, social work, support services, counseling and crisis intervention for abused women and their children.
	Programa Prevención	Temporary shelter, food, legal assistance, social work, support services, counseling and crisis intervention for abused women and their children.
Hogar Santísima Trinidad, Inc.	Hogar Santísima Trinidad, Inc.	Shelter for the homeless, prevention, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for the homeless with HIV/AIDS, job placement, and
Iniciativa Comunitaria de Investigación, Inc.	Compromiso de Vida I	Temporary shelter for women, prevention, food, shower, treatment for persons with addiction to drugs
La Perla de Gran Precio Inc.	Albergue para Mujeres	Shelter, food, shower, mental health, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, medical care, service for homeless with HIV/AIDS, child care, and transportation.
	Compartir Comunitario	
	Hogar Intermedio Nancy Rosado	
	Hogar Seguro-Programa de Deambulantes de la Perla del Gran Precio	
	Hogar Sin Barreras Safe Haven	
	Proyecto Integración Colectiva	
	Tú Casa Vale	
La Tierra Prometida, Inc.		Shelter, prevention, treatment for men with addiction to drugs and alcohol, assistance obtaining permanent housing and social work, and job placement.
Logros de Puerto Rico, Inc.	Support Services	Day care for homeless, prevention, assistance obtaining permanent housing, social work, and job
Lucha Contra el SIDA Inc.	Centro Renacer de Vida	Services for persons with HIV/AIDS, persons with addiction to drugs and alcohol, homeless, women victims of physical abuse, elderly, LGBTT community,

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	LCS Apartment Leasing Program	Services for persons with HIV/AIDS, persons with addiction to drugs and alcohol, homeless, women victims of physical abuse, elderly, LGBTT community,
	Programa Nuevo Horizonte II	Services for persons with HIV/AIDS, persons with addiction to drugs and alcohol, homeless, women victims of physical abuse, elderly, LGBTT community,
	Re- Encontrando el Sendero	Services for persons with HIV/AIDS, persons with addiction to drugs and alcohol, homeless, women victims of physical abuse, elderly, LGBTT community,
	Sabana Village Apartments	Services for persons with HIV/AIDS, persons with addiction to drugs and alcohol, homeless, women victims of physical abuse, elderly, LGBTT community,
	Remanso de Paz	Permanent housing, transportation, assistance and consumer protection, legal services, services for persons with HIV/AIDS, mental health services, medical care, support services for drug addiction, job
Ministerio de Acción Social CIRENET, INC.	Ministerio de Acción Social Cirenet	Food, educational, health, and social services for the homeless.
Ministerio de Restauración Cristo Mi Fortaleza Fil 4:13, INC.	Cristo Mi Fortaleza	Temporary shelter, and treatment for persons with addiction to drugs and alcohol.
Misión Alpha & Omega, Inc.		Temporary shelter for the homeless and rehabilitation for persons with addiction to drugs and alcohol.
O.B.R.A.S., Inc.		Services for homeless individuals.
Proyecto Amor que Sana, Inc.	Casa Ana Medina	Temporary shelter, food, household essentials, transportation, consumer assistance and protection, legal services, services for persons with HIV/AIDS, mental health, medical services, job placement, case management, services for persons with addiction to
	Safe Haven	Transitional housing, food, household essentials, transportation, consumer assistance and protection, legal services, services for persons with HIV/AIDS, mental health, medical services, job placement, case management, services for persons with addiction to
Proyecto Matria	Programa Gaia	Transitional housing and services for women.
Proyecto la Nueva Esperanza, Inc.	La Nueva Esperanza Soup Kitchen	Food, shower, social work, medical care, and referral to government agencies or rehabilitation programs.

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Proyecto Oasis de Amor Inc.	Vivienda Transitoria para	Shelter, treatment for persons with addiction to drugs and alcohol, social work, medical care, and service for homeless with HIV/AIDS.
	Vivienda Transitoria para	Shelter, treatment for persons with addiction to drugs and alcohol, social work, medical care, and service for homeless with HIV/AIDS.
Salvation Army	Albergue Esperanza	Emergency Shelter
SILO Misión Cristiana Inc.	Casa Silo	Shelter, treatment for persons with addiction to drugs and alcohol, social work, and service for homeless
SILO Mision Cristiana Inc.	SILO Mision Cristiana	Shelter, treatment for persons with addiction to drugs and alcohol, social work, and service for homeless
Solo por Hoy, Inc.	Hogar Solo por Hoy	Treatment for women with addiction to drugs and alcohol.
Teen Challenge Inc.	Teen Challenge Arecibo	Shelter, food, shower, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing, social work, and job placement.
	Teen Challenge Bayamon I	Shelter, food, shower, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing, social work, and job placement.
	Teen Challenge Buena Vista	Shelter, food, shower, treatment for persons with addiction to drugs and alcohol, assistance obtaining permanent housing, social work, and job placement.

General Allocation Priorities

ESG

Program funds are distributed through a competitive process. Thus the ultimate geographic distribution of the assistance cannot be predicted. For the last five years of consolidated planning, the Department of the Family has been promoting and encouraging participation of recipients in different activities island-wide, by establishing a criterion based on the geographic impact of the organization. These regions were defined based on data from the PIT Count and in consultation with CoCs.

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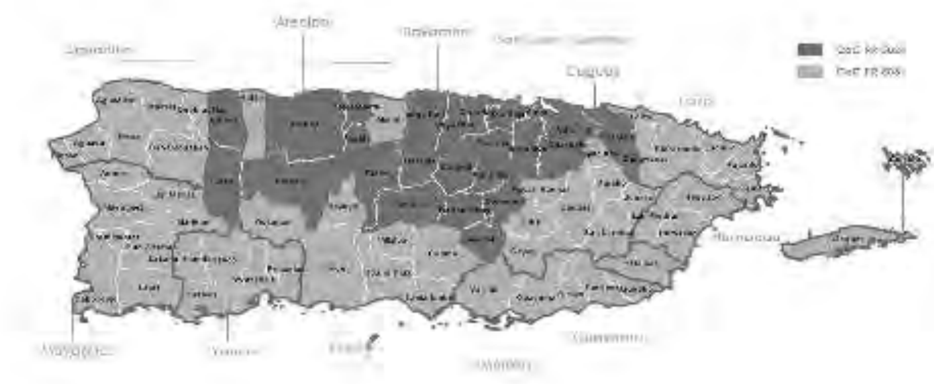

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Fragility in the housing market has come to full exposure as a result of Hurricanes Irma and Maria. The degree of damage caused by the hurricanes was worsened due to the widespread destruction of inadequate housing structures and damage to unoccupied, unmaintained homes. It has been estimated that anywhere from 45% to 55% of Puerto Rican households have either erected or maintained houses through informal construction, a self-managed construction method completed without the use of an architect or engineer, proper permits, and often in non-conformance with land-use codes. In many cases, informal construction also occurs without proper title to the land. This construction type reduces the structural integrity of homes to withstand natural environmental conditions and renders them ineffective to withstand hurricane conditions.

The market's reality is that cost-burdened households face exacerbated challenges in the search for safe, affordable housing. More than 14,500 tenant households and more than 13,300 owned homes are overcrowded by one (1) or more persons. Funds are needed to repair or reconstruct aging and fragile structures, informally constructed homes, and homes unlawfully located on public lands or through an illegal subdivision. With compounded factors including overcrowding, thousands of financially overburdened households, an aging population, and out-migration of residents under forty (40), the need for comprehensive recovery is critical.

SINGLE FAMILY HOUSING MARKET

Hurricanes Irma and Maria have exacerbated an already challenging housing market. A reduction in wage base in the economy has reduced the population's buying power, limiting homeowner mobility, reducing the purchase of higher value homes, and in many cases creating conditions for foreclosure. With changing economic conditions and evolving household makeup, Puerto Rico has seen little investment in homes valued above $100,000, and more demand for affordable housing. An increase in single-parent households and a decrease in average household income shows a population of declining means. According to ACS 2012- 2016 data, Puerto Rican households have a median income of $19,606, which is significantly lower than the poorest state in mainland US, Mississippi, with a median household income of $40,528, and almost 60% less than the US median household income of $55,322.

Fifty-five (55) % of the occupied housing units in Puerto Rico have less than $150,000. Before the hurricanes, single-family housing stock was at 1,555,880 units, with approximately 1.2 million of those homes occupied. According to FEMA IA data, over 1.06 million households, or households representing 88% of total housing units, have applied for disaster assistance. As home prices have adjusted to economic conditions and devalued over time, homeowners have been unable to accumulate the capital required to improve their living conditions or accommodate expanding households. According to the Puerto Rico Builders' Association Study, Puerto Rico has seen a 25%

drop in property values over the last ten (10) years from $219,170 in 2007 to $164,470 in 2017. Total sales (and by price ranges) have been reduced to a compounded annual rate of 14.5% between 2004 and 2016. The reduction has been more robust in prices of more than $160,000 per unit.

According to the Department of Housing and Urban Development (HUD), as of April 30, 2018, there were 116,789 FHA Forward Mortgages, representing $10,262,381,738 in unpaid balance. With FHA-insured mortgages in default, some debtors, who were ineligible for FHA's Loss Mitigation Program, have been given an extended moratorium on foreclosure. There is a high risk of a foreclosure on these properties that will follow the moratorium expiration on August 16, 2018. The delinquent loan count increased from 17,475 on August 31, 2017 (before the hurricanes), to 28,940 on April 30, 2018. This represents a financial exposure of over $2.6 billion in delinquent loans in Puerto Rico. This could lead to vacated homes adding to the already aging stock of unoccupied homes with significant deterioration or damage expected to prevent resale.

Aging housing stock further contributes to the decrease in property value, eroding residents' wealth, and asset accumulation. About 40% of the housing stock was built before 1970, with 31% of homes constructed between 1970 and 1989.

MULTIFAMILY HOUSING MARKET

According to ACS 2012-2016 data in 2016, there were 1,237,180 housing units in Puerto Rico, of which 31.4 % were occupied in 2016 by 388,445 renters. According to the Puerto Rico Builder's Association study, 56.8% of currently rented properties rent for less than $500 a month, representing more than half of the renters' population. Approximately 36.4% of renters pay between $500 and $999 in rent per month, while 6.8% pay between $1,000 to $3,000 per month. An estimated 53,000 tenant households live in substandard housing. Although sufficient rental units may exist, demand for high-quality, affordable rental housing has increased with economic challenges. Households may earn income just above the poverty line, disqualifying them from critical assistance, but too little to afford higher quality rental housing options. These households may earn between $15,000 to $25,000 in annual income.

A recorded 345,333 renter households applied for FEMA IA assistance due to Hurricanes Irma and Maria.60 This number of units with confirmed damage may increase as the assessment of damage and inspections for code compliance post-hurricane continues. There is a strong need to formalize the island-wide rental market reporting and standard housing compliance in the rental market recovery. Aging buildings impacted by the hurricane will need to be addressed with a focus on resilience. More than 76% of the Island's rental stock was constructed before 1990.

For details go to: https://cdbg-dr.pr.gov/en/action-plan/

IMPACT TO PUBLIC HOUSING

The Puerto Rico Public Housing Authority (PRPHA) is the second-largest housing authority in the US, with over 53,000 units across 327 properties. There are also approximately 30,000 households using Housing Choice Vouchers and 18,000 households in project-based Section 8

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units. The PRPHA reported 15,386 public housing units with damage, with initial damage claims over $119 million. Full damage assessments are still being completed, and the damage amount is expected to rise. As insurance claims are negotiated with insurers, the amount of unmet needs is expected to adjust. FEMA's available funding for public housing funding requests is under development and will not be complete before this Action Plan's due date. Until such funding levels can be determined, the real unmet need in public housing is incomplete.

There were 25,000 persons on the public housing waiting list before the hurricanes and 7,955 (as of June 2014) on the Section 8 waiting list. PRPHA has been implementing mixed-income, mixed-finance strategies as part of its Asset Repositioning Strategic Plan to generate high-quality, diversified housing options. The Gladiolas mixed-finance development, which was still being completed at the time of hurricane Maria, is an example of this new strategy, which incorporates public housing units, Section 8 voucher units, market rate, and tax-credit units. Asset repositioning will continue to play a vital role in the recovery process, leading to high-quality, diversified housing options for residents across all housing assistance and income categories.

For details go to: https://cdbg-dr.pr.gov/en/action-plan/

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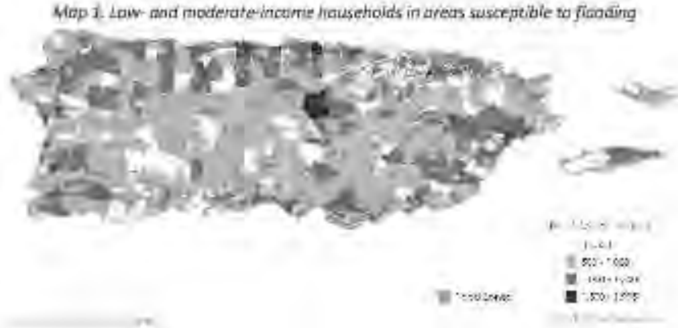
MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Puerto Rico is exposed to multiple natural hazards. Climatic hazards include tropical cyclones and storms that often causes floods, coastal erosion and rainfall induced landslides. Extreme heat events and droughts are also climatic hazards that affect Puerto Rico. Geologic hazards include landslides, coastal erosion, earthquakes (including earthquake's induced landslides, liquefaction, amplification of seismic waves), and tsunamis.

The Puerto Rico Hazard Mitigation Plan identifies that the more frequent events that have required presidential disaster and emergency declarations are associated with flooding, tropical storms, and hurricanes, as well as landslides.

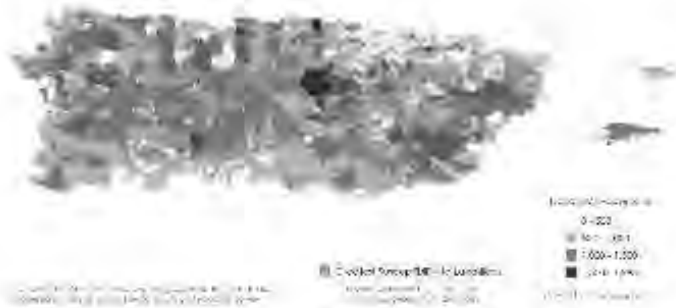
According to the most recent flood data, it is estimated that 1,186 km² (13%) of the island is susceptible to coastal and riverine flooding (A, AE, AO and VE).[7] The following map presents the amount of low- and median-income households per census tracks and the areas that are susceptible to riverine, coastal and storm surge flooding.

Map 1. Low- and moderate-income households in areas susceptible to flooding



Puerto Rico is also susceptible to landslides which range from nuisances to deadly events. A recent study identified that 1% of the island has an extremely high susceptibility to landslides that are likely to initiate during or soon after intense rainfall. Nine percent of the island is considered with Very High susceptibility, 20% with High, 30% Moderate and 40% Low.[8] The following map presents the amount of low- and median-income households per census tracks with respect to the areas that are susceptible to landslides.

ap 2. Low- and moderate-income households in areas Susceptible to landslides



Describe the jurisdiction's increased natural hazard risks associated with climate change.

Climate change increases Puerto Rico's exposure to natural hazards, specially floods due to sea level rise, and stronger and more frequent extreme events such as storms. Other effects include an increase in the frequency and intensity of extreme heat events, in droughts, changing in rainfall patterns, and increase in ocean acidification and sea surface temperature.

Sea level rise

Sea level rise due to climate change is increasing coastal inundation and exacerbating existing flooding conditions. Since the mid-20th century Puerto Rico has documented increases in the sea level by 0.08 inches (2 mm), and a notable acceleration has been observed between 2010 and 2011 (by a factor of about 3). Various scenarios indicate that the increase in sea level in the Caribbean region would be greater than the global average, which will continue during this century. By 2050, relative sea levels are projected to rise by about 0.8 feet (under the Intermediate-Low scenario), 1.2 feet (Intermediate scenario) and 2.8 feet (Extreme scenarios), compared to levels in 2000.

Higher sea levels will result in more frequent nuisance flooding, especially in low lying communities. Nuisance flooding occurs with high tides due to climate-related sea level rise, land subsidence, and the loss of natural barriers. Oftentimes these are not immediately destructive but can cause substantial negative socioeconomic impacts, compromising infrastructure and posing public health risks. In Puerto Rico, these are of concern and peaks during the high-water stance during the months of August-September-October. Communities in the southwest coast of Puerto Rico are facing a complex situation given that earthquakes and aftershocks that have occurred since January 2020 caused permanent changes to the ground surface that appeared to shift downward and slightly to the west, according to recent studies. Some coastal communities, such as El Faro in Guayanilla, are experiencing flooding and are more vulnerable to future events.

Stronger and more frequent extreme events

In the Caribbean, some extreme events include droughts, extreme rainfall events and extreme storms. These are projected to increase in frequency and intensity. Recent droughts and resulting reductions in freshwater availability as well as extreme rainfall events, have caused economic losses and social disruption.

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Stronger hurricanes and more active hurricane seasons are also projected. Increasing hurricane intensity and associated rainfall will cause further damages to homes, specially those located in hazard areas or that were not developed according to building codes. Intense rainfall associated with these extreme events also increases the susceptibility to landslides.

Temperature

In PR temperatures have increased 1.5°F since 1950. It is projected that the average and extreme temperatures will increase in minimum and maximum emission scenarios. It is expected that there will be more days with temperatures over 95°F and more nights with over 85°F. By 2050 an increase in average temperatures from 1.5°F to 4°F is projected.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Low- and moderate-income households that are located in hazardous areas may be disproportionately affected by the effects of climate change. For instance, many of the residents in flood prone areas cannot afford flood insurance to repair or replace their property when the next flooding event occurs. As previously indicated, climate change could exacerbate current flooding conditions and areas that were not susceptible to flooding or were flooded in certain events could be permanently inundated by sea level rise.

It is estimated that in Puerto Rico there are 408,279 housing units occupied by low- and moderate-income households that are in areas that could be permanently inundated by an increase of 3ft in sea level rise. These constitutes 45.79% of these units.

Map 1. Low- and moderate-income households in areas Susceptible to 3ft slr

On the other hand, higher temperatures increase the consumption of electricity due to the use of equipment to cool down the environment (air conditioning) in homes that can afford or are required to have these systems. These spending in electricity leaves low and moderate-income homeowners with less money, which can negatively affect the well-being of these populations. Health and wellbeing are also affected in houses whose design does not allow adequate ventilation and cannot afford

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electricity costs. This situation is exacerbated by the heat island effect, due to the concentration of buildings and other paved surfaces.

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Strategic Plan

SP-10 Geographic Priorities – 91.315(a)(1)

General Allocation Priorities

HOME & HTF

The PRHFA will distribute funds through a competitive process and cannot predict the ultimate geographic distribution of the HOME and 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 HOME and 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. Estimation of the Percentage of Funds it Plans to Dedicate to Target Areas.

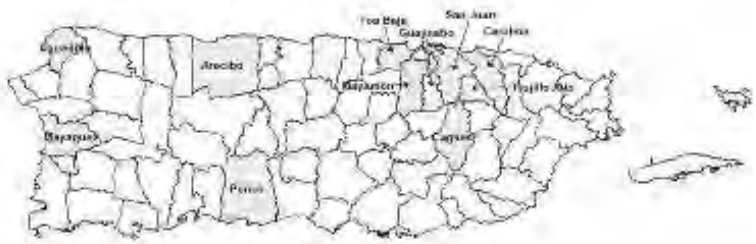
The HOME allocation for PY 2020 will be distributed to benefit low income families in compliance with 24 CFR 92.203 (a), that Commonwealths *"The HOME program has income targeting requirements for the HOME program and for HOME projects. Therefore, the participating jurisdiction must determine each family is income eligible by determining the family's annual income."* This requirement opens the geographical area of the Commonwealth of Puerto Rico's 78 municipalities that could be served with the Commonwealth HOME Program. The PRHFA recognizes that the Municipalities of Aguadilla, Arecibo, Bayamon, Caguas, Carolina, Guaynabo, Mayagüez, Ponce, San Juan, Toa Baja, and Trujillo Alto are local PJs on their own, and that the program could complement any eligible request made from these municipalities in order to further the strategic objectives set forth by the PRHFA. Below is a map with the location of the municipalities designated as local participating jurisdictions for the HOME Program. The map illustrated on the next page shows the location of the non-metropolitan municipalities in the island.

The PRHFA will distribute funds through a competitive process and cannot predict the ultimate geographic distribution of HTF funds. The method of distribution does not include an allocation of resources based on geographic areas, so target areas are not earmarked. Yet, 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. Estimation of the Percentage of Funds it Plans to Dedicate to Target Areas.

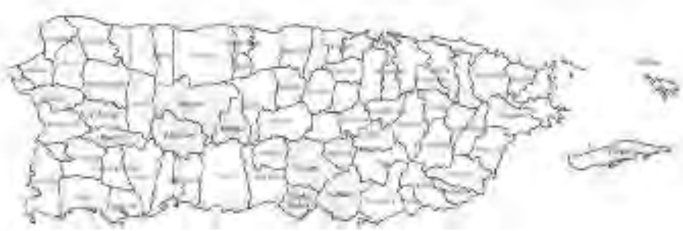
The HTF allocation for PY 2020 will be distributed to benefit very low and extremely low income families (see HTF Funding Priorities 91.320(k)(5)(i) for the definition). Section IV of the NOFA Ranking Self-

Evaluation establishes a specific priority funding factor for developers or the applicant's capacity to undertake tax credits/HOME projects. The term "full compliance and successful record" provides sufficient basis to determine the applicant's capacity to obligate HTF funds and undertake activities in a timely matter.

MUNICIPALITIES DESIGNATED AS PARTICIPATING JURISDICTIONS FOR THE HOME PROGRAM



MUNICIPALITIES DESIGNATED AS NON-METROPOLITAN COUNTIES



ESG

Program funds are distributed through a competitive process. Thus the ultimate geographic distribution of the assistance cannot be predicted.

HOPWA - the State HOPWA funds will be distributed by the Municipality of San Juan. For this reason, there is a single strategy in the implementation of HOPWA funds. Taking this into consideration, it is necessary to make HOPWA funds available to Municipalities and Nonprofit Organizations located within the 78 municipalities of Puerto Rico. Project sub recipients of the PREMSA will have priority over those

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located in the San Juan EMSA. Also, potential sub recipients located in the San Juan EMSA, that are currently receiving HOPWA funds from the City of San Juan, cannot receive State HOPWA funds for the same purpose and uses.

The PRDOH cannot predict the ultimate geographic distribution of HOPWA funds. Funds will be distributed using an open competition method. It is expected that 100% of the funds are distributed.

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SP-35 Anticipated Resources - 91.315(a)(4), 91.320(c)(1,2)

HOME:

PRHFA coordinates with other agencies to speed up the permitting processes of projects.

The Authority promotes promptness, uniformity, and coherence among the agencies granting permits.

Section 42 of the Internal Revenue Code:

Provides financing by selling tax credits to United Commonwealth's investors.

The product of the sale contributes to creating and preserving rental housing units.

The Federal Tax Credit Program receives nearly $8.2 million each year, which generates an investment of approximately $67.7 million in Puerto Rico's economy.

Tax Credit Program (Act No. 140 of October 4, 2001) (program currently under moratory)

Offers tax credits for investing in new construction or in substantial rehabilitation of housing units for rent to low-income families.

This increases the inventory of social interest housing in the Island.

In addition, it guarantees rent affordability for low income families.

Such credit stimulates the substantial rehabilitation of existing facilities and structures that will help renovate and repopulate the urban centers of our towns.

The local Tax Credit Program is a new $15 million program managed by the Development and Financing Area.

Interim Loans for Construction

PRHFA offers financing to construct housing projects for sale or rent. The per unit maximum price is established in the Agency's Financing policies and in procedures approved by the Board of Directors.

The Authority will charge a fee for the interim financing of up to 1.5% of the maximum amount approved.

The fee varies depending on the kind of project (new construction or rehabilitation), the per unit sale price, the profit percentage for the developer, whether or not the project is FHA insured, and whether or not the PRHFA will provide a subsidy to buyer families.

The Authority will finance up to 80% of the total development cost (land, site improvement, construction costs, and soft costs).

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Direct Loans

To purchase primary residence up to $150,000.

Act No. 87

Mortgage insurance disbursed by Mortgage Banks.

New Market Tax Credits

The New Markets Tax Credit Program (NMTC Program) was established by Congress in 2000 to spur new or increased investments into operating businesses and real estate projects located in low-income communities. The program attracts investment capital to low-income communities by permitting individual and corporate investors to receive a tax credit against their Federal income tax return in exchange for making equity investments in specialized financial institutions called Community Development Entities (CDEs). In 2011, the PRHFA in collaboration with Citigroup launched "El Fondo de Desarrollo Comunitario", a $45 million revolving loan program to grant loans to affordable housing developers in the Island.

Subsidy Contracts Administration

The US Department of Housing and Urban Development (HUD) chose the PRHFA to manage the subsidy contracts for all Section 8 projects in Puerto Rico. This program monitors project management to ensure the quality of life of residents and the adequate use of federal funds.In addition, the Authority is responsible of making subsidy payments to the project owner, renovating subsidy contracts for projects, approving and processing rent increases, monitoring that any deficiencies found in the projects during physical inspections are corrected, and carrying out administrative audits of the projects each year.

Loans for Multifamily Rental Housing

The Authority provides interim and permanent financing for the development of rental housing projects.

Private Sources

Private developers must demonstrate their financial capability and resources for developing housing projects that involve construction or rehabilitation of units for both rent and sale. Private funds are required as leverage for the commitment of HOME funds. Interim financing should be clear with the banking institution before the commitment of HOME funds.

Lending institutions contribute to financing affordable housing by providing flexibility on mortgage loans, conventional mortgages, and FHA mortgage insurance.

It is necessary to point out that permanent financing for HOME assisted Homebuyers may be processed through any qualified mortgage institution. The Homebuyer purchase assistance will be granted directly to low-income families.

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ESG

These funds will finance services such as Nutritional Assistance (NAP), Soup Kitchen, Temporary Assistance to Needy Families (TANF), Services to the Families, Child Support, Child Care, and others. These Programs provide support services for the homeless in the transitional phase. Furthermore, the Government of Puerto Rico assigned funds to expand services and, in some cases, to comply with the Program's matching fund requirements. The following table provides detailed information:

OTHER FEDERAL AND STATE RESOURCES (FY-2017-2018)

PROGRAM	FEDERAL	STATE	TOTAL	DESCRIPTION
Nutritional Assistance Program (PAN Spanish Eponymous)	$1,923,537,000	$46,479,000	$1,970,016,000	Provides supplemental income to families in need in order to address their nutritional needs.
Temporary Assistance to Needy Families (TANF)	85,937,000	32,651,000	118,588,000	Provides economic assistance to none and low income persons and families to help them fulfill basics needs.
Social and Economic Rehabilitation of the Family (PRES, Spanish Eponymous)	0	5,324,000	5,324,000	Helps poor families become self-sufficient.
Services to the Families and Children	$31,804,000	$191,867,000	$223,671,000	Provides care and protection to children for their constructive development. Also, provide support to individuals and families who offer social work services and intervention in child adoption, abuse, domestic violence and care and protect the elderly and the disabled. Furthermore, to work in community development, emphasizing prevention.
Child Support	18,271,000	9,482,000	27,753,000	To ensure that the father and mother provide alimony to their child.
Elderly Support	0	473,000	473,000	Ensures that people aged 60 years or more that are in need of sustenance or livelihood obtain alimony from their legally responsible direct descendants. Establishes alimony orders by the administrative procedures of mediation or court proceedings. Locates descendants whose whereabouts are unknown and require them to comply with their obligation to provide sustenance to their relatives.

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Child Care	$55,542,523	$5,339,000	$60,881,523	To assist low income families with child care in order to: 1. Promotes parental choices that empower working parents to make their own decisions on the type of child care that best suits their needs; 2. Provides consumer education information to help parents make informed choices about child care; 3. Provides child care to parents trying to achieve independence from public assistance.
Head Start	$43,572,562	$1,434,000	$45,006,562	Head Start and Early Head Start are comprehensive child development programs that serve children from birth to age 5, as well as pregnant women and their families. They are child-focused programs that aim to improve school readiness of young children in low-income families.
Disability Determination	14,075,676	0	14,075,676	Determines the eligibility of handicapped persons who request Social Security benefits.
TOTAL	**$2,172,739,761**	**$293,049,000**	**$2,465,788,761**	

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SP-80 Monitoring – 91.330

Describe the standards and procedures that the state will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

CDBG

The Program's monitoring guidelines were revised on 2014 based on HUD's CDP Monitoring Handbook. The guidelines and work plan identifies the actions that will be taken to assess program participant performance, including which participants will be monitored, the type of monitoring (e.g., in-depth, limited, on-site, remote), the programs/functions to be monitored, the expected monitoring dates, and needed resources (staff, travel funds, etc.).

The plan covers several stages of the monitoring process.

- Preparing for monitoring
- Conducting the monitoring
- Monitoring conclusions
- Sanctions
- The monitoring letter
- Required concurrences
- Closing findings
- Building an administrative record
- Documentation

The standards established considered six important elements. These are:

Risk Analysis

The risk analysis is undertaken at the end of the PY to evaluate the performance carried out by the non-entitlement municipalities. The statistics lifted provide an scenario on their performance, thus ranking such performance as: High Risk, Medium Risk and Low Risk.

Calendar

The PRDOH prepares an annual calendar on the type of monitoring that they will perform according the data provided by the Risk Analysis. High Risk municipalities will be scheduled for field monitoring reviews, while Medium Risk are scheduled for field or desk review, depending on their ranking. Low Risk municipalities are schedule for desk review,

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Desk Review

This is the standard use for Low Risk and those Medium Risk municipalities that their actions could be monitor through telephone inquiries. Any request for documentation could be transmitted through mail, fax, e-mail or personally. With this technique PRDOH expects to clear the task in agenda without any complication.

Field Review

This is the standard use for High Risk and those Medium Risk municipalities that their actions warrant a field visit. The monitoring official is in the field verifying documentation on any project or activity, interviewing municipal officials and contractors if needed. Findings made are presented to the Program Director before the preparation of the monitoring report.

Preparation of the Monitoring Letter

The Monitoring Report is prepared 60 days after the completion of monitoring. In this communication an explanation of the issues worked and findings made is presented to the Municipality. The report mentions the concerns, question costs and disallowed costs, if any, were found during the field visit. The municipality has 30 days to clear any recommendation made by the Program Director.

Follow up and Closing Report

All follow-up actions are documented and communicated to the Municipalities. Target dates are assigned when corrective actions are required and relayed to the participant in the monitoring letter

ESG

It is the PRDF responsibility to assure that the entities' comply with ESG Program statutory and regulatory requirements and to enhance management capacity and the use of funds effectively to assist the homeless or at risk to become homeless individuals and families.

During this program year the PRDF will undertake a monitoring process to ensure compliance which will consist of:

- Identifying organizations and municipalities at higher risk.
- On-site visits as an opportunity to identify recipient's needs measure their performance and provide technical assistance;
- Tracking system of the grant awards, activities and performance measurement;
- A technical assistance tracking system of monitoring aspects;
- Review the uses of funds to determine that non-profit agencies conform to the requirement of the ESGP and other federal regulations.

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- Risk Evaluation for Projects Subsidized with ESG Funds

Due to the safety measures that have to be taken in the context of the COVID-19 pandemic, the PRDF will conduct monitoring through desk reviews instead of visits.

Questions to evaluate the risk of projects subsidized with ESG funds have been formulated to establish the level of risk of such projects and to determine which projects require on-site monitoring.

Risk Evaluation Factors	Responses with points	Points	Evaluation
Funds Provided	Less than $20,00 Over $20,000	1 2	
Findings from previous audits	Yes	1	
Number of findings in previous audits	2 or more	1	
Date of latest on site monitoring	Over two years	1	
Changes in key personnel: executive director, project director and/or supervisor, fiscal agent, service personnel, and other personnel directly related to the project	Yes	1	
Relatives working on project	Yes	2	
Significant purchases with funds	Yes	2	
Remaining funds from previous allocations	Yes	1	
Problems with reimbursement requests	Yes	2	
Problems with programmatic progress reports	Yes	1	
Problems with evidence ...	Yes	2	
Has a record or an open grant that was supposed to be closed by the evaluation date	Yes	2	
Currently is or will be in the process of recovering money	Yes	2	
Noncompliance with payment schedule	Yes	2	
Number of people serviced per proposal was smaller	Yes	2	
Adverse publicity/complaints		1	
Total Risk Points			

Mark (O) Result of Risk Evaluation

Low risk (less than 6 points)

Moderate Risk (6-12 points)

High Risk (13 points or more)

Each sub-grantee will be reviewed and points will be awarded in accordance with the above table. Sub-grantee will be ranked in accordance with the points awarded from high to low. Those sub-grantee recipients with total scores above 13 points will be considered high risk and will be monitored by the staff of the DF. In-depth on site monitoring must be completed for high-risk grantees.

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Sub-grantees with a score of 6 to 12 points will be considered moderate risk. Limited monitoring may be performed for medium-and low-risk grantees.

Monitoring Schedule

The Department of the Family will conduct at least 25% on-site monitoring reviews. The monitoring schedule will be developed during the program year. The DF will monitor compliance within the 24 month expenditure deadline by implementing the high risk analysis assessment. The Department of the Family will continue desk reviews for all sub-grantees.

To monitor timeliness the desk review officer evaluates the expenditure ratio of each sub-grantee. Every month the Department monitor spending against budget to ensure that there is regularity of expenditure and that the project is operating as planned. Budget variations are evaluated in order to modify as needed. To monitor expenditure ratio the DF uses IDIS PR91 report. Warning letters are submitted to sub-grantees who are not spending according to plan and to those that will not comply with the term of the agreement. If necessary and justified the expenditure period can be extended. If the agreement expires and the funds were not used they will be reallocated in accordance with the requirements of the ESGP.

HOME & HTF

PRHFA carries out the HOME program compliance through an ongoing process involving continuous communications with project owners and regulatory evaluations. Monitoring activities are performed according to the regulations established in the Code of Federal Regulation (CFR) Title 24 Part 92 for the HOME Investment Partnership Program. Monitoring responsibilities are exercised by the State through The Federal Fund Compliance Office (FFCO) at PRHFA. The FFCO asserts its monitoring duties through a dual process. This consists of compliance enforcement by education, technical assistance through training and support and compliance reviews involving constant system/files reviews, on-site visits and physical inspections.

In addition, outside controls are incorporated into the procedures, as required by the Single Audit Act and the associated local rules and procedures. The Single Audit Act of 1984 (Public Law 98-502) was passed by Congress to improve auditing and management for federal funds provided to state and local governments. The Director of the Office of Management and Budget (OMB), a federal agency, is responsible for dictating policies, procedures, and guidelines to carry out the act. These policies, procedures, and guidelines are contained in OMB Circular No. A-133. This circular establishes uniform audit requirements for non-Federal entities that administer Federal awards and implements the Single Audit Act Amendments of 1996, which were signed into law on July 5, 1996 (Public Law 104-156) Audits of States, Local Governments, and Non-Profit Organizations ". Circular No. A-133 and the act require the following annually.

1. An audit of the state or local government's (entity's) general-purpose or basic financial statements made in accordance with generally accepted government auditing standards covering financial and compliance audits.

2. Tests of internal accounting and other control systems to provide reasonable assurance that the entity is managing federal-assisted programs in compliance with applicable laws, regulations, and the specific provisions of contracts or grants.

An Independent Auditors' Report for both Compliance and Internal Control and on Financial Reporting will be conducted in accordance with government auditing standards. The Audit will be presented to the Director of the PRHFA at the term of the nine month time requirement, to HUD's CPD Division in hard copy and an electronic copy to the National Single Audit Clearinghouse. Another outside control is provided by the Commonwealth's Comptroller's Office. Comptroller's auditors perform comprehensive reviews of the fiscal operations of the PRHFA issuing a full report on the findings found. It is not unusual that the Comptroller's auditors request guidance to HUD officials on any issue raise on a federal finding. Finally, the local HUD Field Office, the Community Planning and Development Division in San Juan, that will review any formal report issued by the IPA and the Comptroller's Office, requesting prompt corrective action if it is the case. The HUD Field Office may conduct its own monitoring reviews and may request the participation of the HUD's Office of the Inspector General, to assist them in any specialized auditing review.

Compliance will be evaluated taking into consideration four main activities:

1. Homeowner Occupancy
2. HOME Project Development
3. HOME Rental Projects
4. TBRA

Homeowner Occupancy:
Home funds can be provided in the form of a grant to lower the monthly mortgage payments. To monitor compliance with this process we will review:

- Owner Income Limit- The homebuyer and his family must qualify as a low-income family
- Owner Occupancy-The unit must be the principal residence.
- Property type- Must be a single-family housing, should be a modest housing as established in CFR 92.254 (2) (i) (ii) (iii)
- Property Standards- Unit must meet all local code/regulations. ARPE and HQS regulations must be met.
- Special conditions- Homebuyer must be explained and must acknowledge and understand conditions and restraint on homeownership programs such as, Periods of affordability, Resale and Recapture, and additional conditions as they may apply.

In all processed cases, the files should include written rehabilitation standards for the project in addition to the budget, certifications, agreements and periodic inspections.

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For the homebuyer projects the length of the affordability period is based on the amount of HOME funds invested in the property. The required affordability period are described as follow:

HOME FUNDS PROVIDED	AFFORDABILITY PERIOD
<$15,000	5 years
$15,000 - $40,000	10 years
>$40,000	15 years

Annually a sample of 20% (per each activity in an affordability period of 5, 10 or 15 years) of the active homebuyer activities will be reviewed through random sampling. This review will be performed through documentation evidence, that will confirm that the assisted HOME unit is been occupied by the person/family that executed the promissory note. PRHFA will send a letter through the U.S. mail to each of the assisted homebuyers included in the sample. This letter will require the homebuyer to return a signed certification verifying that the residence continued as their principal place of residence. It is prohibited to sell, lease, donate, or execute a permutation of the property without previous consent and authorization from PRHFA. If the beneficiary fails to comply with the requirements, he is compelled to repay the total HOME funds assigned.

The FFCO also select a sample of 20% of all homebuyer activities worked during the fiscal year and performed a compliance review of the program record keeping, property eligibility, occupancy requirements, written agreement, information in IDIS System and financial documentation requirements of the HOME program.

Project Development

During the construction phase the HOME Program requires progress reports, and a submission of any topic that may disclose anticipated or current problems on the construction progress. Eligible cost will be monitored regarding the HOME expenditures through the development of the project.

As a means of compliance with the timeliness, expenditures and complete the process as per established by both parts, a monthly fiscal review report has been established. Through this report we can evaluate the expenses, disbursements and tendencies related to the HOME program, looking forward to meet the 5 year expenditure threshold. To ensure long term compliance with Housing codes, on-site inspections will be conducted during all activities, related to the HOME program housing, including home buying, rehabilitation and rental activities.

Rental Projects

To verify compliance with property standards, and to assert the information provided by owners, on tenant's incomes, rents and other HOME requirements and regulations during the projects period of affordability, HOME requires on-site inspections of Home assisted units in a project. Property reviews are conducted on-site every three years. These inspections will consider a sample of 20% of the HOME assisted units. During the physical inspection visit, the inspector completes an inspection of the exterior

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buildings, the grounds and common areas, and the interior of the units to ensure that the project is maintained in accordance with HUD regulations and continue to meet on going property standards requirements.

In addition, a review of project files will be completed. This review will consider a sample of 20% of the HOME assisted units in the project. For project with 10 units or less, all tenants' files will be review. Included in the file review will be a verification of the income certifications, rent levels and utility allowances, verification of the appropriate number of HOME units and designated High and Low HOME units, review of lease provisions and verification that the property management has taken the appropriate actions based upon changes in tenant incomes. Property owners will be notified of any compliance issues and will be required to take corrective actions in a timely manner.

As part of the monitoring process, the FFCO requires that owners annually complete the "Owners Annual Certification of Compliance" form, which certifies that HOME assisted units are in compliance with program regulations. Owners are required also to maintain records that demonstrate compliance through submission of a "HOME Monitoring Report" annually. File audit standards are listed in 24 CFR Part 5. Guidance provided for the implementation of the standards in Part 5 are outlined in HUD Handbook 4350.3 REV-3 CHG 4. Owners are required to establish initial and ongoing tenant eligibility using the guidance found in Handbook 4350.3 REV-3 CHG-4, in combination with HUD's published annual income and rent limits.

TBRA

The FFCO will ascertain whether the beneficiaries under the TBRA Activity were properly certified under the HOME Program rules in 24 CFR Part 92. This task is accomplished through the evaluation of a sample of the TBRA's transactions completed by the HOME Program Department (Department) during a specific period of time.

The FFCO review objective is to ascertain that the sample cases selected are in compliance with 24 CFR Part 92 requirements related to the following aspects Participant eligibility, Unit compliance, Lease provisions, Property eligibility, Processing applications, Rental Assistance Calculations, Occupancy standards, Security deposits, Subsidy Administration and Termination of tenancy and non-renewal standards.

HOPWA

Standards and procedures that will be used to monitor activities carried out in compliance of the plan

The monitoring of the HOPWA funded activities will be undertaken by the Municipality of San Juan using own staff and contractors. The Municipality of San Juan will use a risk analysis tool to determine which organizations or municipalities will be monitored during PY 2015. During this program year the Municipality will follow up on compliance with Single Audit requirements and previous year findings. A monitoring schedule (Monitoring Plan) will be prepared during the first quarter of the program year identifying the organizations and the areas to be monitored. The Monitoring tools will be developed according to the activities undertaken by each organization but focusing on:

- TBRA
    - HIV/AIDS Eligibility

- Income Eligibility
- Accuracy of monthly payments
- Reconciliation and bank account management

- Facility based
    - Single audit
        - Previous Year Findings
    - Accuracy of monthly payments
    - Invoice documentation
    - Habitability standards
    - HIV/AIDS Eligibility
    - Client Eligibility(income)
    - Individual Housing Plans

In addition to the sub recipient monitoring reviews, the Puerto Rico Department of Health will monitor the Municipality of San Juan to evaluate contract compliance. The quality control unit of the Municipality of San Juan will follow up on the corrective action plan presented by the sub recipients.

Actions to be taken by the State to monitor its performance in meeting its goals and objectives set forth in its Consolidated Plan and steps/actions being taken to ensure compliance with program requirements

- The PRDOH will monitor the terms and conditions of the contract with the Project Sponsor, assisting in the administration of the HOPWA funding. This includes: compliance with the timeframe of the agreement, rate of expenditures, eligibility of expenses, and implementation of eligible activities under the HOPWA Program and financial Management. In addition, the State will review the distribution of funds to determine if they are distributed in an unbiased, equitable, and consistent manner.
- The monitors from the Municipality of San Juan will visit the projects in order to ensure service provision according to the contracts, support documentation of reports presented, clients housing assessments, clients housing plans, cost allocation, and the use of time-sheets.
- Project sub recipients receiving HOPWA funding will be required to submit quarterly reports in electronic format, including statistical information that will be entered and maintained electronically to be included in the CAPER.

Steps/actions taken to ensure compliance with program requirements, including requirements involving the timeliness of expenditures

In order to assure that funding for the activities are expended in a timely manner, the contracts executed by the PRDOH and the Municipality of San Juan will have a duration of 12-month. Progress reports will be submitted in a quarterly manner along with the invoices for HOPWA reimbursement. Compliance with this requirement will be monitored by the finance division of the Housing Department of the Municipality of San Juan.

Steps/actions to ensure long-term compliance with housing codes, including any actions or on-site inspections it plans to undertake during the program year

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The Municipalities provider of the HOPWA tenant based rental assistance must inspect the assisted units for compliance with the required standards. The standard to be used by the HOPWA program is the Housing Quality Standard of the Housing Choice Voucher Program. Inspections must be performed by trained inspectors every time a recertification or new admission voucher is issued.

In addition, a property standard inspection is conducted by HOPWA staff to the housing type facilities that serve as shelter and transitional housing for the HIV/AIDS patients. This inspection is conducted prior to the execution of the contract with the project sub recipient.

Actions taken by the State to monitor its sub recipients

The PRDOH will monitor the execution of the agreement with the Municipality of San Juan.

Monitoring Standards to be used by the Municipality of San Juan

The HOPWA program recognizes and fulfills the monitoring requirements of the regulations. All sub recipients are monitored by program staff. Monitoring activities are conducted in accordance with OMB circulars and the applicable regulations. The following actions are standards actions for the monitoring activities:

- Explanation of grant contract requirement and deadlines for all sub recipients;
- Field visits to monitor work in progress and completed projects;
- Telephone or office conference assistance to sub recipients,
- Detailed explanation of ways to improve grant administration; and
- Suspension of grant activities where warranted.

Desk review monitoring activities for the HOPWA program include:

- Financial Management
- Project Development/administration
- Quarterly Fiscal Reports
- Compliance with law and regulations of Acquisition and relocation, Environmental Review, Labor Standards, Civil Rights, Procurement, Section 504, etc.
- Close out programs
- Rate of Expenditure
- Use of program income
- Compliance with single audits

The Municipality will follow its Monitoring Plan to evaluate and assure compliance with all the applicable regulations. In addition, the HOPWA program will evaluate accomplishments towards goals of the Consolidated Plan. The monitoring review conducted by the municipality includes the following:

- Perform desk reviews for all open year grant projects funded under the HOPWA program
- Rank recipients using the risk assessment forms
- Determine monitoring needs and priorities and evaluate resources
- Prepare monitoring schedule
- Pre-Monitoring preparation for on-site review
- On-site monitoring

- Prepare monitoring reports
- Preliminary reports
- Final Reports

For PY 2020 the Municipality of San Juan will use a limited review process in which the existing monitoring guidelines have been modified to reduce the scope of the review. The established work plan requires monitoring reviews of the recipients at least once annually and to concentrate monitoring reviews on the initial phase of the project sub recipient's operations to detect and correct problems at the outset and to identify potential lack of adequate performance. Additionally, other ongoing processes that involve periodic written communications, frequent telephone and fax communication, meetings, and analysis of financial and programmatic report, is conducted on an almost daily basis. Those projects deemed to require one or more annual reviews, as well as those that frequently demand technical assistance, will be selected. Progress reports will be used as the basis for selection of projects to be monitored.

In addition, the Municipality of San Juan will monitor HOPWA funds commitment and disbursement deadlines to assure compliance with applicable regulations. To monitor this area the Municipality will use the IDIS systems and reports at the evaluation of the invoicing.

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

ESG Disaster Funding Policy

The Department of the Family seeks to be a strong partner to local geographies affected by natural disasters and health emergencies, such as COVID-19. 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. 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.

HOME Program

Puerto Rico Housing Finance Authority – 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 **PRHFA** 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 **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 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

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(surplus) will be shared on equal basis between the **PRHFA** and the program beneficiary (50% retained by the **PRHFA** and 50% to beneficiary). Such surplus will be treated as Recaptured funds.

The **PRHFA** 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, 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:

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

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

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

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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 of involuntarily, during the period of affordability, the **PRHFA** 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 **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 HOME 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 HOME-assistance.

Puerto Rico Housing Finance Authority – 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 **PRHFA** 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

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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 **PRHFA**'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 **PRHFA**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 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 **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

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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 **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 **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 **PRHFA** 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 **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 should provide the original **HOME**- 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. Any improvements on the property will require written consent from the **PRHFA**.

(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) **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.

Puerto Rico Housing Finance Authority – 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 **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 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 **PRHFA** and the beneficiary.

The **PRHFA** 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:

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

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

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 **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 **PRHFA** and the program beneficiary (50% retained by the **PRHFA** and 50% to beneficiary). Such surplus will be treated as Program Income.

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 of 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 $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 **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.

<u>Puerto Rico Housing Finance Authority – HTF Resale Provisions</u>

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.**

The **PRHFA** 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 **PRHFA**'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 **PRHFA**'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

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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 **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 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.

(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 **PRHFA** 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 **PRHFA**, and such

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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 **PRHFA**. 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.

(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) **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.

HOME PROGRAM

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

The **PRHFA** will receive $13,333,944.00 in HOME funds for PY 2020. 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 2020 is shown below:

GRANT FUNDS BY ACTIVITY ALLOCATION FOR PY 2020	
Assigned Budget:	$13,333,944.00
State Administration:	$1,333,394
Homebuyers Assistance:	$4,000,000
Rehab or New Construction for Multifamily Rental Development:	$5,000,000
Rehab or New Construction by Owner (Techo Dorado)	$2,000,000
Tenant-Based Rental Assistance (TBRA)	$1,000,550

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 2020-2024 Puerto Rico State Housing Plan, the Puerto Rico Department of Housing (**PRHFA**) 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

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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 PRHFA'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 **PRHFA**'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, $785,893,650 (2017-2019) in private activity bond volume-related 4% tax-exempt credits are available.

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 $13,333,944.00 for the eligible activities established in the SYHS, 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 2020-2024 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 approve 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 forth below:

BASIC THRESHOLD REQUIREMENTS
Authority's HOME Program application and inspection fees: • CHDOs: $0.00 • ½ 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: • 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

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BASIC THRESHOLD REQUIREMENTS
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 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 sworn statement (*affidavit*) 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.

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BASIC THRESHOLD REQUIREMENTS
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.
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 completed and approved 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.

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BASIC THRESHOLD REQUIREMENTS
Noise Study for any proposed project of new construction, major rehabilitation, or conversion located. • 1,000 feet of a major noise source, road or highway • 3000 ft. of a railroad; or • 5 miles of a civil airport 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/)
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: • 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: • 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

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BASIC THRESHOLD REQUIREMENTS
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 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 92.257(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

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BASIC THRESHOLD 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.
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.

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BASIC THRESHOLD REQUIREMENTS
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 **PRHFA**. 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.

Point Ranking System

The HOME Program Director will approve which applicants comply with the minimum threshold requirements and therefore can proceed with the point ranking evaluation. **PRHFA** 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

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	Point Ranking Evaluation	Score
	5 points: Urban area defined as: Central Urban Area in the Planning Board's *Reglamento de la Infraestructura en el Espacio Público*; 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
	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 (*plaza de mercado*).	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, *públicos*).	1

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	Point Ranking Evaluation	Score
	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
	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-eight mile of a:	
	Junkyard.	-1
	Landfill or dumpsite.	-1
	Industrial site.	-1
	Airport.	-1
	Wastewater treatment plan.	-1
	Adjoining a property which is or contains a:	

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	Point Ranking Evaluation	Score
	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
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

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	Point Ranking Evaluation	Score
	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.	
	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

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	Point Ranking Evaluation	Score
	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
	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 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 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

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	Point Ranking Evaluation	Score
	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 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.	

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	Point Ranking Evaluation	Score
	Construction permit is a Green Construction Permit (*Permiso de Construcción Verde*) 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 *Profesional Autorizado*.	
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.	
	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

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	Point Ranking Evaluation	Score
	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.	
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

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	Point Ranking Evaluation	Score
	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
	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**	

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	Point Ranking Evaluation	Score
	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 Housing Finance Authority (**PRHFA**) 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 **PRHFA** HOME Program.

The **PRHFA** shall consider the petition for reconsideration within ten (10) calendar days of filing. If the **PRHFA** 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 **PRHFA** 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 **PRHFA**, 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 **PRHFA** 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 **PRHFA** regarding the allocation of HOME Funds pursuant to this Action Plan. Other regulations regarding formal or informal adjudicatory proceedings before the **PRHFA** are not applicable to HOME Funds allocation decisions.

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)**

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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: $4,000,000

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 property standards set forth in CFR 92.251 and the homebuyer should met 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.

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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: $2,000,000

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

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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

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

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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 **PRHFA** 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 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: **TENANT-BASED RENTAL ASSISTANCE (TBRA) (NUEVO COMIENZO)**

HOME Allocation: **$1,000,550**

Description: Assistance from 12 to 24 months in rental vouchers with preference to families displaced by Hurricane Maria and victims of domestic violence.

ACTIVITY NAME: **HOME PROGRAM PLANNING AND ADMINISTRATION**

HOME Allocation: **$1,333,394**

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 2020 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 2020			
Activity	**Allocation**	**Percentage**	**Expected Goal**
STATE ADMINISTRATION:	$1,333,394	10.00%	N/A
HOMEBUYERS ASSISTANCE:	$4,000,000	30.00%	88
REHAB OR NEW CONSTRUCTION FOR MULTIFAMILY RENTAL DEVELOPMENT:	$5,000,000	37.50%	33
REHAB OR NEW CONSTRUCTION BY OWNER (TECHO DORADO):	$2,000,000	15.00%	20

TENANT-BASED RENTAL ASSISTANCE (TBRA)	$1,000,550	7.50%	128

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Program Specific Requirements

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

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),

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the more restrictive code(s) will apply. These standards were designed to assist in achieving consistency 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 the 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.

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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 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

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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 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

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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 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.

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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 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

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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.

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

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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 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

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.

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

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.

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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.

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 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, 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 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, 2011and 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.

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 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

- 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.
- Examine surfaces and apply paint only to sound acceptable materials and surfaces.
- Prepare surfaces properly, removing loose or peeling previous paint.
- Paint prep shall be done in accordance with applicable lead safe standards.
- Before painting, assure that any moisture issues which may compromise the life expectancy of the paint system are remedied.
- Exterior paint systems shall be compatible, and installed in accordance with manufacturers' specifications.

i. Porches, decks, balconies and steps

- 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.
- Inspect structure for soundness and reconstruct any deteriorated members as required.
- Install new support piers as may be required.
- Patch existing decking with matching materials, or install new durable decking.
- Railings shall be sound and adequately fastened to meet code requirements for structural loading.

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Repair or replace in-kind as appropriate. Railings shall meet code requirements for height of protective guards, or have supplemental guards installed.
□Steps shall be safe and sound and meet applicable codes, with railings as necessary.
□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 Nuevo 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) – Requiresownersoftargethousing 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.

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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
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
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

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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.

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

9. All additions, alterations or renovations shall comply with latest local building and the International Energy Conservation Code of Puerto Rico, 2011
10. Comply with Energy Star standards and above code where feasible and contributing to significant energy savings.
11. 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.
12. 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

Appendix C – Other standards for Housing

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/Site 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
	Infestation - Rats/Mice/Vermin
Mailboxes/Project Signs	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

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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
	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/Vermin
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
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	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

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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
Elevators	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
	Infestation - Rats/Mice/Vermin
HVAC	Boiler/Pump Leaks
	Fuel Supply Leaks
	General Rust/Corrosion
	Misaligned Chimney/Ventilation System
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable
Sanitary System	Broken/Leaking/Clogged Pipes or Drains
	Missing Drain/Cleanout/Manhole Covers

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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

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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

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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/Damaged 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

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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

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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

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UNIFORM PHYSICAL CONDITION STANDARDS FOR SINGLE FAMILY HOUSING REHABILITATION

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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
	Missing Door
Foundations	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
	Infestation – Rats/Mice/Vermin
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
	Ponding
Walls	Cracks/Gaps
	Damaged Chimneys
	Missing/Damaged Caulking/Mortar
	Missing Pieces/Holes/Spalling
	Stained/Peeling/Needs Paint
Windows	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

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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)
	Water Closet/Toilet - Damaged/Clogged/Missing
Ceiling	Bulging/Buckling
	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
	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
	Flammable Materials - Improperly Stored
	Garbage and Debris - Indoors
	Garbage and Debris - Outdoors
	Hazards - Other
	Hazards - Sharp Edges
	Hazards - Tripping
	Infestation - Insects
	Infestation - Rats/Mice/Vermin
Hot Water Heater	Inoperable Unit/Components
	Leaking Valves/Tanks/Pipes

Appendix D – ESG Written Standards

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Additional Information Annual Action Plan

Appendix D – ESG Written Standards

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

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MANUAL DE ESTÁNDARES PARA LA ADMINISTRACIÓN DE LOS FONDOS ESG

Validado por: María del Carmen Castro, Secretaria Auxiliar (firma)	Revisado por: Oficina de Sistemas y Procedimientos	Página 1 de 09

I. INTRODUCCIÓN

El Departamento de la Familia de Puerto Rico recibe anualmente fondos de Programa *Emergency Solutions Grant (ESG)* del *Department of Housing and Urban Development* (HUD), 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 subsidios: *Community Development Block Grant (CDBG); HOME Investment Partnership (HOME); Housing Opportunities for Persons with AIDS (HOPWA) y Emergency Solutions Grant (ESG).* El Título 24 del Código de Regulaciones Federales 24 CFR 91.220 (l) (4) (i) y 24 CFR 576.400 (e) (1) 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.

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.

Los estándares deben incluir como mínimo:

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

D. Políticas y procedimientos para evaluar, priorizar y reevaluar las necesidades individuales y familiares para proveerles servicios esenciales relacionados con albergues de emergencia

E. Políticas y procedimientos para la coordinación entre los diferentes proveedores de servicios relacionados con vivienda

F. Políticas y procedimientos para determinar elegibilidad de los individuos o familias sin hogar para recibir ayuda de prevención y *rapid re-housing*

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 *rapid re-housing*

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

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 *rapid re-housing*.

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.

II. TRASFONDO

En el año 2009, la ley para atender asuntos de vivienda relacionada con personas sin hogar conocida como *McKinney-Vento Homeless Assistance Act* fue enmendada por la ley *Homeless Emergency Assistance and Rapid Transition to Housing Act* del 2009 (*HEARTH Act*). Con la nueva ley, se enmendó significativamente el *Emergency Shelter Grant*, que ahora se conoce como *Emergency Solution Grant* (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).

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.

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 violenten los estándares mínimos aquí establecidos.

Este documento contiene los estándares mínimos que deben cumplir las entidades que son subrecipientes 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 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.

III. PROPÓSITO

Este Manual tiene el propósito de establecer los estándares para la administración de los fondos ESG, por los cuales se regirán las entidades subrecipientes y el personal del Departamento de la Familia responsable de la adjudicación y monitoreo de su buen uso.

IV. APLICABILIDAD

Los estándares mencionados en este Manual aplican a todas las entidades subrecipientes de fondos del Programa ESG.

V. DEFINICIONES

A. **CoC** *(Concilium of Care)* – Programa adscrito al *Department of Housing and Urban Development (HUD)*, 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 *(CoC Puerto Rico Balance of Commonwealth, CoC PR 502)* y Coalición de Coaliciones *(CoC South/Southeast Puerto Rico, CoC PR 503)*.

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.

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: a. Tiene como residencia nocturna principal un lugar público o privado no apto para la habitación humana[1] b. Vive en un albergue público o privado designado para proveer ubicación temporera (incluyendo albergue de emergencia, vivienda transitoria, hoteles y moteles pagados por organizaciones caritativas o por programas federales, estatales o locales. c. 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 instalación de utilidades (por ejemplo, tuberías de agua rotas, cablería dañada, etc.).

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 acecho b. No tiene otra residencia c. Carece de recursos o redes de apoyo para obtener otra vivienda permanente

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 deambulancia, como ha sido identificado en el Plan Consolidado aprobado.

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 Act[2], 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 transitorio; 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 carros, parques, espacios públicos, edificios abandonados, viviendas precarias, estaciones de autobús 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) a (iii).

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 cernimiento (*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 cualifican. 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 centrada 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.

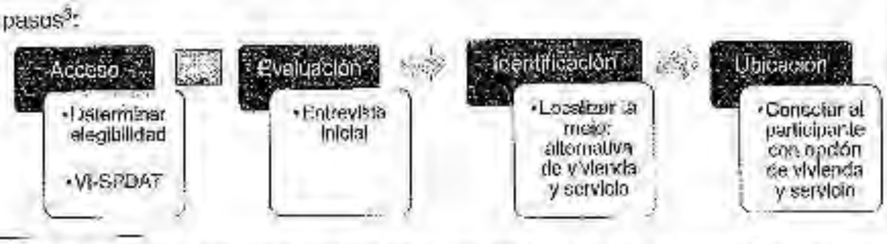
Los siguientes aspectos forman parte del proceso de admisión y evaluación inicial:

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 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 coordinada 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 cernimientos 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 576.400 (d)].

De forma general, un sistema coordinado de entrada debe consistir de los siguientes pasos[3]:



[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 cernimiento ofrece la oportunidad de tomar una decisión informada y objetiva basada en el nivel de necesidad de cada individuo o familia y agilizar las determinaciones de elegibilidad y ubicación de los participantes.

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 subrecipiente 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:

1. Certificación por terceros → 2. Certificación del Manejador de Casos → 3. Certificación del participante

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 alcance 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 escrito[4], 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 previo a entrar a la institución.

Tabla 3. Evidencia requerida

Estatus de vivienda: En inminente riesgo de deambulancia

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 deambulancia 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 ó 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 evidencie que no cuenta con los recursos financieros y las redes de apoyo para obtener otra vivienda permanente.

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.

C. COORDINACIÓN DE SERVICIOS

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.

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:

- Vivienda permanente
- Tratamiento médico
- Servicios de salud mental
- Consejería

- 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 e 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

- 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

D. POLÍTICAS PARA ELIMINAR BARRERAS

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:

1. NO DISCRIMINACIÓN <u>24 CFR 6.4</u>

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.

2. IGUALDAD DE ACCESO (<u>*Equal Access Interim Rule*</u>)

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 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.

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.

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.

3. **ACCESO AFIRMATIVO 24 CFR 576.407 (b)**

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 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.

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 periodo 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 mejoría 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.

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 transportación para actividades religiosas está prohibido.

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.

F. PLAN DE SERVICIO INDIVIDUALIZADO

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.

Los planes de servicio individualizado deben ser revisados al menos cada tres meses, excepto en el componente de *rapid re-housing* que será mensual. Sin embargo, el mismo podrá ser revisado antes, de acuerdo a la necesidad del participante.

G. MANEJO DE EXPEDIENTES

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:

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.

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 elegible 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 inelegible, 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 576.500 (d)).

Como mínimo, los expedientes de los participantes deben contener lo siguiente, según aplique al tipo de programa de asistencia:

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

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.
   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.

Para los participantes bajo el componente **Alcance en la Calle**:

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.

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 pueden 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 de alquiler pendientes
8. Documentación de los pagos realizados a nombre del participante

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 *Rapid Re-Housing* se realizará mínimo una vez al mes.
10. El expediente debe incluir notas que verifican que se hizo el re-avalúo de elegibilidad por lo menos cada 3 meses para Prevención, o al menos 1 vez al año para *Rapid Re-Housing*.

H. REVISIÓN AMBIENTAL

A fin con la reglamentación 24 CFR 58, 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.

I. MEDIDAS DE DESEMPEÑO ESTABLECIDAS POR HUD

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 subvencionados por fondos ESG estará sujeto al cumplimiento de las medidas establecidas por HUD para cada componente de servicio. Los estándares relacionados con las medidas de desempeño por componente se detallan más adelante en este documento[5].

J. POLÍTICA DE TERMINACIÓN DE ASISTENCIA

Se podrá terminar la asistencia a un participante de ESG si este viola los requisitos del Programa[6] 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).

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.

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

[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.

[6] Rehusarse a recibir tratamiento de salud mental, uso de sustancias y/o rehusar participar de actividades religiosas, no deben ser razones para la terminación de asistencia.

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.

3. Emitir una notificación escrita al participante con la decisión final.

NOTIFICACIÓN ESCRITA DE TERMINACIÓN SE 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 tomo 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

3. El derecho de la familia o individuo de traer evidencia, testigos, abogados u otra clase de representación legal costeado 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 este entiende 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:

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.

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) Nepotismo[7]
      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.

e. Una persona no puede ocupar las posiciones de director ejecutivo y presidente de la junta de directores en una entidad.

2. CONFLICTO DE INTERESES INDIVIDUALES

a. Se prohibe 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.

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:

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.

VII. ESTÁNDARES POR COMPONENTE

A. ALCANCE EN LA CALLE

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 apoyarlos en la obtención de una vivienda permanente y sostenible. Todo servicio de **Alcance en la Calle** estará acompañado de un manejo de casos.

1. Participantes Elegibles

Los servicios de **Alcance en la Calle** deben estar dirigidos a individuos o familias cuya situación de vivienda sea cónsona con las siguientes categorías:

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.

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.

2. <u>Servicio en la Calle</u>

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 lleven a cabo en facilidades, 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.

3. Personal de Alcance

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.

4. Duración del Servicio

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.

5. MEDIDAS DE DESEMPEÑO

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.

Tabla 4. Medidas de Desempeño – Alcance en la Calle
• Número de personas que recibieron los servicios • Número de personas que salieron del programa • Porciento de personas que se comprometieron a recibir los servicios • Porciento de personas que tuvieron un Plan Individualizado de Servicios • Porciento de personas que cumplieron con su Plan Individualizado de Servicios • Porciento de personas que aumentaron sus ingresos de cualquier fuente • Porciento de personas ubicadas en albergue de emergencia • Porciento de personas ubicadas en albergue transitorio • Porciento 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:

- Cernimiento de elegibilidad y evaluación de necesidades
- Servicios de intervención en crisis
- Atender necesidades de salud física crítica

- 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 los 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 consideran:

- 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

⇒ **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:

- Intervenciones en crisis
- Prescripción de medicamentos psicotrópicos
- Orientaciones sobre el uso y manejo de medicamentos
- Combinaciones de enfoques terapéuticos para enfrentar múltiples problemas

⇒ **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:

- 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 utilice 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

⇒ **Servicios para poblaciones especiales** 24 CFR 576.101 (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, abuso, etc.).

D. **ALBERGUE DE EMERGENCIA**

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**.

1. Participantes Elegibles

Los servicios de **Albergue de Emergencia** deben estar dirigidos a individuos o familias que su situación de vivienda sea cónsona con las siguientes categorías:

- **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

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 *Violence Against Women Act (VAWA)* aplican a las unidades de albergue de emergencia subvencionadas a través de ESG.

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.

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.

2. Ambiente del Albergue

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.

3. Operación de Albergue

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:

- No añaden valor al edificio/propiedad
- No prolongan considerablemente la vida útil del edificio/propiedad
- No adaptan el edificio/propiedad para nuevos usos.

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.

4. Vivienda Primero

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.

5. Diferidos

Los programas de desviación de albergues son identificados por la *National Alliance to End Homelessness* 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 ayudarlas 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.

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 estadía 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 576.400 (d)].

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 recibe 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:

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.

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.

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 cuido de niños, pasillos, escaleras y otras áreas comunes.

10. Medidas de Desempeño

Cónsono 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.

Tabla 6. Medidas de Desempeño – Albergue de Emergencia
• Número de personas que ingresó en albergue de emergencia • Número de personas que salieron del programa • Porciento de personas que tuvieron un plan individualizado de servicios • Porciento de personas que cumplieron con su plan individualizado de servicios • Porciento de personas que aumentaron sus ingresos de cualquier fuente • Porciento de personas que ingresaron en vivienda transitoria • Porciento de personas que permanecieron en el albergue por menos de tres meses • Porciento de personas que permanecieron en el albergue por más de tres meses • Porciento de personas ubicadas en vivienda permanente • Porciento de utilización de camas

La Tabla 7 muestra las actividades elegibles para los servicios de **Albergue de Emergencia.**

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:

- o Evaluación inicial, incluyendo verificar y documentar la elegibilidad
- o Consejería
- o Desarrollar y coordinar servicios para obtener beneficios tanto federales como estatales.
- o Monitorear y evaluar el progreso de los participantes
- o Proveer una evaluación de riesgo y un plan de seguridad para aquellas víctimas de violencia doméstica, abuso sexual, y acoso.
- o 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:

- o Cuido
- o Meriendas y comidas
- o 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 el GED (*General Educational Development Test*) y diversas habilidades para la vida. Los costos elegibles son:

- o Educación en Salud
- o Prevención de uso de sustancias
- o Inglés
- o Cursos para obtener el cuarto año

⇒ **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.

⇒ **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:

- 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

⇒ **Servicios Legales** – Los fondos pueden ser utilizados para contratar un abogado (pago por hora) para prestar servicios de asesoramiento legal para garantizar el 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

➢ **<u>Destrezas de Vida</u>** – 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 costeados 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

⇒ **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:

- 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.

⇒ **Tratamiento uso problemático de sustancias** – Estos servicios deberán estar diseñados para prevenir, reducir, eliminar y evitar recurrencias (recaídas) 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:

- Admisión y evaluación del participante
- Tratamientos ambulatorio hasta 30 días
- Consejería individual y grupal
- Pruebas de dopaje

Los gastos de hospitalización para tratamientos de desintoxicación de drogas y alcohol son inelegibles.

⇒ **Transportación** – Las actividades elegibles consisten en los costos de transporte de los viajes de un participante hacia y desde la asistencia médica, empleo, cuido de niños u otras instalaciones de servicios esenciales elegibles. Las categorías de gastos elegibles de transportación incluyen:

- 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 (se sugiere como herramienta la calculadora de DTOP).
- La compra o alquiler de vehículos para transportar al personal de servicio o a los participantes.
- 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 construcción [3] 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 alberge 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 conlleva 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).

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 inelegibles 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).

Bajo este componente se consideran los siguientes albergues:

1. **ALBERGUE DIURNO**

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 576.102. 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.

Como mínimo, las personas sin hogar deben poder permanecer en la instalación durante las horas que está 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:

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 24 CFR 576.401 (a).
b. La elegibilidad de cada participante y su estatus como persona sin hogar deben ser documentados de acuerdo con los requisitos del 24 CFR 576.500 (b).

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:

a. Participantes elegibles

b. Ambiente del albergue

c. Separación involuntaria de la familia[8]

d. Seguridad y protección

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: *rapid rehousing*. Los proyectos nuevos no podrán operar como albergue transitorio.

Los siguientes aspectos deben ser tomados en consideración al administrar fondos destinados a ofrecer servicios de **Albergue Transitorio:**

a. <u>Participantes Elegibles</u>

Los servicios de **Albergue Transitorios** deben estar dirigidos a individuos o familias cuya situación de vivienda sea cónsona con las siguientes categorías:

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

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

[8] 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 familia y deben ser servidos juntos como tal [24 CFR 576. 102 (b)].

pertenece la entidad ha solicitado y recibido la aprobación de HUD para servir a esta población.

Los **Albergues Transitorios** deben priorizar las siguientes poblaciones:

1) Jóvenes que no estén emancipados
2) Personas huyendo/intentando huir de violencia doméstica
3) Personas que buscan recuperarse de alguna adicción

Toda entidad que bajo la *grandfather clause* opere como albergue transitorio, le 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.

b. <u>Duración del Servicio</u>

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.

Algunos servicios complementarios de seguimiento pueden ser provistos hasta seis (6) meses después que el participante deje de recibir los servicios de albergue transitorio.

c. <u>Limitaciones Aplicables a **Albergues Transitorios** 24 CFR 576.79</u>

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. <u>Medidas de Desempeño</u>

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
• Porciento de personas que cumplieron con su plan de servicios
• Porciento de personas que aumentaron sus ingresos de cualquier fuente

Tabla 8: Medida de Desempeño – Albergue Transitorio
• Porciento de personas que permanecieron en el albergue por menos de 24 meses • Porciento de personas que permanecieron en el albergue por más de 24 meses • Porciento de personas ubicadas en vivienda permanente

C. 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	• 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%**	• Categoría 1: literalmente sin hogar • Categoría 4: huyendo o intentando huir de violencia doméstica (si individuos o familia también están literalmente sin hogar)
Propósito	• **Prevenir o evitar** que personas con vivienda se queden sin hogar. • Ayudar a estas personas a **recuperar la estabilidad** en su vivienda actual u otra vivienda permanente	• 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 **lograr la estabilidad** en la vivienda
Re-evaluación	• Cada **3 meses** • Debe tener un ingreso **igual o inferior a 30%** de la renta media del área geográfica donde vive, y • Carecer de recursos y red de apoyo	• Cada **12 meses** • Debe tener un ingreso **igual o inferior al 30%** de la renta media del área geográfica donde vive, y • Carecer de recursos y red de apoyo
Actividades elegibles	• Servicios de reubicación y estabilización, y asistencia financiera • Asistencia de alquiler a corto y mediano plazo	• Servicios de reubicación y estabilización, y asistencia financiera • Asistencia de alquiler a corto y mediano plazo

Los siguientes aspectos deben ser tomados en consideración al administrar fondos destinados a ofrecer servicios de **Prevención y Rapid Re-Housing**:

1. Elegibilidad por Ingresos

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 *Rapid-Re Housing*). 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.

Los estándares mínimos para la determinación del ingreso anual de un individuo o familia consisten en el cálculo de ingresos de acuerdo con 24 CFR 5.609. 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:

a. Los ingresos pueden estar a nombre del jefe de familia o cónyuge (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 24 CFR 5.609 (c).

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 cuido de niños.

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 5.609 (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.

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, cuido 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.

k. **Ingresos por hijos adoptivos** - Ingreso recibido como pago de asistencia para adopción que exceden los $480 por cada niño adoptado.

l. **Pagos periódicos diferidos o ingreso de seguro social suplementario** - Beneficios de seguro social que se reciben 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. <u>Seguridad y Protección</u> <u>24 CFR 576.403 (B).</u>

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 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 deber 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.

j. **Seguridad contra Incendios** - La vivienda debe cumplir con las siguientes condiciones:

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.

3. Habitabilidad de la Vivienda

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 alquiler de vivienda hasta que la inspección esté realizada y la vivienda esté aprobada.

a. Inspección Visual de la Pintura Deteriorada para Determinar Riesgo de Plomo

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 24 CFR 576.403 y 24 CFR 576.99(f), incluyendo la Política de Prevención de Envenenamiento por Pintura a Base de Plomo (42 USC 4821-4846) y la Política de Reducción de Riesgos Provocados por Pintura a Base 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 anejo 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/h00101.htm.

b. Inspección Visual de Estándares de Habitabilidad

De igual manera, la estructura debe cumplir con estándares básicos de habitabilidad (ej: 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. <u>Notificación de Reparaciones al Dueño de la Vivienda</u>

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:

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	• **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.

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 • Carecer 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 • Porciento de personas que recibieron servicios de relocalización de vivienda y servicios de estabilización durante el periodo de servicio • Porciento de personas que cumplieron con su plan de servicio • Porciento de personas que aumentaron sus ingresos de cualquier fuente • Porciento 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 • Porciento de personas que recibieron servicios de relocalización de vivienda y servicios de estabilización durante el periodo de servicio

Tabla 12. Medidas de Desempeño – *Rapid Re-Housing*
• Porciento de personas que cumplieron con su plan de servicio
• Porciento de personas que aumentaron sus ingresos
• Porciento 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 ESG. 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.

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 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 sustraerá 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 sustraerá del total de meses por los que se puede ofrecer la asistencia (24 meses).

Asistencia para cubrir gastos de moteles y hoteles

- 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 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 576.106 (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.

- 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.

Último 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.

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 mudanzas 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

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

El pago de estos servicios no excederá de veinticuatro (24) meses durante un periodo 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 siquiátricos, médicos o de enfermería
- Hospedajes de universidades.
- Unidades dentro de instituciones penales, reformatorios, médicas, 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 reside 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

- 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 problemas 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.

D. **HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

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 *Homeless Management Information System* (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.

Como estándar mínimo se requiere que todas las entidades de 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 significa que se debe documentar que el sistema alterno cumple con todos los requisitos de HUD.

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.

Una vez desarrollados 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.

1. CONFIDENCIALIDAD Y DERECHOS DE PRIVACIDAD

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.

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 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 puedan 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 HMIS[10]: • 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 autorización previa del Departamento de la Familia.

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: o Completar la entrada de datos o Monitorear y revisar la calidad de los datos o Completar análisis de datos o Reportar datos al "Lead" de HMIS o Capacitar al personal en el uso del HMIS o de una base de datos comparable o 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

E. **ADMINISTRATIVO** 24 CFR 576.108

El Programa ESG permite utilizar los fondos para cubrir gastos administrativos seleccionados. Según establece la reglamentación 24 CFR 576.100 (c), 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 figuren como gobiernos locales (municipios), así como con sub-recipientes que son organizaciones sin fines de lucro [24 CFR 576.108 (b)]. 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 (2 CFR 200). El modelo de distribución de fondos puede variar de un año a otro.

Los estándares mínimos relacionados con asuntos administrativos son:

1. Las entidades son responsables de la administración eficiente y efectiva de los fondos federales que reciban 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 subvencionadas por fondos ESG deben administrar los fondos recibidos de acuerdo con los principios de costos aplicables en 2 CFR 200 (e).
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

condiciones del fondo federal, y procurar la razonabilidad de los gastos operacionales y costos.

5. Según, 2 CFR 200.404, 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.
6. Para determinar la razonabilidad de un costo, se debe tener en cuenta:
   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.

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 subrecipientes 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

Lcda. 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:

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